



SERVICE RULES, POLICIES & PROCEDURES- VFSTR

(Amendments upto April 2025 incorporated)

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VISION

To evolve in to a centre of excellence in science & technology through creative and innovative practices in teaching - learning, towards promoting academic achievement and research excellence to produce internationally accepted, competitive and world class professionals who are psychologically strong & emotionally balanced imbued with social consciousness & ethical values.

MISSION

To provide high quality academic programmes, training activities, research facilities and opportunities supported by continuous industry - institute interaction aimed at promoting employability, entrepreneurship, leadership and research aptitude among students and contribute to the economic and technological development of the region, state and nation.

→ Awards and Accolades



Accreditation
Board for
Engineering &
Technology



Accredited by NAAC with 'A+'
Grade in 2023



2024 Ranked, 72nd by NIRF



Member - Association of
Commonwealth Universities



Member - Association of
Indian Universities



Awarded - 5th Rank in Top
10 emerging Universities
of India



Awarded - Best Technological
University in rural area



Awarded - 9th Rank
among India's Top Private
Universities



Awarded -
One of the Outstanding
Regional & Young
Universities of South India



An ISO 9001:2008 Certified
Institution

INTRODUCTION

Service Rules, Policies and Procedures are all well elucidated and documented in VFSTR Manual published in 2017. An extract from the manual covering service rules, policies etc., and as updated periodically is given in this hand out in a comprehensive form for information of all staff – both teaching and non-teaching as per the details given below.

Part I- Service Rules

Part II – Policies

Part III- Procedures

It is incumbent on all of us to go through these rules & policies at the earliest opportunity to support better administration and efficient governance.

VFSTR expects each one of us to strictly adhere to these rules and regulations, both in letter and spirit so as to contribute to the overall growth of the institution.

Registrar

Part - 1
SERVICE RULES

CHAPTER -1

SERVICE RULES

1.1 CONDUCT, DISCIPLINE AND APPEAL RULES

GENERAL

- Every employee of the University shall at all times
 - maintain absolute integrity;
 - maintain devotion to duty;
 - do nothing which is unbecoming of an employee of the University, and conduct himself at all times in a manner which shall enhance the reputation of the University.
- Every employee shall obey the orders / directions of his superior(s).
- An employee shall at all times be courteous in his dealings with other members of the staff, students and the public.

1.1.1 GENERAL CODE OF CONDUCT FOR EMPLOYEES

General Disciplinary Control:

- Employees of the University, whether full-time or part-time or contractual basis be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules shall be dealt with severely.

Employees to promote the interest of the University:

- Every employee shall serve the University honestly and faithfully and shall use his utmost endeavour to promote the interest of the University.

Liability to abide by the Rules:

- Every employee of the University shall conform to and abide by the rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him in the course of his official duties by any authority under whose jurisdiction, superintendence or control he is placed for the time being.

Taking part in Strikes, Demonstrations or Similar Activities

- No employee shall take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the University to disrepute.
- No employee of the University shall engage himself or participate in any demonstration, which involves incitement to an offence

Connection with Media

- No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in editing or managing any newspaper or other publication.
- No employee shall, publish any letter or article in any newspaper, journal or participate in any talk / discussion on the Radio or T.V. which may be derogatory or which may lead to unseemly controversies or embarrassment to the University.
- The above rules do not however preclude an employee from writing books or engaging in a work of literary, scientific, managerial or artistic character without any detriment to his legitimate duties.

Criticism of the University

- The employees of the University shall not indulge in any public criticism of the University administration, which causes or is likely to cause embarrassment to the administration in its relation to its staff or Students & Faculty of the University. No employee shall indulge in criticism, which shall embarrass the University administration in its relation to members of different communities among the staff or Students & Faculty or public.

Obligation to maintain secrecy:

- No employee shall, while in service or after his retirement, resignation or discharge, except in accordance with any general or special order of the Vice-Chancellor or, in performance in good faith of the duties assigned to him, communicate directly or indirectly to any other person to whom he is not authorized to communicate such document or information.

Private Trade or Business:

- An employee shall ordinarily devote his whole time to the service of the University and shall not, without written permission of the competent authority, engage directly or indirectly in any trade or business whatsoever or any other work which may interfere with the proper discharge of his duties.
- Provided that an employee may undertake further studies in any educational institution, college or University with prior sanction of the competent authority, subject to the condition that it does not interfere with the proper discharge of his duties.

Taking part in Politics and Elections

- No employee shall have political leanings take part in political activities or be associated with any party or organization having political affiliation.

- No employee shall aid or assist in any manner any political movement or activity unless he proceeds on leave after obtaining the permission of the BOM specifically for the purpose and proceeds on appropriate leave.

Misleading of Students & Faculty

- No employee of the University by speech or otherwise seek to mislead the Students & Faculty into activities, which in the judgment of the Vice-Chancellor are objectionable.

Raising Subscriptions

- No employee shall without obtaining the previous sanction of the competent authority ask for or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, except for routine farewell or felicitation functions connected with the University.

Influencing superior authorities

- No employee shall bring or attempt to bring any kind of influence to bear upon any superior officer or a member of any University authority to further his interests in respect of matters pertaining to his service in the University.

Bigamous marriage

- No employee shall enter into or contract a marriage with a person having a spouse living.
- No employee, having a spouse living, shall enter into, or contract, a marriage with any person.

Foreign National

- The University employee who has married or marries a person other than that of Indian nationality, shall forthwith intimate the fact to the University.
- **Consumption of intoxicating drinks and drugs an employee of the University shall:**
- Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being,
- Not be under the influence of any intoxicating drink or drug during the course of his duty,
- Refrain from consuming any intoxicating drink or drug in a public place, and Not appear in a public place in a state of intoxication.

Redressal of Grievances

- Every person in the service of the University holds his office during the pleasure of the Chancellor of the University.
- No suit or other proceeding shall lie in a civil court against the University at the instance of a University employee in respect of any order affecting his conditions of service, or in respect of any disciplinary or other action taken against him in his capacity as a University employee.

- If a University employee feels aggrieved by any such action or order, the remedy is to take recourse to the Grievance Redressal Machinery of the University.

Employees not to be absent from duty without permission or be late in attendance

- An employee shall not be absent from his duties without having obtained prior permission of the competent authority.
- An employee who absents himself from duty without leave or overstay his leave shall not ordinarily be entitled to draw any pay and allowance during such absence or overstay and shall further be liable to such disciplinary action as the competent authority may take as per rules.
- However, the competent authority may treat such period of absence or overstay as period spent on leave to which he is entitled after obtaining an explanation in writing and satisfied that the absence or over-stay without leave was due to circumstances beyond the control of the employee.

Money Lending or Borrowing, Insolvency & Habitual indebtedness

- No employee shall directly or indirectly engage himself in the business of money lending and borrowing.
- An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a majority of his assets is continuously being attached, he may be liable for disciplinary action.
- An employee who becomes the subject of legal proceedings for insolvency / indebtedness shall forthwith report full facts to the University and is liable for disciplinary action at the discretion of the competent authority.

Criminal Proceedings

- An employee who gets involved in any criminal proceedings shall immediately inform the competent authority about the facts, irrespective of the fact whether he has been released on bail or not.
- An employee who is detained in police custody whether on criminal charge or otherwise for a period exceeding 48 hours shall immediately inform the fact to the competent authority, and not join his duties in the University without written permission from competent authority.

Attendance at Meetings

- An employee who is appointed as a member of a Committee duly constituted by the University must attend all meetings of such Committee.
- If, for unavoidable reasons, he is unable to attend any meeting, he should send prior intimation to the Chairman of the Committee stating the reason for his absence.

Representations

- Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he may forward his representation through proper channel to the competent authority and shall not send the copies of representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than fifteen days.

Breach of Conduct Rules

- Any breach of the above conduct rules or other rules of the University by the employee shall be treated as "misconduct" and the employee shall be liable for disciplinary action and imposition of penalty in accordance with the procedure laid down in these rules.

Suspension

- An employee of the University may be placed under suspension pending investigation or enquiry into grave charges, where such suspension is necessary in the interest of the University
- The Vice-Chancellor shall exercise the powers to suspend in respect of any employee of the University.
- An employee who is detained in custody, whether on criminal charge or otherwise for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention. However, the Registrar shall issue an order of suspension with the approval of the Vice-Chancellor and such employee shall remain suspended until further orders.
- An order of suspension may at any time be revoked by the authority which made that order.

Treatment of Period of Suspension

- When the employee under suspension is reinstated, the competent authority may grant him the following pay and allowances for the period of suspension:
- if the employee is exonerated and not awarded any of the penalties the full pay and allowances which he would have been entitled to provided he had not been suspended, less the subsistence allowance already paid to him; and
- if otherwise, such proportion of pay and allowances as the competent authority may decide.
- The period of absence from duty shall be treated as period spent on duty. It shall not be treated as period spent on duty unless the competent authority so directs.
- If an employee under suspension is dismissed or removed from service, the period of suspension shall be treated as such.

MISCONDUCT

Without prejudice to the generality of the term 'misconduct,' the following acts of omission and commission shall be treated as misconduct:

- Theft, fraud or dishonesty in connection with the activities or property of the University.
- Furnishing false information regarding name, age, father's name, qualifications or previous service or any other matter in relation to the employment at the time of employment or during the course of employment.
- Acting in a manner prejudicial to the interests of the University.
- Wilful insubordination or disobedience, of any lawful and reasonable order of his superiors.
- Absence without authorized leave or overstaying the sanctioned leave for more than five consecutive days without sufficient grounds or proper explanation.
- Habitual late or irregular attendance or wilful absence from duty.
- Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- Damage to any property of the University.
- Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment.
- Gambling within the premises of the University.
- Smoking within the premises of the University where it is prohibited.
- Collection of any money within or outside the premises of the University, without the permission of the competent authority.
- Sleeping while on duty.
- Commission of any act which amounts to a criminal offence involving moral turpitude.
- Absence from employee's appointed place of work without permission or sufficient cause.
- Abetment of or attempt at abetment of any act which amounts to misconduct.
- Unauthorized use or occupation of the University's quarters, land or other property.
- Assaulting or intimidating any employee /student of the University.
- Striking work or inciting others to strike work in contravention of provision of any law or rule having the force of law.
- Breach of any law applicable to the employee or of the conduct rules or any other rules or orders issued by the University from time to time.
- Writing of anonymous letters, etc., addressing appeals or representations to an authority other than the appellate or the

appropriate authority and forwarding advance copies of appeals or representations to any authority.

- Distribution or exhibition in the University's premises or its precincts handbills, pamphlets, posters or causing to be displayed by means of signs or writings or other visible representations, in any manner without previous sanction of the authority.
- Refusal to work on holidays or Sundays or extra work when notified to do so in the emergencies of University work.
- Forcibly detaining any of the University employees.
- Taking any active part in a meeting or demonstration organized by a political party.
- Forwarding of applications for outside employment, award of fellowships, etc., without prior approval of the competent authority.

Note: The above instances of misconduct are only illustrative in nature and not exhaustive.

1.2 PENALTIES AND APPEALS

The following penalties may be imposed on any employee of the University for good and sufficient reason.

Minor

- Censure
- Withholding of increments or promotion

Major

- Recovery of the whole or part of the pecuniary loss caused to the University
- Reduction to a lower service, grade or post or to a lower time scale, or to a lower stage in a time scale.
- Compulsory retirement
- Removal from the service of the University, which does not disqualify him for future employment.
- Dismissal from the service of the University, which disqualifies him for future employment.
- Prosecution in fit cases.

Explanation:

The following shall not amount to a penalty within the meaning of this rule:

- Withholding of increment of an employee on account of his work being found unsatisfactory or not being of the required standard.
- Stoppage of an employee at the efficiency bar in a time scale, on the ground of his unfitness to cross the bar;
- Non-promotion whether in an officiating capacity or otherwise, of an employee, to a higher post for which he may be eligible but for which he is found unsuitable after consideration of his case;

- Reversion to a lower grade or post of an employee officiating in a higher grade or post, on the ground that he is considered, after trial, to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his conduct.
- Reversion to his previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation in accordance with the terms of his appointment.
- Termination of Service:

The termination of service of an employee:

- appointed on probation during or at the end of the period of probation, in accordance with the terms of his appointment.
- appointed in a temporary capacity, on the expiry of the period for which he was appointed, or earlier in accordance with the terms of his appointment.
- appointed under a contract or agreement in accordance with the terms of such contract or agreement, and
- on reduction of establishment

Procedure for Imposing Minor Penalties:

- Where it is proposed to impose any of the minor penalties specified the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 15 days. The defence statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority before passing an order.
- **The record of the proceedings shall include;**
 - a copy of the statement of imputations of misconduct or misbehaviour delivered to the employee;
 - the employee's defence statement, if any; and
 - the orders of disciplinary authority together with the reasons thereof.
 - There is no need to hold an enquiry relating to any disciplinary action for imposing minor penalties.

Procedure for Imposing Major Penalties

- No order of dismissal, removal, compulsory retirement or reduction shall be imposed on an employee of the University (other than order based on facts which have led to his conviction in a Criminal court), unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself.
- The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges.
- It shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case.

- He shall be required, within a week time to put in a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person.
- At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witness, to give evidence in person and to examine such witnesses as he may produce provided that the authority conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to examine a witness. The enquiry report shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.
- Enquiry relating to any disciplinary action may be made by the Vice-Chancellor or the Discipline Committee of the BOM as circumstances require, or by such other Officer or special committee appointed for the purpose.
- The above requirements of an enquiry shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. In such an event, an ex-parte enquiry can be conducted
- Where the officer or committee holding the enquiry is not competent to award a penalty, his duty ends with the recording of his or its findings on the charges and it is not his function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
- After the conclusion of the inquiry, a report shall be prepared and it shall contain;
 - a gist of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
 - a gist of the defense of the employee in respect of each article of charge;
 - an assessment of the evidence in respect of each article of charge; and
 - the findings on each article of charge and the reasons thereof

Action on the Inquiry Report:

- If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties should be imposed on the employee, it shall make an order imposing such penalty.
- The disciplinary authority shall, if it disagrees with the findings of the Inquiring Authority on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.
- If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that no penalty need be imposed, it may pass an order exonerating the employee concerned.

Appeals:

- An employee of the University aggrieved by any order imposing penalty passed against him shall be entitled to prefer an appeal against the said order to the appellate authority. Such an appeal should be submitted within one month from the date of communication of the order imposing penalty.
- The Appellate Authority shall consider whether the:
 - facts on which the order was based have been established,
 - facts established afford sufficient ground for taking action; and
 - penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.
- Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself.
- Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through proper channel to which the appellant belongs.

Service of Notices, Orders:

- Any order, notice, communication, letter or other document or process made or issued under these rules shall be served on such employee:
 - by delivering it to that employee; or
 - if it cannot be so delivered or tendered, by affixing a copy on the notice board of the University.
 - by forwarding it by registered post, addressed to the employee at the place where he ordinarily resides, or at the last known address.
- An endorsement by the serving officer that the employee refused to accept the document or an endorsement by the postal authorities that the employee refused to take delivery or that he could not be found or that he was absent, shall be deemed to be prima facie proof of such service.

Power to Relax Time Limit and to Condone Delay:

- Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

Vindication of Acts and Character:

- No employee shall, except with the prior written permission of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an act of defamatory character provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

■ Applicability:

- These rules shall be applicable to all categories of employees and the registrar shall be responsible for implementing the same through his / her Department.

1.3 HRD - TEACHING STAFF

■ 1. Introduction:

The best of the organizations have always emphasized on building human resources of their organizations to achieve their objectives and goals. This requirement cannot be over emphasized in Educational Institutions where 90% of the operational expenditure goes to salaries and allowances keeping aside the capital investment in buildings, plant and machinery. A comprehensive Human Resources Development policy would include.

1. Determining what type of people should be hired
2. Recruiting prospective employees.
3. Setting performance standards
4. Compensation and performance incentives to employees.
5. Evaluating performance and providing career opportunities.
6. Counselling of employees.
7. Training and development of employees.

Towards this end, certain policies and guidelines with regard to Human Resources Development in the University are formulated as detailed below:

1. Placing the right person in the right job.
2. Initiating new employees through proper orientation and training.
3. Training employees for any new jobs entrusted to them.
4. Improving job performance of each employee.
5. Promoting creative co-operation and developing smooth working relationships.
6. Effectively communicating University policies and procedures to all employees.
7. Controlling employee of performance costs.
8. Identifying gaps/deficiencies of performance and developing abilities of employee either teaching or non-teaching.
9. Creating and maintaining Department morale.
10. Taking care of the general health and physical condition of the employees and creating a good working environment.

Every member of the University irrespective of where he/she is currently employed, whether teaching or non teaching and entrusted with the responsibility to supervise the work of a few employees, shall consider the above as a job chart as far as Human Resource Management in the University is concerned.

2 Applicability of the policy

Teaching Staff

Non-Teaching (Technical Staff)

Non – Teaching (Ministerial Staff): The policy in respect of Non-Teaching Ministerial staff would be implemented by Registrar and accordingly the details of this component of the policy are detailed in the chapter. Registrar and Dean (Admissions)

3. Objectives of the Policy :

The main objective of the Human Resource Development policy is to attract and retain talent. Towards this objective the following components of the HRD policy shall be implemented in Vignan University.

4. Policy Components:

- **Attracting Talent (Recruitment)**
To meet the medium and long term objective of creating several centers of excellence in various disciplines and ultimately become a leading University in the Country, it becomes essential to recruit highly talented and experienced faculty with National and International repute. Therefore, a proper recruitment policy (please refer 1.11) is evolved to meet these objectives.
- **Developing Talent (Training, Counselling etc.)**
- **Career Growth Opportunities**
- **A System of performance linked incentives.**
- **Effective Implementation Mechanism**
- **Periodical Review of the Policy**

The following paragraphs provide the full details of the policy in respect of the above areas.

The Dean-AAA (Academics, Assessment and Awards) will be responsible for implementing this policy in respect of Teaching and Nonteaching(Technical) staff.

1.3.1 JOINING OF DUTIES

- I. The appointee at the time of joining has to report along with the following materials.
 1. Joining Report
 2. Two sets of photocopies of all degrees / Certificates for submission along with the originals for verification.
 3. Medical Fitness Certificate from a registered Doctor / Physician.
 4. List of Publications, if any.
 5. Ten Photographs.
- II. At the time of joining, an appointee has to report to the HR section of Registrar's Office.

- III. The HR section will direct them to the concerned department Head / Dean for completing joining formalities.
- IV. The Department / Dean would take his / her joining report along with the materials as mentioned above and would give him / her the following materials.
 1. Prescribed Application Form along with the Computer Data Sheet in duplicate.
 2. Other forms like PF nomination form, bank details, identity card details, if any; etc., in duplicate.
- V. The Department / Directorate will collect back the above details and send one copy of the following material to the Establishment Section of the Registrar :
 1. Prescribed Application Form along with the Computer Data Sheet
 2. Other forms like PF nomination form, bank details, identity card details
 3. One set of copies of Degrees and Certificates
 4. Ten Photographs – one for Record and the other for the Identity Card.
 5. One copy of the Medical Certificate.
 6. One copy of the Joining report with the CV of the individual shall be sent to the Dean - AAA.
- VI. The Joining Date of an employee shall be the date of reporting for duty on the first day provided he joins by 12 O'Clock. If he joins after 12 O'Clock, then his Joining Date shall be counted from the next working day.

1.3.2 WORKING HOURS

- There shall be eight instruction periods of fifty minutes duration on each working day starting from 8.00 a.m. to 4.00 p.m. with one hour lunch break.
- The Institutes shall be closed on Sundays and gazetted holidays, but it shall be left to the discretion of the Dean-AAA to arrange for the holding of extra classes if he deems necessary on those days.
- Both the teaching and non-teaching staff shall be required to work as per duty hours prescribed by the University from time to time and also after office hours whenever required to do so depending on the exigency of work.

1.3.3 HOLIDAYS & VACATION

- The general holidays in the University shall be observed as decided and notified by the Vice-Chancellor along with the academic calendar.
- The teaching and non-teaching staff are eligible to avail the vacation period, as may be declared by the competent authority.
- If a faculty member cannot avail his full vacation and his services were requisitioned on exigencies, he shall be entitled for earned leave as prescribed in the Leave Rules.

1.4 TEACHING STAFF - TRAINING AND COUNSELLING

All the employees recruited shall undergo proper briefing, orientation and training to ensure that every employee discharges his or her responsibility effectively.

Training of New Recruits : All faculty recruited in the organization shall undergo the faculty orientation cum training immediately as given below :

1. Study of Vignan Manuals to understand and identify their own role in the organization.
2. Understand the Vision, Mission of the organization and also the goals and objectives of the department to which one is posted.
3. Identify carefully the Department and other Faculty members with whom one is expected to meet and interact personally.
4. Study the Department in which one is posted in greater detail and identify immediate tasks on hand including the list of the to do items as well as get a copy of the list indicating the details of weak students who need follow up. For this purpose he/she will have to meet all the colleagues/faculty members in the department under the guidance of the HOD.
5. If a recruit is a professor or senior professor he/she will acquaint with the teaching methodology, evaluation procedures, students concerns and the counseling methods that are being adopted at the institution. This is to enable the new recruit to take-off from there for further improvements rather than trying to attempt something as if it is a clean slate. . This helps in maintaining continuity of the systems and procedures.
6. Teachers who are fresh recruits, with less than 10 years of experience will attend the formal training programmes organized by the University for the teaching Faculty.
7. The initial Orientation, as mentioned in points 1-5 may take about two weeks whereas the training indicated in point-6 above would take about 3-4 weeks depending on the batch and size.
8. At the end of the orientation / training each of the new faculty members shall prepare a list of personal goals and objectives for his/her position which should contain
 - a) His/her approach to teaching
 - b) The targets and goals for the current semester
 - c) The work to be done for preparing teaching material and handouts to students.
 - d) The time that he/she would like to spend for writing articles in National and International journals.
 - e) His/her approach towards the students while addressing their issues.
 - f) Any specific support that would be required from the Department / Management.

This report shall be discussed with the HOD concerned and agreed upon.
A copy of this report will go to

- i) Dean - AAA
 - ii) Dean (R&D)
 - iii) Registrar
9. The HOD concerned has to take responsibility to facilitate the faculty towards updating their knowledge working under him/her and propose necessary training programmes to the Dean - AAA and Registrar.
 10. A detailed folder of each of the faculty members shall be maintained at the following five offices.
 - a) HOD
 - b) Dean - AAA
 - c) Dean (R&D)
 - d) Registrar
 11. The HODs concerned will continuously identify weaknesses and in adequacies of various faculty members and enable the faculty members to effectively contribute to quality teaching and maintaining those standards.
 12. Every Faculty member should also realize that a teacher is always a learner and without his/her willing participation to the process, improvements would be difficult to make.
 13. The HOD and the Faculty together will have to understand this so that these issues can be properly dealt within their own Dean and through joint efforts by Dean - AAA and Registrar.
 14. An ambience and a belief that the faculty who joined Vignan did so to contribute and grow will be a useful starting point to not only attract talent, but also to retain the talent.
 15. Since retention of talent is an important objective, developing the faculty members recruited in an open and objective environment becomes the first step to achieve the objective.

1.5 TEACHING STAFF CAREER GROWTH – OPPORTUNITIES

1. Providing to ensure career growth is always a challenge to organizations since this involves a commitment of future revenues from the point of view of organization without an assurance of commitment by the employees.
2. Keeping the above in view the following Career Advancement Scheme (CAS) is adopted in VFSTR (*please refer chapter 2*).

1.6 NOTICE PERIOD

The Employee may terminate his association (job) with the University by serving a Notice to the Employer. Similarly, the Employer may terminate the association (job) with the Institute by serving a Notice to the Employee without assigning any reason.

The Notice Period would be in accordance with the Exit policy of the Institute.

1.7 TERMINATION OF SERVICE

Resignation

- a) An employee shall not leave or discontinue his service in the University without giving a proper notice in writing, to the competent authority.
- b) An employee of the University shall give three months' notice in case he/she desires to be relieved on resignation or shall pay three months' salary in lieu thereof in accordance with the Exit policy of the Institute.
- c) Before accepting the resignation of any employee, the competent authority shall satisfy itself that there are no dues from him either in cash or in kind viz., books, stores, equipment, loans, etc.
- d) The competent authority shall issue an order of "Acceptance of Resignation" which shall come into effect from the date on which the employee is relieved from his duties.
- e) When the employee is on leave, the resignation shall come into effect from the date of communication of the orders of "acceptance of resignation".
- f) An employee before leaving the University service shall hand over the charge of his post to a duly authorized officer and shall return to the University only library book, apparatus, furniture, etc. Issued to him for his personal or official use and shall clear all types of dues / advances taken from time to time. If he fails to do so, the amount due from him on the above items shall be recovered from his last salary or from any other sums due to him from the University.
- g) An employee who is in occupation of residential accommodation provided by the University shall vacate it immediately on being relieved from the University service.
- h) No employee shall be relieved from the University service or his final financial settlement be made, unless he produces the "No Dues Certificates" from all the concerned departments.
- i) Notwithstanding what is contained in the above rules, the Vice-Chancellor may however, waive the notice in part or in full, or any other condition, at his discretion, in exceptional and deserving cases.
- j) Vice-Chancellor is the authority concerned, to accept resignation of any employee.

Explanation:

A notice given by an employee shall be deemed to be proper if he remains on duty during the period of notice. However, the Vice-Chancellor may at his discretion agree to adjust in full or part the earned leave standing to the credit of the employee towards the notice period.

Termination of Service:

- (1) The services of a temporary employee of the University shall be liable to be terminated at any time without notice and without assigning any reasons thereof.

- (2) The University is empowered to terminate the services of any permanent employee for the reasons due to abolition of the post which he is holding or as disciplinary action against such employee, by giving a notice of three months or paying three months' salary in lieu thereof.
- (3) Not with standing what is contained in the above rules, it is the prerogative of the appointing authority to terminate the services of any employee, if the authority is satisfied on the report of a Medical Board appointed for the purpose that the employee is incapacitated physically or mentally and discharge his duties.

1.8 DUTIES AND RESPONSIBILITIES OF THE PROFESSORS / ASSOCIATE PROFESSORS / ASSISTANT PROFESSORS

The teacher has a crucial role to play in delivering the output expected of an educational institution. Teaching is the primary function of a faculty member and research and extension are his secondary functions.

The detailed duties of a faculty member shall be as follows:

a) Teaching

- I. Teaching the courses (papers) allotted to him / her as per the prescribed syllabus.
- II. Strict adherence to the time-table given without causing any disruption in the teaching – learning activity
- III. Adjustment of teaching and other work with fellow – teachers to avoid disruption of the academic schedules in the institution due to his/her leave and other duties.
- IV. Preparation of an annual curricular plan, course – wise in the prescribed proforma.
- V. Announcement, in advance, of the academic schedules to the Students & Faculty as per the annual plan
- VI Coverage of syllabus as per the annual plan and conduct of extra classesto cover backlog if any, caused due to his/her absence on leave, other duty etc.,
- VII Preparation of reading material on topics included in the syllabus but not covered by the text books
- VIII Supply of synopsis/ reading material to the Students & Faculty wherever it is necessary but refrain from dictating notes
- IX Teaching effectively through a combination of appropriate learner – centric teaching methods ensuring active participation of the Students & Faculty in the process of learning.
- X. Use of appropriate teaching aids like VCDs, DVDs, OHP, LCD projector and such other electronic gadgets to provide audio – visual impact on the Students & Faculty.
- XI. Making effective use of latest books, journals, periodicals etc., for updating the content of the reading material available.

- XII. Organizing guest lectures by experts from the universities, industry and other institutions to provide exposure to the Students & Faculty to the application of the theory
- XIII. Organizing student- seminar, workshops, field visits, educational tours, training programmes etc., to help them acquire higher intellectual abilities and skills
- XIV. Encouraging Students & Faculty to undertake assignment work, study projects, project works, survey etc., to develop a research aptitude
- XV. Organizing bridge courses for the Students & Faculty wherever such courses are found necessary to cover the gaps in knowledge levels of the Students & Faculty.
- XVI. Inclusion of additional curricular inputs in the curricular plans to cover the gaps in the syllabus.
- XVI. Applying regularly group discussions as a powerful tool for learning, expression of opinions, capacity to listen, make out a case on a point, developing team / skills rather than concentrating on individual excellence.

b) Evaluation

- i. Conduct of unit tests, surprise tests seminars, projects etc., as a part of internal assessment in accordance with the detailed instructions and schedules of the University / Institution
- ii. Prompt valuation of the answer scripts, assignments, project reports etc and posting marks in the departmental records and forwarding the same to the Dean - AAA through their office within the prescribed time frame.
- iii. Preparation of question banks and other instruments of evaluation for assessment of student capabilities in accordance with the standards of evaluation as determined by ESC (Evaluation Standards Committee)
- iv. Prompt disposal of grievances of the Students & Faculty with regard to valuation procedures, marks etc.
- v. Monitoring the academic progress of the Students & Faculty regularly and submitting necessary documents to the Director through HoD to Dean Dean - AAA.
- vi. Preparation of progress reports for circulation among the parents through the Dean (Admissions) & Dean (T&P)

c) Remedial Coaching

- i. Identification of slow learners and academically backward Students & Faculty on the basis of their performance in the internal tests and other sources
- ii. Organizing remedial coaching classes so as to enable Students & Faculty to improve their performance

Encouraging merit Students & Faculty to take up study projects, participate in seminars, debates etc.,

d) Standard Feedback

- i. Standard feedback shall be obtained as per the procedure, prescribed by Dean - AAA and initiate action basing an the feedback.

e) Academic records

Maintenance of the following academic records and their submission to the Head of the Department / Dean as per the instructions issued from time to time.

1. Annual curricular plans
2. Teaching diary
3. Teaching synopsis
4. Individual time – table
5. Record of tutorials and other curricular work done
6. Syllabus and question papers for the preceding three years
7. Course – Wise results.

f) Research

Undertaking research projects

g) Professional growth

- i. Improving the academic qualifications wherever it is compulsory
- ii. Updating knowledge of the subject and upgrading professional skills by participating in orientation courses and refresher courses
- iii. Publication of research papers
- iv. Publication of text books, reference books etc.,
- V. Participation in the national and international seminars and conferences etc., and presentation of papers

h) Administrative assistance

- i. Assistance to the Dean / Deans and the HOD in administrative and academic matters as and when required
- ii. Maintenance of student discipline
- iii. Development or culture for excellent, intellectual and academic honesty and student friendly environment.
- iv. Directing faculty members to carryout self-appraisal through self Evaluation format as prescribed by Dean - AAA and forward them to the Dean - PCF through HOD and his / her Dean.

i) Co-Curricular activities and extension work

- i. Active participation in organizing Co-curricular and extra-curricular activities of the Students & Faculty and extending all possible cooperation to the administration and colleagues
- ii. Organizing subject related extension activities and providing service to the community
- iii. Participation in extension activities organized by the institution and

j) Linkages

- I. Establish linkages with the regional and national institutions to undertake project work, arranging guest lectures and field visits and practical training to the Students & Faculty
- II. Assisting the department and the administration in arranging MOUs etc.,

k) Miscellaneous

- i. Maintain safe custody of records, equipment etc., under personal charge and careful maintenance.
- ii. Strict adherence to the rules and procedures in purchasing the equipment and material on behalf of the department and institution
- iii. Strict adherence to rules and procedures in the disposal of any records and equipment.
- iv. Maintenance of secrecy of information wherever it is required as per rules

1.9 STAFF APPOINTMENTS:

1.9.1 STAFF REQUIREMENT

The Vignan University would require a number of employees at various levels having a variety of skills. All staff would be required on (i) regular basis and (ii) casual basis.

Regular Staff means staff employed on regular basis after proper approval for the post and selection.

Casual Staff means staff employed on casual basis. They are hired on daily basis for a specific work and period.

The positions which fall under these categories are given as under:

1.9.2 CATEGORY OF STAFF

I. Teaching Staff

Vice Chancellor, Deans, Dy. Deans, Asst .Deans, Registrar, Professor, Associate Professor, Assistant Professor, Lecturer, Assistant Lecturer, Research Assistants, Training & Placement Officer, Librarian, Workshop

Superintendent, Physical Director, or such other academic posts as decided by the Board of Management from time to time.

II. Non- Teaching (Technical Staff)

Foreman, Instructor, Sr. Technician, Technician, Jr. Technician, Sr. Laboratory Assistant, Laboratory Assistant, Jr. Laboratory Assistant, and such other Technical posts as may be decided by the Board of Management from time to time.

Engineer, supervisor, Horticulturist, Medical Doctor, Sr. Computer Programmer, Computer Programmer, System Manager, Sr. Professional Assistant, Professional Assistant, Library Assistant, and such other Technical posts, as may be decided by the Board of Management from time to time.

1.9.3 CATEGORY OF APPOINTMENT

The appointments in the University would be made in the following categories:

- I. Regular Appointment
- II. Contractual Appointment
- III. Ad-hoc Appointment
- IV. Appointment by Invitation

I. Regular Appointment

Regular Appointments are on continuing basis and have no term. These appointments are made on a specified grade and continue till the retirement at the age of superannuation.

II. Contractual Appointment

Some appointments are made on temporary basis for a specified period and ends on the specified date unless the contract is renewed and accepted by the both the parties. The termination of the contract depends on the form of contract.

III. Adhoc Appointment

Some appointments are made on temporary basis under regular category pending regularization. Such appointments are termed as Ad hoc Appointment. All such appointments have to be regularized by the selection committee concerned.

Appointments can also be offered to the employees of other organizations who may be temporarily transferred by the organization on deputation.

IV. Appointment by Invitation

Certain outstanding personnel are appointed by invitation at appropriate level and pay and period or terms are to be mutually decided.

1.9.4 PERIOD OF PROBATION

All regular appointments in the Institute would be made on probation of period one year. The appointment would be confirmed and regularized in the respective category at the end of the probation period unless the appointee is informed otherwise in writing. Written information for confirming and regularizing the appointment should be issued within one month of completion of the probation.

In some cases, the period of probation may be extended to two years. No appointee can remain on probation for more than two years. If in two years, the performance is not up to the mark, the employee can be discharged.

1.9.5 ELIGIBILITY CRITERIA FOR SELECTION

Appointment for a post in the institute would be made of a suitable candidate out of a group of eligible candidates. A candidate would be considered as eligible provided he/she meets the eligibility criteria in terms of minimum qualification, experience, possession of certain specified skills, etc.

The Eligibility Criteria is as per VFSTR's 7th pay Guidelines (abstract taken from UGC & AICTE Guidelines)

Recruitment in the Institute is made purely on merit and on All India basis. It has no quota for any reservation. A candidate from backward class or a women candidate is given preference over the general category candidate in case both of them are at par and there is requirement of only one.

1.9.6 HRD – TEACHING FACULTY

1. Appointing authorities:

All appointments in the Institute are done by the Board of Management. Board of Management delegates its power of constituting the selection committee and appointing the staff to the Vice Chancellor, who would make selection, appoint suitable staff and reports the recommendations to the Board of Management of all the selection committees in terms of the list of offers made.

Selection Committee

The following Selection Committees have been constituted:

For Appointment of a Professor

- (a) Vice Chancellor – Chairman
- (b) Registrar – Member
- (c) Dean AAA - Member
- (d) Dean R&D- Member
- (e) Two External Subject Experts -Members
- (f) HoD Concerned- Member

For Appointment of an Associate Professor

- (a) Vice Chancellor – Chairman
- (b) Registrar – Member

- (c) One Senior Professor from concerned department- Member
- (d) Two External Subject Experts -Members
- (e) HoD Concerned- Member

For Appointment of a Assistant Professor

- (a) Vice Chancellor – Chairman
- (b) Registrar – Member
- (c) One Senior Professor from concerned department - Member
- (d) Two External Subject Experts -Members
- (e) HoD Concerned- Member

1.9.7 TEACHING STAFF

Process of Selection:

- I. The HOD reviews the faculty position of his/her Department and discusses the vacancies with the Dean-PCF.
- II. Dean-PCF discusses the matter with the Vice Chancellor and recommends the vacancies to the Registrar for issue of advertisement.
- III. The Registrar releases the advertisement in the national dailies / regional news papers inviting applications with a detailed CV through email.

Collection of Applications

- I. The applications of suitable candidates can also be collected through personal contacts.
- II. The Registrar collects the applications and gets them sorted discipline wise and sends them to the HOD of the concerned Discipline for scrutiny and short listing.

Selection

- I. Selection is based on test of subject knowledge (40%); Academic Record and Experience (15%); Lecture Delivery Demo (20%); Aptitude for teaching and research (15%) and overall impression (10%).
- II. The Chairman of the Committee decides the date, time and venue for test, demonstration, interaction and interview.
- III. The HR section dispatches the call letters to the short listed candidates. The time span between the date of dispatch of call letter for the interview and the date of interview should normally be 2 weeks to ensure enough time for the receipt of the letter by the candidate & make travel arrangement.
- IV. The Selection Committee makes arrangements with the help of the concerned HODs for the conduct of the subject test and Interview.
- V. The Selection Committee starts interviewing the candidates and evaluates on Academic records and experience (15%), Lecture Delivery Demo (20%), Aptitude for teaching and research (15%); Overall impression (10%).

- VI. The Selection Committee gets the result tabulated and finalises the selection. If available, the committee may select about 50% more than the required candidates and recommend a panel. The selected panel shall remain in vogue for a period of six months to fill the vacancies which occur in the next six months.
- VII. The Committee interacts with the selected candidates and makes the offer together with terms, conditions and remuneration (negotiable) and seeks confirmation of their acceptance, and joining schedule.
- VIII. The Committee may issue a letter of offer and take his/her notional acceptance of the offer.
- IX. The detailed appointment letter is issued on their joining and completing the other joining formalities.
- X. The decision of the Selection Committee would be recorded and recommended to the Vice-Chancellor for consideration and approval of the recommendations. The appointment letter would be issued by the Registrar.

1.9.8 TEACHING STAFF OTHER CATEGORIES

Visiting Professor / Research Advisor/ Visiting Faculty- Appointment by Invitation

- I. Such appointments can also be offered to retired people from the same or other organization as Visiting Professor, Research Advisor and Visiting Faculty by Invitation. A person having eligibility of Professorship would be appointed as Visiting Professor or Visiting Faculty. These appointments may be full time or part time.
- II. The appointments of well qualified persons as Visiting Professor, Research Advisor or Visiting Faculty may be done directly by a committee appointed by the Vice Chancellor without the process of a formal Selection Committee.
- III. These appointments may be in a regular grade or on a consolidated salary with or without terminal benefits, if any.
- IV. These appointments would be time bound for a period of one year extendable every year but not more than five years.

Adjunct Professor / Adjunct Faculty

- I. Some experienced / and retired professionals can also be employed by the University as Adjunct Professor, if eligibility of the candidate is that of a Professor or Adjunct Faculty. These appointments may be full time or part time.
- II. The appointments of well qualified persons as Adjunct Professor or Adjunct Faculty may be done by a committee appointed by the Vice Chancellor without the process of a formal Selection Committee.
- III. These appointees would be paid a monthly honorarium without terminal benefits, if any, and would be time bound for a period of one year extendable every year.

1.9.9 REAPPOINTMENT

- I. A person who has been dismissed from the services on disciplinary grounds shall not be eligible for re-appointment.
- II. However, a person retired on superannuation or a person who resigned and left would be eligible. He would be selected and appointed only after the approval of Vice Chancellor. All such appointments shall be brought to the notice of the Board of Management.
- III. If a former employee is reappointed, then the appointment shall be treated as a fresh appointment and the past service shall not be counted for any terminal benefit.

1.9.10 MEDICAL CERTIFICATE OF FITNESS

- I. No person shall be appointed to a post without a Medical Certificate of fitness in the form prescribed by the University from a Gazetted Medical officer or a Medical Officer not below the rank of an Asst. Civil Surgeon in the Government Hospital.

However, if an employee has already produced a medical certificate of fitness at the time of his first appointment to any post in the University, he/she is not required to submit a fresh medical certificate of fitness for his/her subsequent appointment / promotion, unless it is otherwise prescribed.

- The following classes of employees shall be exempted from producing Medical Certificate of Fitness:
 1. Employees on deputation with the University; and
 2. Employees appointed on ad-hoc, temporary or contract basis.
- The BOM may in individual cases, dispense with the production of a medical certificate of fitness and may exempt any specified class of employees from the operation of this rule.

An employee appointed by direct recruitment shall make a declaration of his date of birth at the time of his entry into the service of the University and produce documentary proof i.e. Matriculation / 10th Class / Board of Secondary Education certificate or such other document as may be acceptable to the University which shall be recorded in the Service Register of the employee.

Once such date of birth is recorded in the Service Register of the employee, it shall be binding on him and no alteration of such age shall be allowed to be made at a later date during his service in the University for any purpose or reason whatsoever.

1.9.11 RECORD OF SERVICE

The University shall maintain a 'Service Register' for each employee in which the details of the service from his date of appointment till his separation from the services of the University shall be recorded. In the Service Register, normally

the information about the aspects of his service such as increments, rewards, promotions, punishments, etc., shall be recorded. Further, the Service Register shall also provide the detailed account of leaves of all types except casual leaves of the employee.

Scope of an Employee's Service:

Unless it is otherwise distinctly provided, the whole-time services of the employee shall be at the disposal of the University and he may be engaged in any manner as required by the University with or without any additional remuneration.

1.9.12 DUTY : A PERSON IS SAID TO BE “ON DUTY” WHEN HE IS

- A. performing the duties of a post to which he is appointed or he is undergoing probation or training prescribed for such post, provided that the employee reports back to duties of the post to which he is appointed.
- B. absent from duty on declared holidays or on casual leave taken in accordance with the rules governing such leave sanctioned by the competent authority,
- C. attending to duties outside the headquarters specially assigned to him by the competent authority.
- D. attending a refresher course, seminar, conference, workshop, etc., on being permitted by the competent authority.

1.9.13 TRANSFERS

Any employee of the University shall be liable to be transferred from one post to another or one University Institution to another or from one station to another in the exigency of work.

The Vice-Chancellor is empowered to transfer any employee in the interest of the University, protecting the pay, grade and seniority of the employee unless such transfer is made on disciplinary grounds.

1.9.14 SERVICE CERTIFICATE

Every employee shall be entitled to get a service certificate on written request giving the purpose for which he needs. However, when an employee is leaving the services of the University for good shall not be issued the service certificate unless he clears all the dues and produces the relieving certificate.

Change of Address

Every employee on his appointment shall give both his local and permanent addresses, as also his contact telephone numbers. Any changes in such address or telephone numbers shall be informed to the University.

1.9.15 FORWARDING OF APPLICATIONS

An employee, who desires to apply for an outside employment, shall submit his application through proper channel for forwarding the same. In no case, the employee can approach the University for forwarding more than two times

in a year. However, the University reserves the right either to forward or not to forward such applications without giving any reasons.

A probationer is not entitled to make a request for forwarding his application for outside employment. However, if he wishes to go for an outside employment, he can do so by resigning from his services in the University.

1.9.16 WORK OTHER THAN THAT OF THE UNIVERSITY

No full-time employee of the University shall undertake any remunerative or honorary work without the prior permission of the Vice-Chancellor.

However, no permission is required for publications embodying one's research or books of University standard.

1.9.17 PROMOTION

1. No employee of the University service shall be eligible for promotion from the post to which he was appointed unless he has satisfactorily completed his probation in that post.
2. Promotions shall be made on grounds of merit and ability, seniority being considered only where the merit and ability are approximately equal.
3. There are three types of promotions as given below:-
 - a. Career Advancement Scheme (CAS) are conducted at least once in a year in accordance with the current regulations of UGC/AICTE.
 - b. Direct Recruitment
 - c. Out- of –Turn promotion for Outstanding and meritorious faculty

1.9.18 DRESS CODE

All employees shall abide by the dress code, prescribed by the competent authority of the University.

Teaching Staff:

Male – Formal shirt (Full / Half sleeves)

2 Trousers / Belt / Leather shoes and ID worn around the neck.

Female – Saree with leather sandals and ID worn around the neck.

Non-Teaching Staff:

Uniform, provided by VFSTRU.

1.9.19 WORKING HOURS

- Teaching staff & those staff attached to teaching departments should be physically present in the campus and give their biometric by 07.55 AM in the morning. All other Non- Teaching staff should be physically present in the campus and give their biometric by 08.55 AM every working day.
- All the Teaching staff & staff attached to teaching departments should leave the campus only after 04.00 PM by giving their biometric. All other Non-Teaching staff should leave the campus only after 05.00 PM by giving

their biometric. So, a complete 9 hours of presence is mandatory for a staff to get their pay. In case, if there is any short fall in the working hours, it will be treated as Leave (Half day / Full day) and leave adjustments may be done with the appropriate leave mechanisms.

- Any staff coming late after 08.05 AM (Teaching & Teaching department staff) or 09.05 AM (Other than teaching staff) will be marked as “late comer” and accordingly, one day’s pay will be deducted from their salary.
- Four late thumbs & 2 forgot thumbs in a month a staff may be permitted to come late by 15 minutes to meet any unforeseen exigency. This leniency should not be taken as a matter of routine and misused.
- No staff will be allowed to leave before 12.00 noon unless they have some official commitments duly endorsed by HoD’s or any higher authority.
- Transport In charge has to make necessary transport arrangements to bring the faculty to the campus 10 minutes before the allotted times both for Teaching & Non-Teaching staff..

1.10 NON-TEACHING STAFF

1.10.1 PROCESS OF SELECTION

- I. The Dean of the offices shall generate the list of vacancies along with the required qualifications and skills in their Directorate and submit the same to the Dean-AAA and Registrar.
- II. Registrar collects such requirements of other offices and consolidates the total vacancies of the non-teaching staff and discusses the matter with the Vice Chancellor.
- III. Registrar prepares a suitable advertisement and puts up the same in the print media by inviting applications along with a detailed CV through post or email.
- IV. The applications of suitable applicants can also be collected through personal contacts.
- V. Registrar collects the applications and gets them sorted and short listed skill wise
- VI. Registrar gets the detailed lists prepared and submits them to the Selection Committee

Selection

- i. Selection is based on Skill Test (60%); Academic Records and Experience (20%); Aptitude for the skill (10%) and overall impression (10%). Candidate should possess skills of more than two trades and should be a Master in at least one Trade.
- ii. The Chairman of the Committee decides about the date, time and venue for the test, interaction and interview.
- iii. The HR section dispatches the interview letters to the short listed candidates. The time span between the date of dispatch of interview letter

and the date of interview should normally be 2 weeks for receipt of the letter, to enable proper reservation for journey.

- iv. The Selection Committee makes arrangements with the help of the concerned persons for the conduct of the skill test.
- v. The Selection Committee starts interviewing the candidates and evaluates him/her based on academic record and experience (20%), aptitude for the skills (10%); Overall impression (10%).
- vi. The test result gets evaluated and sent to the Selection Committee.
- vii. The Selection Committee gets the result tabulated and finalises the selection.

If available, the committee may select about 50% more than the required candidates and recommend a panel. The selected panel shall remain in vogue for a period of six months to fill the vacancies which occur in the next six months

- viii. The Committee interacts with the selected candidates and makes the offer together with terms, conditions and remuneration (negotiable) and finds about their acceptance, and joining schedule.
- ix. The Registrar may issue a promotion letter of selection.
- x. The detailed appointment letter is issued on their joining and completing the other formalities at the time of joining.
- xi. The decision of the Selection Committee would be minutised along with the trades possessed by the candidate and recommended to the Management for further necessary action like approval of the recommendations. The appointment letter would be issued by the Registrar under his signature and reports the recommendations of the Selection Committee to the Board of Management for their records concurrence.
- xii. The Selection Committee may, for reasons to be recorded, consider the case of a candidate in absentia.

1.10.2 NON-TEACHING STAFF (TECHNICAL) - DEVELOPMENT

When a Non-Teaching Staff member is recruited he/she will undergo an orientation/training programme for four weeks on the following areas.

- 1. A detailed study in the Laboratory to which she / he is posted, study of the equipment available with their specifications and sources of procurement.
- 2. The maintenance requirement of various equipment including the spare parts to be maintained.
- 3. A preventive maintenance schedule of the equipment in the Laboratory
- 4. Identifying the areas of mutual dependence of other Laboratories or Staff.
- 5. Study the syllabus of experiments that should be completed in the subject concerned in a given semester / year.
- 6. Gain a first-hand experience of all the experiments that he would be guiding for improving his own confidence and capacity.

7. The professors and other faculty members in charge of this Laboratory will provide him/her sufficient inputs for mastering the experiments and maintain the equipment.
8. The member of the non-teaching technical staff will study all the Laboratory manuals available and update them wherever necessary in consultation with the professor concerned.
9. He will prepare a statement indicating clearly his/her learning confidence, and issues thereof, if any. This statement would be discussed with the Professor in charge of the Laboratory who reviews the learning potential of the individual, identifies the areas for further improvements and makes a recommendation to the Registrar's office for placing him/her on regular duty.

1.10.3 NON-TEACHING STAFF (TECHNICAL) - PROMOTION

- I. A Laboratory Technician may be considered ie., for promotion once in five years in the different grades of the Technician post.
- II. If the individual acquires a Post-Graduation degree and shows capacity and aptitude for teaching he/she could be considered for promotion as a Teaching Assistant in exceptional circumstances. This would be done only after proper interview and selection.
- III. The promotions are to be linked to Annual/Semester performances which are to be evaluated on the following parameters.
 - a) Upkeep of the Laboratory equipment's and spare parts.
 - b) Completion of all the experiments of the Laboratory and providing proper assistance to Students & Faculty for conducting experiments.
 - c) Maintenance of Manuals and availability of the same.
 - d) Special guidance to Students & Faculty through instruction from the Lab in charge concerned.
 - e) Special guidance to student on areas where the student is found to be weak.
- IV. The following committee will examine the promotions of the Non-teaching, Technical Staff.
 - a) A Dean of the University nominated by the Vice chancellor on rotation every year
 - b) Professor in charge of the Laboratory to the subject concerned.
 - c) A representative of the Finance officer and the Registrar.
 - d) The recommendations of this committee will be submitted to the Vice Chancellor and after approval is taken, will be implemented within 15 days.

1.10.4 NON-TEACHING STAFF (NON-TECHNICAL) - CAREER GROWTH

An employee who joins as a Junior Assistant can be expected to have at least four promotions in the entire career namely Sr. Assistant, Superintendent, Assistant Registrar.

No employee thus recruited from outside will become an Assistant Registrar

without having a recognized Post Graduation Degree in any of the following Branches.

MA – English

MA – Sociology

Public Administration

Political Science

MA-Economics

MBA in Marketing / Finance /Human Resources Development.

A five years of minimum service is essential in the organization for consideration to the next level.

The promotion is not automatic and will be done basing on the performance of the individual for which a proper formatting is necessary.

These promotions would be considered by a committee appointed by the Vice Chancellor with Registrar as a Chairman, Finance Officer as a member and Dean (Academics) as another member.

Recommendations of this committee will be placed before the Vice Chancellor and after his approval could be implemented within 15 days.

1.10.5 SUPERANNUATION & RETIREMENT

Retirement of Non-Teaching Staff:

The date of compulsory retirement of a non-teaching employee of the University is the date on which he attains the age of 62 years.

The Vice-Chancellor shall have the power to re-employ, as a special case, a non-teaching employee after attaining the age of superannuation for a period not exceeding five years. However, re-employment shall be for one year at a time, on mutually agreed remuneration and terms and conditions. All such cases where VC has exercised this power shall be brought before BOM.

The actual date of retirement from the service of the University shall be determined as follows:

- If the employee attains superannuation on the first day of any month, he should retire from the afternoon of the last day of the previous month.
- If the employee attains superannuation on or after second day of a month, he should retire on the afternoon of the last day of that month.

1.10.6. GENERAL CODE OF CONDUCT FOR EMPLOYEES

General Disciplinary Control:

Employees of the University, whether full-time or part-time or contractual basis be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules shall be dealt with severely.

Employees to promote the interest of the University:

Every employee shall serve the University honestly and faithfully and shall use his utmost endeavour to promote the interest of the University.

CHAPTER - 2

PAY AND ALLOWANCES

2.1 SCALES OF PAY

- I. The scales of pay as suggested by UGC shall be applicable to Teachers, Librarians and Physical Directors of the University, subject to the adoption by the BOM. These pay scales would also be applicable to Non-teaching technical staff, wherever scales for particular categories are not available in UGC pay structure, the same would be adopted from state Government.
- E. The scales of pay as notified by the State Government for their employees shall be applicable to the non-teaching and other administrative staff of the University, subject to the adoption by the BOM.
- F. The rates of Dearness Allowance, House Rent Allowance and other allowances which are in force in Central / State Government respectively for teaching & non-teaching shall be applicable, subject to its adoption by the BOM.
- G. With respect to other categories of posts which are not covered by AICTE / UGC / Central / State Government, the scale of pay and allowances shall be applicable as fixed or revised by the BOM from time to time.

2.2 DRAW OF PAY

- I. A University employee shall be entitled to draw the pay and allowances, attached to the post to which he/she is appointed with effect from the date he/she assumes the charge of the post if such charge is assumed in the forenoon. If the charge is assumed in the afternoon, the assumption of the charge shall be deemed to have taken place in the forenoon of the following day.
- II. An employee shall cease to draw the pay and allowances from the day he relinquishes the charge, if the charge is relinquished in the forenoon. If the charge is relinquished in the afternoon, the relinquishment of the charge shall be deemed to have taken place in the forenoon of the following day.
- III. The pay and allowances shall accrue from the commencement of the service of the employee and shall be paid on the last working day of each month. If the last working day in that month is a public holiday, the pay & allowances shall be paid on the day previous to the holiday of that month.

2.3 PAY FIXATION

- i. Normally appointments shall be made on the minimum basic pay of the grade to which the appointment is made, unless the respective Selection Committee under special circumstances, recommends the grant of

advance increments in individual cases, where candidates possess additional academic qualifications and / or experience in the relevant field of value to the University.

- ii. For deserving candidates, the competent authority is empowered to fix the initial pay at a stage higher than the minimum of the pay in the scale attached to it.

2.4 ADMISSIBILITY OF ALLOWANCES

Allowances shall be applicable as approved for different grades that are in operation.

2.5 INCREMENTS

1. Drawing of Increment

- i. Increment shall fall due on the first day of the month in which the employee completes twelve months from the date of his first appointment or from the date on which his last annual increment accrued or on the date of promotion as the case may be.
- ii. Increments shall ordinarily be drawn as a matter of course unless the employee has reached the maximum of the grade or it is withheld as a disciplinary measure.
- iii. Probation shall not be a bar to granting increments and annual increments may be granted to the employees of the University appointed on probation, after the completion of one year's satisfactory service.
- iv. Annual increment is not an automatic claim for any employee. Sanction of the same is always preceded by appraisal of the employee at various levels. Evaluation should be completed in time.

2. Service for Increment:

Duty in a post, except the period spent on extraordinary leave without pay, counts for increments in the time scale.

3. Power to withhold Increment

The appointing authority is empowered to withhold increment of any employee of the University as a disciplinary measure. While issuing the order withholding the increment, the appointing authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

4. Reduction to a lower Grade, Post or Stage

If a University employee on account of gross misconduct is reduced to a lower grade or post or to a lower stage in his time scale as a disciplinary measure, the competent authority while ordering such reduction, shall state the period for which it shall be effective and whether, on restoration, it is to postpone the future increments, and if so, to what extent.

2.6 RE-FIXATION OF PAY ON PROMOTION

On promotion from one grade to another, the basic pay of an employee shall be initially fixed at the minimum of the scale or at the stage in the higher scale which is next to his pay in the old scale, whichever is more.

2.7 RE-FIXATION OF PAY ON TRANSFER FROM ONE SCALE OF PAY TO ANOTHER

When an employee of the University is transferred from one scale of pay to another on revision of the scale or otherwise, his initial pay in the new scale shall be fixed at the stage of the scale which is immediately above his pay in the old scale.

2.8 VFSTR 7TH PAY

VFSTR 7th pay is meant to attract and retain talent. It also promises the career growth of the faculty by showing them the path. In addition to it, this will create competitive spirit among faculty members. The nourished faculty members will stay strong in the global competition. This also complies with commitment made by VFSTR to all the reviewing agencies its intention to quickly implement revised pay structures in-line with 7th pay scale.

Differences between 7th pay and VFSTR 7th pay

In contrast to 7th pay, VFSTR 7th pay will have an additional designation termed as Associate Professor (Senior Scale) (Grade 13A2) which serves as a bridge between Associate Professor (Level 13A1) and Professor (Level 14) to motivate them towards the desirable qualifications of accomplishing Professorship in their career path.

Also the pay structure of 7th pay and VFSTR 7th pay is same at the levels of Assistant Professor (Entry Level; Level 10), Assistant Professor (Senior Scale; Level 11) and Assistant Professor (Selection Grade; Level 12) that is in practice at Institutes of National Importance. The difference stems from the fact that at the levels of Associate Professor (Level 13A), Associate Professor (Senior Scale; Level 13B), Professor (Level 14) and Professor (Senior Scale; Level 15) the scale is not the same with 7th pay that is in practice at Institutes of national importance but it is brought closer. That is why it is termed as VFSTR 7th Pay.

Compilation of Chapters in this report

This report comprises of three chapters. First chapter deals with cadre structure and mode of appointments. Second chapter emphasizes on implementation guidelines. Third chapter throws light on Prescribed minimum qualification. Second chapter contains four appendices which pertains to desired research indices, review of SCI publications, pay matrix and Faculty performance- Below the expected level.

CHAPTER - 1

VFSTR Revised Pay Structure (VFSTR's 7th Pay)

Cadre Structure and Mode of Appointment

Sl.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor (Contract)	32,000/-	10-	Direct Recruitment
2	Assistant Professor (Entry Level)	57,700/-	10	Career Advancement / Direct Recruitment
3	Assistant Professor (Senior Scale)	68,900/-	11	Career Advancement / Direct Recruitment
4	Assistant Professor (Selection Grade)	79,800/-	12	Career Advancement / Direct Recruitment
5	Associate Professor	88,560/-	13 A1	Career Advancement / Direct Recruitment
6	Associate Professor (Senior Scale)	99,675/-	13 A2	Career Advancement / Direct Recruitment
7	Professor	1,21,900/-	14	Career Advancement / Direct Recruitment
8	Senior Professor	1,40,700/-	15	Recognition

Revised Pay Structure

Existing Pay (VFSTR 6 th Pay)	Revised Pay (VFSTR 7 th Pay)	VFSTR Levels
Assistant Professor (Entry Level) (Pay Band Rs.15,600/- to Rs.39,100/-)	Rationalized Entry Pay of Rs.57,700/-	10
Assistant Professor (Senior Level) (Pay Band Rs.15,600/- to Rs.39,100/-)	Rationalized Entry Pay of Rs.68,900/-	11
Assistant Professor (Selection Grade) (Pay Band Rs.15,600/- to Rs.39,100/-)	Rationalized Entry Pay of Rs.79,800/-	12
Associate Professor (Pay Band Rs.37,400/- to Rs.67,000/-)	Rationalized Entry Pay of Rs.88,560/-	13A1
Associate Professor (Senior Scale) (Pay Band Rs.37,400/- to Rs.67,000/-)	Rationalized Entry Pay of Rs.99,675/-	13A2
Professor (Pay Band Rs.37,400/- to Rs.67,000/-)	Rationalized Entry Pay of Rs.1,21,900/-	14
Senior Professor (Pay Band Rs.67,000/- to Rs.79,000/-)	Rationalized Entry Pay of Rs.1,40,700/-	15

Comparison with Actual 7th Pay at the start of the scale

Pay Scale	Designation							
	Assistant Professor				Associate Professor		Professor	
	Contract (10)	Entry Level (10)	Senior Level (11)	Selection Grade (12)	Associate Professor (13A1)	Senior Scale (13A2)	Professor (14)	Senior Professor (15)
Actual 7th Pay	NA	57,700/-	68,900/-	79,800/-	1,31,400/-	NA	1,44,200/-	1,82,200/-
Proposed VFSTR 7th Pay	Merit basis (case to case)	57,700/-	68,900/-	79,800/-	88,560/-	99,675/-	1,21,900/-	1,40,700/-

CHAPTER - 2

Implementation Guide Lines

2.1 General Remarks:

Advance Increments for extraordinary candidates:

- I. At the time of selection for entry level and Career advancement scheme (CAS) for subsequent levels, advance increments could be considered in extraordinary cases based on the following guide lines:
 - Candidate's performance in both academic and research.
 - Background of the candidate in terms of quality of the institution(s) from where he/she acquired qualifications.
 - Candidate's quality of publications indicated by impact factors, H&i10 indices and citations. The desired research indices are tabulated in appendix-I
 - Candidate's effort for R&D initiatives such as already having external funded projects. Dearth of qualified experts and demand in the specific branches, may also warrant a preferential treatment by extending additional increments.

Higher Level for deserving candidates:

- II. Deserving candidates may be considered directly for Assistant Professor (Senior Scale i.e. Level-11) position in place of Assistant Professor (Entry Level i.e. Level-10).
- III. Wherever Faculty Development Programmes are considered as essential requirement, fulfilment of those via swayam-NPTEL and obtaining special ratings such as Gold rating will be given due weightage.
- IV. CAP (Level 10-) is without any Allowance. The Incumbents are supposed to acquire Ph.D. Degree within a maximum period of 5 years. At the end of 4th year, incumbents are eligible for review for their absorption into level 10.

- V. In case of unavailability of Contractual Assistant Professor (CAP) positions (level 10-), candidates may be considered under Teaching cum research Assistantship (TRA).
- VI. Level 11 incumbents are eligible for Level 13A1, if essential requirements are met.
- VII. Level 12 incumbents are eligible for Level 13A2, if essential requirements are met.
- VIII. Level 13A1 incumbents are eligible for Level 14, if essential requirements are met.
- IX. Number of faculty in Level 15 is normally limited to 10% of the total number of faculty falling in the level of 12 to 14. However, it may be relaxed in case of highly deserving candidates, if they are available.
- X. In case of deserving candidates selection committee/CAS committee may consider appendix-II in lieu of SCI Publication.

2.2 Fixation:

- Faculty members satisfying the respective entry level stipulations at the time of entry into the cadre will be allocated in the respective cadre.
- At the time of entry, the concerned faculty member shall have satisfied corresponding AICTE/UGC/Institute stipulations as followed then.
- All those who do not comply, will be placed in the cadre on officiating capacity, with the pay scale fixed corresponding to the pay being drawn on the day of re-fixation.
- A screening committee will be constituted for finalizing the fixation.
- For the first time fixation, appendix-III is employed.

2.3 Maximum Pay and Super Annuation:

- The maximum basic pay will not be exceeding Rs.2 lakhs per month. However Extra allowances on management initiative may be considered in such cases from time to time.
- Age of formal Superannuation is 65 Years. However, after 65 years of age, the faculty may be considered on contractual engagement on management initiative up to a maximum of 70 years subject to,
 - i. Satisfactory Academic assessment.
 - ii. Workload requirement in the department.
 - iii. Health of the faculty permitting him/her to take up the assignment.
- The Service Register (SR) will be maintained for a faculty up to his/her formal retirement by the way of superannuation at 65 years. Subsequently, if one is reemployed, only service file will be maintained.
- An expert beyond 70 years of age may be invited as distinguished expert or as a Consulting Professor, based on mutually agreeable terms. However, such experts will not be eligible to become research supervisors for the PhD candidates, although their expertise could be utilized in the doctoral committee.

2.4 Career Advancement Scheme (CAS):

- Process of CAS will also be similar to the process of selection.
- Selection by CAS is strictly based on two successive assessment scores and also based on the performance in CAS.
- The screening committee at the time of fixation of revised pay scales may consider the names who could be eligible for next higher cadre (from level 10-Ô 10 Ô 11 Ô 12) to be forwarded to the subsequent CAS.
- All other faculty members possessing the qualification for the next higher Cadre (from Assistant Professor Ô Associate Professor (or) Associate Professor Ô Senior Associate Professor (or) Senior Associate Professor / Associate Professor Ô Professor) as per the proposed norms, will be made eligible for the next CAS.
- All faculty members placed in Officiating capacity could be considered for CAS for the cadre in which they are officiating, provided they meet the requirements as stipulated in the proposed norms.
- Any further promotion/selection will be based on the proposed norms. However existing faculty not satisfying the proposed norms will continue in officiating capacity as said above.
- Refixation of salary after CAS will be based on the stipulation and consideration as brought out in section-I under general remarks.
- Overriding the above, refer appendix-IV in case of non-satisfactory research and/or administrative performance.
- During both CAS and direct recruitment, quantitative parameters such as division obtained in UG/PG/Ph.D., number of papers in SCI/Scopus, H- index and Teaching quality, etc. and qualitative parameters such as area of the research work from Ph.D., industry connect, performance in interview, attitude of the candidate, etc. will be taken into account.

2.5 Increment:

- Every faculty member is entitled for annual increment.
- There shall be assessment for the purpose of granting annual increment to the faculty every year.
- There shall be four slabs for granting the increments depending upon performance of the faculty as per assessment:
 - Very high : 4% of basic pay
 - High : 3% of basic pay
 - Good : 2% of basic Pay
 - Satisfactory : 1 % of basic paydepending upon the assessment during that year.

2.6 DA:

- All those people who are placed in Pay scale will be eligible for DA as per the norms of VFSTR.
- DA is said to be initialized to zero as on October, 2022.

CHAPTER - 3

Prescribed Minimum Qualification and Experience for Faculty positions (Under four tier flexible faculty structure)

Designation, pay band and academic grade pay	Level	Essential Qualification	Entry Pay	Relevant Experience	Other essential requirements	Additional Desirable requirements	Remarks
Assistant Professor (Contract)	10-	PG Degree First class with First class in UG	Rs. 42,000	Nil	---	One paper in Scopus indexed journal.	<ol style="list-style-type: none"> CAP (Level 10-) is without any Allowance. The Incumbents are supposed to acquire Ph.D. Degree within a maximum period of 5 years. At the end of 4th year, incumbents are eligible for review for their absorption into level 10. Incase of unavailability of Contractual Assistant Professor (CAP) positions they may be considered under Teaching cum research Assistantship (TRA)."
Assistant Professor (Entry Level) PB-3 with Grade Pay of 6000/-	10	Ph.D. with first class in PG and UG	Rs. 57,700	None	None	Three research papers and out of which one paper in an SCI Journal.	However advance increments could be considered in extra ordinary cases.

Designation, pay band and academic grade pay	Level	Essential Qualification	Entry Pay	Relevant Experience	Other essential requirements	Additional Desirable requirements	Remarks
Assistant Professor (Senior Level) PB-3 with Grade Pay of 7000/-	11	Ph.D. with first class in PG and UG	Rs. 68,900	01 Year in academia/ R&D labs/ industries.	<ol style="list-style-type: none"> One paper accepted for publication in SCI Journal or one patent granted. One FDP Program or Equivalent Program or Completed one MOOCS course of eight weeks duration with E-Certificate by NPTEL-AICTE. 	Two papers in SCI Journals or one patent; may be based on Ph.D. work.	Incumbents are eligible for Level 13A1, if essential requirements are met
Assistant Professor (Selection Grade) PB-3 with Grade Pay of 8000/-	12	Ph.D. with first class in PG and UG	Rs. 79,800	03 Years after Ph.D. in academia/ R&D labs/ industries at level 10.	<ol style="list-style-type: none"> 02 papers in SCI journals of which one outside Ph.D. in the recent 3 years (or) 01 patent granted in recent 3 years. Two experiments or computational projects added to teaching laboratories where appropriate. One FDP Program or Equivalent Program or Completed one MOOCS course of eight weeks duration with E-Certificate by NPTEL-AICTE. 	<ol style="list-style-type: none"> One Ph.D. supervision ongoing. 01 Patent granted. Experience in industry or R&D lab. M. Tech., M.Sc. Or B. Tech. project supervision on live industrial problems. One sponsored project. 	Incumbents are eligible for Level 13A2, if essential requirements are met.

Designation, pay band and academic grade pay	Level	Essential Qualification	Entry Pay	Relevant Experience	Other essential requirements	Additional Desirable requirements	Remarks
"Associate Professor PB-4 with Grade Pay of 9000/-	13A1	Ph.D.	Rs. 88,560	05 Years after Ph.D. and out of which Three years at the level of Assistant Professor with AGP of 8000/- or 4 years at the level of Assistant Professor with AGP- 7000 or equivalent in a reputed university, R & D lab or relevant industry.	<ol style="list-style-type: none"> 03 papers in SCI journals after Ph.D. out of which atleast one should be in recent 3 years. One Ph.D. guided as sole or principal supervisor plus one continuing. Two experiments or computational projects added to teaching laboratories where appropriate. Academic outreach activity equivalent to two self financed short term courses. Should have one sponsored project. 	<ol style="list-style-type: none"> 01 or more patents granted. Supervising two or more students for Ph.D. Strong liaison with industry. Offering courses through application of ICT. 	Incumbents are eligible for Level 14, if essential requirements are met.
Associate Professor (Senior Scale) PB-4 with Grade Pay of 9500/-	13A2	Ph.D.	Rs. 99,675	06 Years after Ph.D. Three years at the level of Assistant Professor with AGP of 8000/- or 4 years at the level of Assistant Professor with AGP of 7000 or equivalent in a reputed university, R & D lab or relevant industry.	<ol style="list-style-type: none"> 04 papers in SCI journals after Ph.D. out of which atleast two should be in recent 4 years. One Ph.D. guided as sole or principal supervisor plus one continuing. Two experiments or computational projects added to teaching laboratories where appropriate. Academic outreach activity equivalent to two self financed short term courses. One sponsored project. 	<ol style="list-style-type: none"> 01 or more patents granted. Supervising two or more students for Ph.D. Strong liaison with industry. Offering courses through application of ICT. 	

Designation, pay band and academic grade pay	Level	Essential Qualification	Entry Pay	Relevant Experience	Other essential requirements	Additional Desirable requirements	Remarks
Professor PB-4 with Grade Pay of 10,000/-	14	Ph.D.	Rs. 1,21,900	08 Years after Ph.D.; At least three years to be at Associate Professor level in an institution of repute or equivalent.	<ol style="list-style-type: none"> Two Ph.D. degrees awarded in career as sole or principal supervisor. The following accomplishments during the past 04 years; <ol style="list-style-type: none"> 03 papers in SCI Journals; One High value sponsored or consultancy project; Academic outreach activity equivalent to two self-financed courses offered as coordinator and main teacher; Two experiments or computational design projects with added to teaching laboratories where appropriate. 	<ol style="list-style-type: none"> One or more Patents granted. Supervised more than three students for Ph.D. Preparing E-Learning material. Atleast one self-financed short-term course offered every year. Strong liaison with industry. Offering significant support to institute management. High value sponsored or consultancy projects. 	

Designation, pay band and academic grade pay	Level	Essential Qualification	Entry Pay	Relevant Experience	Other essential requirements	Additional Desirable requirements	Remarks
Senior Professor Grade Pay of 10,500/-	15	Ph.D.	Rs. 1,40,700	Six years as Professor in vignan group with AGP of 10,000/- or 10,500/- or in an institute of national importance or of national repute.	<ol style="list-style-type: none"> 03 Ph.D.s guided as sole or principal supervisor plus at least one ongoing. The following accomplishments during the past six years: <ol style="list-style-type: none"> 04 papers in SCI journals one in the recent two years. 02 high value sponsored or consultancy project plus one ongoing. Academic outreach activity equivalent to 03 self-financed short term courses offered as coordinator and main teacher. Three experiments or computational projects added to teaching laboratories. Significant contribution to institute management through personal initiative in responsible positions. 	<ol style="list-style-type: none"> Truly significant contribution in one area- publications, writing of text books or reference books. Sponsored projects. Consultancy and support to industry. E-learning packages. Creative contribution to institute's welfare. 	Normally limited to 10% of the total number of faculty falling in the level of 12 to 14.

APPENDIX - I

Desired Research Indices

Level	11	12	13A1	13A2	14	15
H index	2	3-4	5	6	8	10
i10 index	2	4	5	6	8	12
Citations	10	18	25	35	45	60
Cumulative impact factor	8	10	14	16	20	30

APPENDIX - II

In case of deserving candidates in lieu of required SCI publications, the research points acquired as per the appendix may be considered by the selection committee.

SI.	Publication	Research points
1	SCI / SCI-E Indexed / ABDC Journals	5
2	Top-Notch Conferences (First Level) (To be approved by SRB)	4.5
3	Top-Notch Conferences (second Level) (To be approved by SRB)	4
4	SCOPUS / E-SCI Indexed Journal	4
5	Patents Published	2
	Patents Granted (To be decided by the DC)	3 or 3.5
6	Refereed International Conferences with proceedings containing full version of the paper published by high- class publishers. (To be decided by the DC)	3
7	Other refereed Journals of Repute (To be decided by the DC)	2.0 or 2.5
8	Refereed International Conferences (To be decided by the DC)	1.5 or 2.0
9	Refereed National Conferences (To be decided by the DC)	1 or 1.5

APPENDIX - III

Pay Matrix for Fixation Only

Pay band (Rs)	0	15,600 – 39,100			37,400 – 67,000			67,000 – 79,000
Grade Pay (Rs)	0	6,000	7,000	8,000	9,000	9,500	10,000	0
Index of Rationalization	0	2.67	2.67	2.67	1.8		2.3	2.1
Entry Pay (Rs)	42,000	21,600	25,790	29,900	49,200		53,000	67,000
Academic Level	10-	10	11	12	13A1	13A2	14	15
Rationalised Entry Pay (Rs) ¹	42,000	57,700	68,900	79,800	88560	99675	121900	140700
2	44,000	59,400	71,000	82,200	91217	102665	125557	144921
3	46,000	61,182	73,130	84,666	93953	105745	129324	149269
4	47,380	63,017	75,324	87,206	96772	108918	133203	153747
5	48,801	64,908	77,584	89,822	99675	112185	137200	158359
6	50,265	66,855	79,911	92,517	102665	115551	141316	163110
7	51,773	68,861	82,308	95,292	105745	119017	145555	168003

8	53,327	70,927	84,778	98,151	108918	122588	149922	173043
9	54,926	73,055	87,321	1,01,096	112185	126265	154419	178235
10	56,574	75,246	89,941	1,04,129	115551	130053	159052	183582
11	58271	77,504	92,639	1,07,252	119017	133955	163823	189089
12	60020	79,829	95,418	1,10,470	122588	137974	168738	194762
13	61820	82,223	98,281	1,13,784	126265	142113	173800	
14	63675	84,690	1,01,229	1,17,198	130053	146376	179014	
15	65585	87,231	1,04,266	1,20,713	133955	150767	184385	
16	67553	89,848	1,07,394	1,24,335	137974	155290	189916	
17	69579	92,543	1,10,616	1,28,065	142113	159949	195614	
18	71667	95,320	1,13,934	1,31,907	146376	164748		
19	73816	98,179	1,17,352	1,35,864	150767	169690		
20	76031	1,01,125	1,20,873	1,39,940	155290	174781		
21	78312	1,04,158	1,24,499	1,44,138	159949	180024		
22	80661	1,07,283	1,28,234	1,48,462	164748	185425		
23	83081	1,10,501	1,32,081	1,52,916	169690	190988		
24	85574	1,13,817	1,36,043	1,57,504	174781	196717		
25	88141	1,17,231	1,40,125	1,62,229	180024			
26	90785	1,20,748	1,44,328	1,67,096	185425			
27	93509	1,24,370	1,48,658	1,72,109	190988			
28	96314	1,28,102	1,53,118	1,77,272	196717			
29	99203	1,31,945	1,57,712	1,82,590				
30	102179	1,35,903	1,62,443	1,88,068				

EXAMPLE FOR APPENDIX – III

Assistant Professor Level 10	
Present gross including HRA (6 th pay)	85464
Present gross Excluding HRA (6 th pay)	81544
Proposed basic of 7 th Pay	79829 (from pay matrix table of 7 th Pay for Level 10) such that the new basic is just closer to or equivalent to the present gross excluding HRA.
HRA (9%)	7185
DA	0
Proposed gross 7 th pay	87014
Difference (Proposed 7 th pay to Existing 6 th pay)	1550

APPENDIX – IV

Faculty performance- Below The Expected Level

If the annual assessment of a faculty member reveals a decline in research and/or administration/ governance performance below a threshold, then the concerned faculty has to undertake the teaching work load as stipulated for the level/cadre one below the level/cadre in which the faculty is placed (that is a Professor has to take up teaching work load as stipulated for an Associate Professor and an Associate Professor as stipulated for an Assistant Professor and an Assistant professor has to take four more additional teaching hours of load).

2.9. POST-DOCTORAL RESEARCH

A. PREAMBLE

The main objective of VFSTR Post-Doctoral Fellowship is to encourage young scholars who have completed their Ph.D. and wish to pursue a regular career in teaching and research. They should have a high potential and promise for conducting full time research on specific themes and issues. A Post-Doctoral Fellow certification is awarded on the basis of original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications made during the post-doctoral fellowship period in reviewed journals and are recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories, or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment. The candidates who have been awarded Ph.D degree / who have submitted Ph.D thesis will be offered Post-Doctoral Fellowship (PDF). They would undertake Research work exclusively and also can participate in the Teaching and Learning process in the departments concerned.

B. CATEGORIES OF POST-DOCTORAL FELLOWSHIPS

- (i) Teaching cum Research Fellowship (TRF) (as an immediate sequel to submission of the Thesis)
- Teaching cum Research Fellowship (TRF) is offered exclusively to the successful research scholars of VFSTR who have submitted their Ph.D thesis.
 - TRF is an opportunity provided to the candidates for extending the research work after submission of their Ph.D thesis.
 - TRF is offered to those scholars who have made remarkable research work during their Ph.D.
 - TRF will provide better opportunities to maximize their post-doctoral publications.
 - The scholars can continue with the same research supervisor as a mentor and the same Doctorial committee will continue as advisory cum monitoring committee.
 - They are expected to carry out their further research prominently and should also take part in the academic activities of the department concerned.
 - The fellowship will be sanctioned initially for a period of six months, effective from the date of joining of the candidate. The renewal of the Fellowship for another six months may be considered in view of the strong request conveyed by the Doctoral committee of the candidate.

- They are obliged to accept the teaching responsibility in a stipulated slot of 2.5 -3 hours per day for 12-14 hours per week.

(ii) Teaching cum Research Fellowship (TRF) for external Ph.D candidates

- Post-Doctoral Fellowship is offered to the candidates who have completed their Ph.D. from institutions other than VFSTR.
- The candidates should apply for this fellowship within 3-4 years of their award of Ph.D.
- The applicants of this fellowship should submit a detailed proposal recording an outline of the proposed research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the knowledge in the particular field of his Post-Doctoral work. Along with action plan of their research to be carried out during the course of time.
- The Research Proposal submitted by the candidate shall be approved by the Expert Committee constituted by the Vice-Chancellor
- The Expert Committee, while considering the proposal shall invite the applicant for detailed discussion in a suitable technology enabled blended mode, and make a recommendation with a provisional date of registration for starting of the TRF programme.
- PDF will be granted to the potential researchers who submit novel or innovative ideas in the field of their research.
- VFSTR will allots a mentor to the registered candidates and a suitable advisory cum monitoring committee will monitor the progress of candidate.
- The fellowship will be sanctioned initially for a period of one year, effective from the date of joining of the candidate. The renewal of the Fellowship for the subsequent year shall be subject to the receipt of satisfactory Progress Report on half-yearly basis.
- They will be assigned with y teaching responsibility in a stipulated slot of 2.5 -3 hours per day for 12-14 hours per week.

(iii) Teaching cum Research Fellowship (TRF) for faculty of VFSTR

- Post-Doctoral Fellowship is offered to the Faculty of VFSTR who have completed their Ph.D.
- The candidates should apply for this fellowship within 3-4 years of their award of Ph.D.
- The applicants of this fellowship should submit a detailed proposal recording an outline of the proposed research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the

knowledge in the particular field of his Post-Doctoral work. Along with action plan of their research to be carried out during the course of time.

- The Research Proposal submitted by the candidate shall be approved by the Expert Committee constituted by the Vice-Chancellor.
- The Expert Committee, while considering the proposal shall invite the applicant for detailed discussion and make a recommendation with a provisional date of registration for starting of the TRF program.
- VFSTR will allots a mentor to the registered candidates and a suitable advisory cum monitoring committee will monitor the progress of candidate.
- They will be assigned with teaching responsibility in a stipulated slot of 2.5 -3 hours per day for 12-14 hours per week in addition to postdoctoral research activities undertaken by them.

C. FINANCIAL SUPPORT RECOMMENDED FOR VARIOUS POST-DOC POSITIONS AT VFSTR

S.No	Research Position	1st Year (Rs.)	2nd Year (Rs.)	Remarks
1	TRF (Scholar)	44000 Per month	NA	Rs 20,000/- may be given as a contingency for each candidate per year.
2	TRF (External)	46000 Per month	48000 Per month	
3	TRF (Internal)	Salary will be maintained	Salary will be maintained	

Note: Contingency covers conference registration fee, travel grant, purchase of components, chemicals etc.

CHAPTER - 3

EMPLOYEES PROVIDENT FUND

- 3.1. Employees of the University shall be covered under the Employees Provident Fund & Miscellaneous Act, for the time being in force and to the extent it is applicable.
- 3.2. The employee shall contribute 12 per cent of the Basic pay plus Dearness Allowance, regularly every month towards PF-Cum-Family Pension Scheme, whereas an equal amount shall be contributed by the University with a maximum ceiling of Rs. 1800/- pm.
- 3.3. The benefits and other terms and conditions of the Provident Fund - cum-Pension Scheme shall be the same as those provided in the Employees Provident Fund & Miscellaneous Act in so far as they are applicable to the University employees.
- 3.4. The University PF-cum-pension scheme shall be managed by the Regional Provident Fund Commissioner, Guntur.

CHAPTER - 4

LEAVE RULES

4.1 LEAVE RULES FOR TEACHING & NON-TEACHING STAFF

Employee on Contract: An employee who joins VFSTR will be on contract basis for a minimum period of six months which may be extendable for a further five months and 25 days and is solely for a specified purpose.

Employee on Probation: An employee who joins VFSTR will be on probation for a period of one year which may be extended up to two years.

Regular Employee: An employee who completes his/ her probation and two years of continuous service in VFSTR will be regularized.

Non-Teaching Positions: -

Designations come under

Group 'A': Deputy Registrar, Finance Officer, Director HR, Assistant Registrar, Director-IR, Director Outreach & Strategy, Systems Manager, Training & Placement Officer, Transport Manager etc.,

Group 'B': Other than Group 'A' designations

I Casual Leave (CL)

- a) Employees who are on Contractual basis/ Probation/ Regular are eligible to avail Casual Leave.
2. Every employee is eligible for 8 days of Casual Leave in a calendar year. Women employees are eligible for an additional Casual Leave of 3 days.
3. However, employees with less than two years of service shall be sanctioned Casual Leave on prorata basis. It means a male employee shall be eligible for one Casual leave after completing of every 45 days and a female employee is eligible for one Casual leave after completing of every 34 days. This condition shall not be applied to employees with more than two years of service and CLs will be sanctioned at the beginning of the calendar year those who completed 2 years of regular service.
4. Un-availed Casual Leave shall not be carried forward to the next calendar year. It means that the Casual Leave shall not be accumulated. However, the last casual leave which was credited in the last month of the calendar year, will be carried forwarded to the next calendar year in case of employees who are below 02 years of service.
5. Casual Leave can be sanctioned for half-a-day also.
6. Casual Leave can be combined with public holidays and Compensatory Casual Leave (CCL), but not with any other kind of leave or vacation.
7. The total period of absence on Casual Leave at a time, with or without the combination of public holidays and Compensatory Casual Leave shall not exceed 10 days.

8. Casual Leave has to be availed by prior sanction only.
9. Sanction of Casual Leave shall always be subject to work adjustment which includes adjustment of L/T/P sessions, invigilation duties, academic duties, etc or any other works deemed to be necessarily completed by the staff member.
10. Casual Leave to the following employees shall be sanctioned by the authority mentioned below against each category.

a)	Registrar/Deans/School Deans/ Finance Officer/ Controller of Examination	-	Vice Chancellor
b)	HoDs	-	School Deans
c)	Directors/Coordinators	-	Deans concerned
d)	Asst. Registrars and all staff under Registrar's office	-	Registrar
e)	Faculty/ Teaching Instructor/ Non-teaching staff in the Depts.	-	HoDs concerned
f)	Assistant Finance Officers and all other staff of Finance office	-	Finance officer
g)	Non-teaching staff under offices of Deans-		Deans concerned

II. Earned Leave (EL)

1. Employees on contractual period

- a) All employees on Contractual basis are not eligible for Earned Leave.

2. Employees on probationary period

- a) All employees are eligible for 3 days of Earned Leave upon completion of Probationary period.
- b) Earned Leave cannot be combined with Casual Leave or Compensatory Casual Leave, but can be combined with vacation, OD, Academic Leave, Half Pay leave and all other kinds of leave.
- c) Public holidays can be prefixed and suffixed with Earned Leave.
- d) EL forms shall be submitted well in advance to the respective office.
- e) Un-availed Summer Vacation either partially or entirely, the unused portion will be converted into CCL at a 1:1 ratio for faculty members, Non-teaching staff who under Group 'A' Designations and at a 2:1 ratio in case of Non-teaching staff who under Group 'B' Designations.

3) Regular Employees

- a) All Regular employees are eligible for 06 days of Earned Leave (EL) for every completed year (Note: 03 ELs in January and 03 ELs in July will be credited).
- b) Work assigned Summer Vacation will be converted into Earned Leave on equal ratio as per the norms of existing Summer Vacation.

- c) Earned Leave can be accumulated up to a maximum of 300 days during the whole of the service period of the employee.
- d) Earned Leave cannot be combined with Casual Leave or Compensatory Casual Leave, but can be combined with vacation, OD, Academic Leave, Half Pay leave and all other kinds of leave. However, in between public days/Sundays during the EL period will be considered as EL only.
- e) Public holidays can be prefixed and suffixed with Earned Leave.
- f) Vice-Chancellor is the authority to sanction Earned Leave in respect of Registrar, Finance Officer, Deans, School Deans.
- g) Dean, PCF is the authority to sanction Earned Leave in respect of all faculty members including Heads of Department, Directors and Coordinators based on the recommendations of immediate supervisors.
- h) Registrar shall sanction Earned Leave to all other employees.
- i) The maximum Earned Leaves that may be sanctioned at a time shall not exceed 60 days in a calendar year. However, the condition is exempted in very deserving situations, as approved by Vice Chancellor.

III. Half Pay Leave (HPL)

1. Employees on contractual period

- a) All employees on Contractual period are not eligible for Earned Leave.

2. Employees on Probation Period

- a) All employees on Probation Period are eligible for 10 Half Pay leaves (HPLs) upon completion of Probationary period.
- b) Half Pay Leave can be commuted into leave on full pay on medical grounds. In such case, double the number of HPLs of commuted leave sanctioned, shall be debited from his/her Half Pay Leave account. It means if an employee is sanctioned 05 days of commuted leave on medical grounds, 10 HPLs shall be debited from his/ her Half Pay Leave account.
- c) Half Pay Leave may be granted for a minimum period of 03 days (06 HPLs). If leave is availed on medical grounds, the incumbent should produce medical fitness certificate while re-joining.
- d) Public holidays can be prefixed and suffixed to the Half Pay Leave or commuted leave.
- e) Half Pay Leave or commuted leave cannot be combined with Casual Leave or Compensatory Casual Leave but can be combined with Earned Leave and/or vacation. The total period of absence on Half-Pay Leave with or without combination of any other leave shall not exceed 10 days of commuted leaves (i.e. 20 HPLs) at a time in a semester.

3. Regular Employees

- a) All Regular Employees are eligible for 20 Half Pay Leave for every completed year.
- b) Half Pay Leave can be commuted into leave on full pay on submission of medical certificate. In such case, double the number of HPLs of commuted leave sanctioned, shall be debited to his/her half pay leave account. It means if an employee is sanctioned 5 days of commuted leave on medical certificate, 10 HPLs shall be debited to his/her Half Pay Leave account.
- c) Half Pay Leave can be accumulated up to maximum of 240 days during the whole service period of the employee.
- d) Public holidays can be prefixed or suffixed to the half pay leave or commuted leave.
- e) Half Pay Leave or commuted leave cannot be combined with Casual Leave or Compensatory Casual Leave but can be combined with Earned Leave and/or vacation. The total period of absence on Half-Pay Leave with or without combination of any other leave shall not exceed 30 days at a time in a semester when there is class work.
- f) Registrar is the authority to sanction Half Pay Leave for all teaching and non-teaching staff up to 30 days of Commuted leave (i.e. 60 HPLs) on medical grounds.
- g) In excess of the above limits or in case of deserving exigencies, additional HPL shall however be sanctioned by the Vice-Chancellor.

Additional clauses for all staff :

- 1. An employee who wants to avail HPL on medical grounds, should produce fitness certificate at the time of reporting to the duty.
- 2. An employee who applied Half-Pay Leave (on medical grounds) should provide all copies of medical treatment such as In-patient & Out-patient records, diagnosis reports, medical bills, OP form and other relevant documents pertaining to his/her illness. The correctness of the medical certificates will be assessed by the medical officer of the University (if required).
- 3. In case of emergency, the spouse or relatives of the employee shall apply for leave at the earliest opportunity through email or SMS to the superior authority of the employee.
- 4. It may be noted that disciplinary action will be initiated against those who indulge in submitting false claim/ report as per University procedures and such cases will be treated as leave on "Loss of Pay", leading to break of service for that period.

IV. Marriage Leave (MAL)

1. Employees on contractual period

- a) All the Non-Teaching staff who are on Contractual rolls are also eligible for 10 days of Marriage Leave after completion of six months of satisfactory service as on date of application.

2. Employees on Probation Period

- a) All employees who are on Probation Period are eligible for 10 days of Marriage leaves after completion of six months of satisfactory service as on date of application. Though the faculty members at 10- (10 minus) are also eligible to avail this opportunity, it is not applicable to the employees who are recruited purely on contractual basis like Teaching Instructors, Teaching Assistants etc.,

3. Regular Employees

- a) All employees who are not on probation and complete two years of satisfactory service as on date of application including Contract & Probation period are eligible for 15 days of Marriage Leave.
- b) Registrar shall sanction Marriage Leave to all Teaching and Non-teaching staff.

V. Maternity Leave (ML)

1. Employees on contractual period

- a) All Non-Teaching staff (women) who are on Contractual rolls are also eligible for 30 days of Maternity Leave after completion of six months of satisfactory service as on date of application.

2. Employees on Probation Period

- a) All women employees who are on Probation Period are eligible for 30 days of Maternity leaves after completion of six months of satisfactory service as on date of application. Though the faculty members at 10- (10 minus) are also eligible to avail this opportunity, it is not applicable to the employees who are recruited purely on contractual basis like Teaching Instructors, Teaching Assistants etc.

3. Regular Employees

- a) All women employees who are not on probation and complete two years of satisfactory service as on date of application including Contract & Probation period are eligible for 90 days of Maternity Leave.
- b) Registrar shall sanction Maternity Leave to all Teaching and Non-teaching staff.
- c) An employee is eligible for Maternity Leave only twice in her entire career including her service at VFSTR or elsewhere.
- d) Maternity Leave may also be granted in case of miscarriage including abortion for not more than 30 days. It will be counted as an opportunity of Maternity Leave being utilized.

- e) In excess of above limits, Maternity leave can be combined with EL, HPL or Extraordinary Leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- f) Vice-Chancellor is the authority to sanction Maternity Leave for women employees in respect of Registrar, Finance Officer, Deans, School Deans.
- g) Registrar shall sanction Maternity Leave to all other women employees including Teaching and Non-teaching staff.

VI. Compensatory Casual Leave (CCL)

- 1. All employees are eligible for Compensatory Casual Leave whenever they are directed by the Competent Authority to attend to additional work.
- 2. Vice-Chancellor is the competent authority to direct administrative heads, and all other teaching and non-teaching staff to work on a holiday and declare them eligible for Compensatory leave.
- 3. CCL can be sanctioned for half-day also.
- 4. An employee is eligible for Compensatory Casual Leave if he/she works for not less than 6 hours on any holiday under orders of the competent authority. Proof of Biometric attendance is mandatory.
- 5. For approval of CCL, the request should be submitted within one month of availing the extra-work with the proofs (biometric, email request, proceedings etc.). Beyond one month, even if requests are submitted, they will not be entertained.
- 6. CCL shall be nullified automatically after one year of its credit.
- 7. CCLs shall have dynamic time range of 12 months from the date of grant of CCL. In case of faculty members, the cumulative total of CCLs up to the end of any month shall not exceed 10 days. Any CCL in excess of 10 days, at the end of every month shall be automatically dissolved.

In case of Non-teaching staff, the cumulative total of CCLs up to the end of any month shall not exceed 18 days. Any CCL in excess of 18 days, at the end of every month shall be automatically dissolved.

- 8. The grant of CCLs shall be subject to prior allocation of work and approved by Dean-Faculty Affairs for faculty members including Teaching Instructors and Registrar for non-teaching staff.
- 9. No extra hour CCL on working days is permitted. However, in exceptional cases when administratively the overstay is assigned on a working day as certified by respective authorities, then the number of hours may be taken into consideration for counting the CCLs.

VII. Academic Leave (AL)

1. Faculty members who have completed minimum of 06 months of service in VFSTR are eligible for Academic Leave. It can be provided to the faculty members who are i) appearing for NPTEL final test or ii) appearing for PhD defence for his/her PhD degree. For faculty members with less than of 6 months of experience at VFSTR, Academic Leaves may be granted with the approval of Vice-Chancellor only.
2. The maximum limit of Academic Leaves for a faculty in a calendar year is 15 days only.
3. Academic Leave may be sanctioned for attending conferences, seminars and workshops etc. after acceptance of the research papers authored by the concerned staff members.
4. a) All Non-teaching staff who are under Group 'A' designation, may avail 02 days in a calendar year to attend examinations for certificate courses/ Ph.D etc.
b) All Non-teaching staff who are under Group 'B' designation, may avail 02 days in a calendar year to attend examinations for certificate courses etc, upon completion of probation period.
5. Registrar is the competent authority to sanction Academic Leave to all Non-teaching Staff.
6. Dean, PCF shall be the competent authority to sanction Academic Leave to all faculty members including Heads of Department, Directors, and Coordinators based on the recommendation from their immediate supervisors.
7. Vice-Chancellor is the competent authority to sanction Academic Leave to Registrar, Deans and School Deans.

VIII. On Duty (OD) Leave

All teaching and non-teaching staff will be granted On Duty Leave (OD) as and when work is assigned by the university including responsibilities such as campus recruitment, Admissions related works, industry interaction, collaboration work or any other works assigned by their immediate supervisors or higher authorities etc. They can be permitted to go on OD for the following: -

1. Any work pertaining to university entrusted by the Authorities and is to be executed outside the University campus.
2. Visits to industries/ research institutes & other institutions to participate in official meetings to discuss various official matters including collaborations or research projects and internships etc.
3. Visits to offices of University Grants Commission (UGC), All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), Bar Council of India (BCI) and other central and state-level statutory bodies to attend meetings called by them or suggested by the university authorities for official purpose.

4. Leave availed for industry immersion program.
5. Leave granted to accept an invitation to serve as a visiting faculty or avail a fellowship or research-cum teaching assignment for technical or academic purpose, provided the university accords sponsorship in principle unless sponsored by any other party.
6. Leaves availed for Quality Improvement Program (QIP) to pursue higher studies.
7. OD can be combined with Casual Leave, Compensatory Casual Leave and Earned Leave to a limit of maximum 02 days with prior approval of the competent authority and without any financial commitment for the period of leave.
8. Vice-Chancellor is the competent authority to sanction OD to Registrar, Finance Officer, Deans, and School Deans.
9. Dean-Faculty Affairs shall be the competent authority to sanction OD to the all faculty members including Heads of Department, Directors, and Coordinators based on the recommendation from their immediate seniors.
10. Registrar is the sanctioning authority for all non-teaching staff.

IX. On Other Duty (OOD) Leave

1. The purpose of this leave is to establish a framework that allows teaching staff and officers to take time for Other Official Duties (OOD) that contribute to the growth and enhancement of the university's perception at both regional and international levels. These duties may include:
 - a. academic collaborations, professional engagements, and serving on statutory governing bodies as an inspector or assessor for National Assessment and Accreditation Council (NAAC), All India Council for Technical Education (AICTE), University Grants Commission (UGC), Pharmacy Council of India (PCI), Bar Council of India (BCI) and others.
 - b. chairing a session or speaker in prestigious conferences, workshops, and seminars (subject to approval from higher authorities) that is not directly related to their research outcomes.
 - c. attending meetings at other institutions and Universities in which he/she is a member of Board of Studies (BoS)/Board of Examiners (BoE)/Board of Academics (BoA)/Academic Council/Executive Council.
 - d. participating as a judge in a cultural event at premier institutions/universities.
2. All full-time faculty members (Level 10 and above) and other officers who have been with the institution for at least two years are eligible to use the OOD leave, provided they can demonstrate the legitimacy of their leave request.

3. Faculty members wishing to avail OOD leave must submit a request letter with valid proof, which should be forwarded by the Head of Department (HoD) and School Dean to the Office of the Dean, Faculty Affairs. Deans, Directors, and HoDs may submit the request directly to the Vice Chancellor. It is important to ensure that the planned absence does not disrupt the university's academic schedule or operations, and faculty should include arrangements for the delegation of duties with the request. All OOD requests must be submitted at least ten days prior to the proposed date, unless there are exceptional circumstances that prevent earlier notice. Dean, Faculty Affairs is the sanctioning authority for teaching staff, Registrar is the sanctioning authority for Non-teaching staff and Vice-chancellor is the sanctioning authority for Registrar, Deans and Finance officer.
4. The maximum time granted for OOD leave is 15 days per calendar year until the Level of Associate Professors (Level 13A1) and 21 days for Senior Associate Professors (Level 13A2) and Professors (Level-14). OOD leave can be taken for a maximum of five consecutive days, including holidays and weekends. This leave cannot be combined with any other types of leave or used for personal or non-academic activities.
5. Individuals granted OOD leave must submit a post-event report to the approving authority (Dean or Vice Chancellor) within two weeks following the completion of the official duty. The report should outline the outcomes of the activity and detail how it contributed to enhancing the university's reputation.

X. Sabbatical Leave

1. Permanent, full-time faculty members of the university who have completed seven years of service as Assistant Professor/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty members.
2. Provident fund during the period of sabbatical leave will be credited from VFSTR side and faculty availing sabbatical leave will have to credit amount towards PF from his/her side. Sabbatical leave with continuity of service or position alone will be determined before sanctioning of leave.
3. Vice-Chancellor is the sanctioning authority for sanction of sabbatical leave.
4. A faculty member shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave. This is subjected to the amount of fellowship or salary that is to be paid at host institute and the final emoluments to be given from VFSTR will be determined based on it.

5. A faculty member on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance including local hospitality, other than regular employment in an institution of advanced studies. However, in such cases, the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
6. During the period of sabbatical leave, the faculty member shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the faculty member rejoins the university on the expiry of his/her leave.

XI Special Leave

1. A Regular Employee may be granted Special Leave when;
 - a) No other leave is admissible
 - a) Special Leave shall not always be with pay and allowances. In case, special Leave is considered towards continuity of service, increment may notionally be given.
 - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond control of the faculty.
 - c) Leaves availed by the faculty at Level 10- (Ten Minus) towards completion of their PhD in Institutes of National Importance or Government recognized and supported labs as per the special provisions laid down by VFSTR and that shall be treated as continuation of service.
2. Special Leave may be combined with any other leave except CL/CCL, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
3. Special Leave shall be granted by the Vice-Chancellor on the recommendations of the concerned HoD through proper channel.

XII Loss of Pay (LoP)

1. An employee may avail leave on Loss of Pay (LoP) if no other leave including special leave is permissible.
2. Leave on LoP can be availed only with the approval of higher authorities.
3. LoP has to be entered in service register even for a single day and break of service due to it will be recorded. Break of service will be taken into consideration while determining eligibility for CAS and other promotions, with proportionate reduction of other benefits including the crediting of ELs, HPLs for the period of leave on LOP.

Important Note: -

1. Leave application especially EL should be submitted sufficiently well in advance as written in the respective sections.
2. The Vice-Chancellor is the Competent Authority to relax the above limits on all kinds of leave in extra-ordinary circumstances which shall be recorded in the order issued in this regard.
3. No Earned Leave / Half Pay Leave / Marriage Leave / Maternity Leave will be sanctioned to the staff under notice period. However, CL & CCL may be sanctioned.
4. Employees on contract are eligible for CL & CCL only.
5. No leave is eligible for Teaching Assistant.
6. No leave is eligible for Teaching Instructor except CL, CCL, AL, OD and OOD.
7. Permission to avail Earned leaves should be put forward to higher authorities at least 3 days prior to the date of leave.

4.2 LEAVE RULES FOR RESEARCH SCHOLARS AND RESEARCH ASSISTANTS

The following leave rules for full time Research Scholars and Research Assistants (Research Assistant (RA)/Senior Research Fellow (SRF)/Junior Research Fellow (JRF)/Contractual Assistant Professor (CAP)/Training cum Research Assistantship (TRA)/Exclusive Research Assistantship (ERA)/ Post Doctoral Fellow (PDF)/Teaching Assistant (TA), Project Assistants) working in University are applicable: -

Casual Leave

- a) All full time Research Scholars and Research Assistants (Research Assistant (RA)/Senior Research Fellow (SRF)/Junior Research Fellow (JRF)/Contractual Assistant Professor (CAP)/Training cum Research Assistantship (TRA)/Exclusive Research Assistantship (ERA)/ Post Doctoral Fellow (PDF)/ Teaching Assistant (TA), Project Assistants) are eligible for 15 days of Casual leave in a calendar year on pro-rata basis.
- b) Un-availed Casual Leave shall not be carried forward to the next calendar year. It means that the Casual Leave shall not be accumulated. However, the last casual leave which was credited in the last month of the calendar year, will be carried forwarded to the next calendar year.
- c) Casual leave can be combined with public holidays and Compensatory Casual Leave, but not with other kind of leave.
- d) The total period of absence on casual leave at a time, with or without combination of public holidays and Compensatory Casual Leave shall not exceed 10 days.
- e) Casual leave cannot be claimed as a matter of right. It cannot be availed without the prior approval of the competent authority.
- f) Sanction of casual leave shall be subject to work adjustment and other exigencies of the University.
- g) Head of the Department is the competent authority to approve the Casual leave through the recommendations of the Principal Investigator.

Half Pay Leave (HPL)

- a) All full time Research Scholars and Research Assistants (Research Assistant (RA)/Senior Research Fellow (SRF)/Junior Research Fellow (JRF)/Contractual Assistant Professor (CAP)/Training cum Research Assistantship (TRA)/Exclusive Research Assistantship (ERA)/ Post Doctoral Fellow (PDF)/Teaching Assistant (TA), Project Assistants) are eligible for 20 HPLs (10 days) in a calendar year on valid medical grounds, supported by documentary evidence prior to sanction of leave; Otherwise he/she should submit the medical certificate (issued by Authorized Medical Authority) at the time of rejoining duty.
- b) Half Pay Leave may be granted for a minimum period of 03 days (06 HPLs).
- c) Public holidays can be prefixed or suffixed to the Half Pay Leave.
- d) HPL cannot be combined with casual leave or any other type of leave.
- e) Registrar is the competent authority to approve HPL up to six days at a time and 10 days in an academic year.
- f) The Vice-Chancellor is the competent authority to extend the above limit.

Compensatory Casual Leave

- a) All full time Research Scholars and Research Assistants (Research Assistant (RA)/Senior Research Fellow (SRF)/Junior Research Fellow (JRF)/Contractual Assistant Professor (CAP)/ Training cum Research Assistantship (TRA)/Exclusive Research Assistantship (ERA)/ Post Doctoral Fellow (PDF)/Teaching Assistant (TA), Project Assistants) are eligible for Compensatory Casual Leave whenever they are directed by the competent authority to attend the University on holidays on official work.
- b) HoD is the competent authority to authorize the Research Scholars and other Research Assistants of the University to work on a holiday and declare them eligible for Compensatory leave.
- c) Compensatory Casual Leave is admissible only if he/she works for a duration not less than six hours on any holiday under orders of the competent authority.
- d) No one shall be asked to work for more than 10 holidays in a calendar year
- e) The Vice-Chancellor is the competent authority to extend the above limit.

Further, All full time Research Scholars and Research Assistants (Research Assistant (RA)/Senior Research Fellow (SRF)/Junior Research Fellow (JRF)/ Contractual Assistant Professor (CAP)/ Training cum Research Assistantship (TRA)/ Exclusive Research Assistantship (ERA)/ Post Doctoral Fellow (PDF)/ Teaching Assistant (TA), Project Assistants) are eligible to avail Academic Leave and On Duty leaves as per the norms applicable to faculty members of the University. But, sanctioning authority is Dean-R&D through proper channel. No other kind of leaves like vacation, EL etc. are permissible.

CHAPTER - 5

CONSULTANCY RULES

5.1 CONSULTANCY RULES

The primary objective of these rules is to encourage the teaching staff to take interest and initiative in undertaking consultancy assignments which shall be beneficial both to the faculty and the University. Such consultancy activities shall improve interaction between the industry and the University in general and the academic departments in particular. These rules have been framed in a manner that shall facilitate sharing of revenue generated out of such consultancy assignments between the teaching faculty and the University at the rates prescribed for the purpose.

5.2 GROSS REVENUE

Gross Revenue in the case of all consultancy activities is the amount paid by the client after Tax Deducted at Source (TDS).

5.3 EXPENDITURE

Every expense incurred by the University for undertaking such consultancy activity, including pre-operative expenses, promotional expenses, professional fees paid to any external consultants / agencies / resource persons, related expenses, University overhead charges, as approved by the Vice-Chancellor shall be added to the expenses.

The teaching faculty undertaking consultancy shall claim the expenditure incurred on travel, local conveyance, boarding and lodging, and other incidentals, from the client.

In the exceptional event of the client failing to reimburse such expenses for any valid reason, the actual expenditure incurred by the teaching faculty on travel, local conveyance, and boarding and lodging, and other incidentals shall be treated as expenditure and shall be added to the total expenses.

5.4 NET SURPLUS

Net surplus in consultancy activities is the gross revenue less the expenditure as defined above.

5.5 SHARING OF REVENUE

The Net Surplus arising out of the earnings from Consulting assignments shall be distributed between the teaching faculty and supporting staff who have undertaken the consultancy and the University as prescribed in these rules.

5.6 REVENUE SHARING

The following rules shall be followed for taking up Consultancy Assignments:

- 1) Any consultancy job taken up by any full-time teacher shall be treated as Institutional Consultancy and not personal consultancy.
- 2) Consultancy can be undertaken only with the prior approval of the Principal / Director and the Vice-Chancellor subject to the following procedure :
 - i) A proposal for undertaking the consultancy work shall be prepared by the concerned teacher by furnishing a brief outline of the job along with the estimated cost of consumables, time required for completion, names of teachers involved, major equipment, required, consultancy charges, etc., and shall submit it to the Principal / Director of the concerned Institution for necessary permission.
 - ii) Whenever outside agencies approach the University Institution for consultancy either directly or through any staff member, the Director, R&D shall process the proposal and shall forward the proposal for the approval of Vice-Chancellor.
 - iii) On receipt of the proposal, the Director with the approval of the Vice-Chancellor, shall entrust the job to be executed to a teacher or a team of teachers through whom the proposal was received.
 - iv) Whenever, an outside agency approaches any member of the teaching staff for consultancy, he should inform such agency that the consultancy services shall be provided in the name of the University but not in his individual capacity. However, he can negotiate the terms and conditions and the nature of consultancy to be provided.
 - v) He shall, however, report to the Principal / Director with the particulars of such consultancy including the fees to be received before accepting the consultancy work, for information and approval.
 - vi) The Registrar shall enter into agreement on mutually agreed terms and conditions specified therein with the client
 - vii) Once, the proposal is accepted by the University, the client shall remit the consultancy fee after deducting TDS to the Registrar by way of crossed cheques/demand draft as per the terms and conditions laid down in the agreement.
 - viii) The other hand, if the consultancy jobs are carried out with the utilization of the infrastructure of the University Institution like laboratory, equipment or consumables, 70 per cent of the gross amount of the consultancy fee shall be remitted to the teacher, supporting staff and the balance 30 per cent shall be retained with the University.
 - ix) If the consultancy work is undertaken without using the infrastructure of the University like laboratory, equipment, consumables, etc., 10 per cent of the gross amount of the consultancy fee shall be retained by the University and the balance 90 per cent shall be transferred to the concerned teacher to recover the costs.

Part - II

POLICIES

POLICIES

1.1 POLICY ON INCENTIVES TO TEACHING FACULTY FOR PROJECTS OBTAINED FROM Govt. AGENCIES

Faculty members will receive incentives for projects, obtained from Govt. agencies such as DST,DBT,DRDO,CSIR etc., as below:-

- a. An Incentive is paid to the investigators to a maximum of 15% of the sanctioned project amount with a ceiling of Rs. 10,000/- per month or 1.2 lakh per year during the project period.
- b. The incentive amount will be shared between PI & Co-PI in the ratio of 65%:35%. However, if there are more than one Co-PI then the incentive amount will be shared PI & Co-PIs in the ratio of 50%:50%. The 50% of the incentive given to Co-PIs will be shared equally.
- c. In case there is no Co-PI, PI will get only his share of the amount.
- d. No incentive will be paid to the investigators during the extended period of sanctioned projects.

1.2 POLICY FOR ADJUNCT FACULTY & ADVISER

1. In order to develop a useful and viable collaboration between the University and Industry for better Academia-Industry interactions and to give an impetus to Research and Academics, there is a need to induct Adjunct Faculty.
2. With the above objective, it has been decided to attract distinguished individuals as Adjunct Faculty, who have excelled in their field of specialization like Science, Engineering, Technology, Management, Civil Service, Arts, Humanities etc., to enrich the overall learning processes by bringing external perspectives to regular teaching and give the guidance to faculty in preparing Projects for submission to the funding agencies and research organizations.
3. The compensation for an Adjunct Faculty will be as given below: -

(A) Adjunct Faculty(Project Guidance/ Research Interaction & Guidance):

- i. Travel Cost(Air/Rail) from his/ her institution/ place of stay and back.
- ii. He/she will be provided free lodging and boarding besides local hospitality.
- iii. An honorarium of Rs. 5000/- to Rs. 10000/- per day depending upon the status / credentials of the Adjunct faculty which will be decided on the merits of each case.
- iv. The number of visits in a year and the number of days per visit etc., will be flexible based on needs to be decided on a case to case basis.

(B) Adviser :

- a) He / She visit the University and interact with the students and faculty in order to promote academic and research activities in the core domain as well as in other areas of specialization.
 - b) Travel Cost(Air/Rail) from his/ her institution/ place of stay and back.
 - c) He/she will be provided free lodging and boarding besides local hospitality.
 - d) An honorarium of Rs. 20,000/- to 25,000/- per visit depending upon the status / credentials of the Adviser which will be decided on the merits of each case.
 - e) The number of visits in a year and the number of days per visit etc., will be flexible based on needs to be decided on a case to case basis.
4. Selection of Adjunct Faculty will be carried out in line with criteria and process suggested in UGC guidelines.

1.3. MEASURES INITIATED FOR IMPROVEMENT OF RESEARCH ACTIVITIES IN VFSTR

Background

Developing research activities in a university is a multifaceted process that involves creating a supportive environment, providing resources, and fostering a culture of research excellence. Keeping the above, it has been decided to provide the following research initiatives with a view to improve the Research ecosystem in VFSTR: -

Contingency: Contingency Grant (CG) will be sanctioned to all the Departments. It can be used by faculty members to procure basic infrastructure like chemicals / consumables for fabrication and testing related to research work, Stationery items, Testing and Analysis charges, Travel expenses related to field work, including the hiring of vehicles and labor etc. A committee comprising the School Dean as Chairman, Head of Department and BoR as members will exercise their discretion to recommend contingency funds.

Career Development Fund (CDF) for Researchers: Allocation of a corpus fund of RS.3,00,000/- will be made to all the faculty members for a period of three years, with a view to cultivate a vibrant research community. CDF covers the registration fee, TA and DA for attending conference, workshops, FDPs, Open Access publication charges for Q1 journals only, professional membership fee, patent filing fee, etc. It will facilitate collaboration across institutions and partnerships with industry and government agencies.

1. Early Promotion of Researchers:

Incentives in the form of early promotion to faculty members may be considered for those who accomplish good research credentials and capable of obtaining funds from Government/Non-Government agencies for research. Those who fulfil all the essential requirements for the next level in their carer will be directly considered under the 4-tier flexi scheme of VFSTR 7th pay scale, waiving off the minimum period requirement as normally could be expected.

2. Common Thread: -

It is mandatory for the faculty members to keep following points in mind when using the aforementioned incentives for research: -

- a) No CCL will be granted for a longer stay is required to carry out research in the University.
- b) Faculty should be actively associated with teaching, research and administration activities.
- c) Any incentive provided for that Govt. funded project (central / state) will be deposited as top up in CDF grant. Principle investigator/Co-Principle investigator of the project may utilize that incentive for research related expenses only.

1.4 RULES & REGULATIONS FOR UTILIZATION OF CAREER DEVELOPMENT FUND (CDF)

These Rules & Regulations govern the use of Career Development Fund (CDF) to support faculty for attending conferences, workshops, and other academic events relevant to their research and teaching activities.

Eligibility & Minimum Service Requirement:

- Every Regular full-time faculty member of VFSTR who have cleared their probation will be entitled for CDF.
- The Vice Chancellor may, at his discretion, extend the eligibility for CDF support to other categories of faculty members at VFSTR based on the merits of each individual case.
- Faculty members must commit to serving the university for a minimum of six months following the utilization of the CDF grant.

Block Period:

- (a) Duration of Block Period is Three Years.
- (b) One financial year shall be considered one year.

Grant Allocation:

- (a) Rs.3,00,000/- for a block period of three years.
- (b) If a regular faculty member retires from the Institute service in between a block period, he/she shall be entitled to this allowance on pro-rata basis.
- (c) Date of commencement of the scheme: 01-04-2024
- (d) First Block Period: 01-04-2024 to 31-03-2025 and thereafter followed in similar blocks of 3 years.
- (e) Year wise admissibility in a block period of 3 years will be as per the following illustration: -

S. No	Financial year	Admissibility
1	2024-2025	Up to Rs. 1,00,000/- lakh only
2	2025-2026	Cumulatively Rs. 2,00,000/- less expenditure incurred during financial year 2024-25
3	2026-2027	Cumulatively Rs. 3,00,000/- less expenditure incurred during financial years 2024-2025 and 2025-26

- (f) Unutilized amount from Rs.3,00,000 lakhs in the Block Period shall be annulled at the end of the three years block period and not carried any further.
- (g) The above illustration applies to faculty members who are in regular service as on 01-04-2024. For those faculty members joining later, CDA limit shall be applicable on pro-rata basis, with three-year block period remaining uniform for all.
- (h) The Vice Chancellor may, at his discretion, extend the limit of year wise admissibility in a block period of 3 years based on the merits of each individual case. However, in such a case, the candidate must not only fulfil the requirement of a minimum six-month extended stay, but also complete the block period of three years.

List of activities and the norms for incurring expenditure under Career Development Fund (CDF)

A. Presenting of Papers and attending National & International Conferences / workshops/Symposia/Seminars/School/Special training programs:

CDF will be admissible as per the details given below: -

- A1.** Conferences hosted by IISc/IITs/NITs/IIITs/NITTRs/IISERs/IIMs/ other Centrally Funded Technical Institutions / Centrally Funded Research Institutions/ Top Notch conferences (Tier-I and Tier-II) approved by School Research Board (SRB)/other prestigious and reputed institutions. Conference proceedings should be indexed in Scopus / Web of Science or published in Scopus / Web of Science (SCI/SCIE/ESCI) / ABDC / NAAS (Score > 5)/ Department Approved Journals list (for Department of English and other Foreign Languages).

Note: In case of multiple authors from the university, only the first author/ corresponding author can avail this facility.

- A2.** Workshops / Symposia / Seminars / School / Special training program / Faculty Development Programmes / Online Courses (SWAYAM/NPTEL) which has affiliation to the entities described in A1.
- A3.** Research interaction visits for initiating collaborative research activity with top 200 universities listed in QS or Times Ranking and for National Institutes: such as IISc/IITs/NITs/IIITs/NITTRs/IISERs/IIMs/ other Centrally Funded Technical Institutions/ Centrally Funded Research Institutions/ Industries/ other prestigious and reputed institutions.

(i) Duration of Participation:

The support from the CDF grant for the above mentioned purposes shall normally be limited to a maximum period of 15 days inclusive of journey time in a year. This will include the period of conference/ workshop/ Symposia/Seminars/School/Special training program plus two days i.e. one day prior to the event and one day after the event based on the distance between VFSTR and host institution as per the existing norms in place at VFSTR. Participation in one workshop or tutorial up to two days associated with the conference will be admissible. Similarly, professional visits to other academic institutions/research institutions/industry etc., for two days before/after the conference will be admissible. In all such cases, the stipulation of maximum period will remain as 15 days inclusive of journey time in a year.

(ii) Nature of Leave:

For the activities A1 and A2, a faculty member will be entitled to Academic Leave for the total duration as indicated above. For activity A3, the nature of the leave will be determined on a case to case basis.

(iii) Financial Components:

Faculty members are encouraged to proactively explore the funding opportunities and consider applying for travel grants to cover a portion of their conference expenses.

VFSTR acknowledges the existence of various funding agencies that offer travel grants for attending international conferences, workshops, and seminars. These can be valuable resources for faculty members to supplement their travel expenses.

Some examples of such funding agencies include:

- Department of Science and Technology (DST) - <https://dst.gov.in>
- University Grants Commission (UGC) - <https://www.ugc.gov.in>
- Council of Scientific and Industrial Research (CSIR) - <https://www.csir.res.in>
- Indian Council of Medical Research (ICMR) - <https://www.icmr.nic.in>
- All India Council for Technical Education (AICTE) - <https://www.aicte-india.org>
- Indian Council of Social Science Research (ICSSR) - <https://www.icssr.org>
- Science and Engineering Research Board (SERB) - <https://serbonline.in>
- Lions Club - <https://www.lionsclubs.org/en/start-our-approach/grant-types>
- Rotary Club - <https://my.rotary.org/en/take-action/apply-grants/grant-travel>

For activities A1 and A2, the support will be provided towards:

- a) Registration Fee.
- b) Admissible TA/DA/Local Conveyance per diem.
- c) VISA fees and charges (if any)
- d) TA/DA for attending VISA interview (if required)
- e) Medical Insurance connected with International travel and visits abroad.

For activity A3, the support will be provided towards:

- a) Admissible TA/DA/Local Conveyance per diem.
- b) VISA fees and charges (if any)
- c) TA/DA for attending VISA interview (if required)
- d) Medical Insurance connected with International travel and visits abroad.

Additional Terms and Conditions:

- b) Faculty members who have completed minimum of one year of service in VFSTR are only eligible to get the reimbursement. However, faculty with more than 6 months of service and below one year of service may also attend the conference/ workshop by availing academic leave if available, without financial support from VFSTR.
- c) Faculty who are on Contractual basis, Full time Research Scholars under HTRA/CAP/TRA/ERA are not eligible for the reimbursement. However, they may claim from Contingency grant / Funded Project Grant of external agencies (subject to availability) as per the existing norms.
- d) The faculty members who are attending to International Conferences conducted in abroad are eligible to get the reimbursement for full registration fee and full air fare (Economy class). But the concerned faculty should stay minimum of one semester service rendered in the university after the conference.
- e) The requests of the faculty members who are on Contractual roll will be approved by the Vice-Chancellor, as a special case, on a case to case basis for financial support to attend Conferences, Workshops, Faculty Development Programs, short term courses etc.
- f) All the Conferences/ Workshops/Seminars/FDPs/ other short term courses' approvals are to be routed through Dean, R&D (in prescribed format) and will be approved by Vice-Chancellor only.

B. Membership Fee for acquiring Membership of Professional Bodies/ Societies, both National and International:

Maximum memberships of TWO professional bodies/ societies from CDF grant in one block period is permitted. The amount under this includes reimbursement/ direct bank transfer of full membership fee to the concerned professional bodies/ societies.

C. Open Access Publication Fee:

- The University will reimburse the publication fees associated with publishing research articles in high quality, prestigious, peer-reviewed and Open Access Journals if the article is officially accepted for publication.
- The journal must be indexed in the Science Citation Index (SCI) or Science Citation Index Expanded (SCIE) with a Q1/Q2 ranking in the relevant subject category.
- Reimbursement will be limited to the publication of original research articles/ reviews. Articles like case studies or editorials would not be eligible.
- Journals offering a "hybrid" model with both open access and subscription

options would not be eligible.

- Conference proceedings and books are not eligible for reimbursement under these norms.
- Reimbursement/direct bank transfer will be limited to the actual publication fee charged by the Journal.
- Faculty members are encouraged to explore alternative funding opportunities, such as research grants or author discounts offered by Journals.
- Reimbursement will be considered for faculty members for page limit charges incurred when publishing research article (e.g., regular paper, survey paper) in IEEE Transactions or equivalent prestigious journals, if the article is officially accepted for publication in the chosen IEEE Transaction.
- Faculty members must submit a brief justification explaining why exceeding the page limit was necessary to adequately present the research findings. This could include the complexity of the research topic, the need for comprehensive data presentation, or methodological details.
- A committee constituted under the chairmanship of Dean R&D with School Dean, HoD/Coordinator and an external member from School Research Board as members will submit the recommendations to the Vice Chancellor for approval.
- The Vice Chancellor may, at his discretion, approve the Open Access Fees based on the merits of each individual case.
- The committee may consider additional quality indicators, such as the journal's H-index or Impact Factor to supplement the SCI/SCIE Q1/Q2 ranking.

Note: In case of multiple authors from the university, only the first author/corresponding author can avail this facility.

D. Patent Charges:

- The University will reimburse patent charges (filing, processing includes drafting fee & examination fee and maintenance fees) associated with utility patents arising directly from research conducted at the University.
- A committee constituted under the chairmanship of Dean R&D with School Dean, HoD/Coordinator and an external member from School Research Board (SRB) as members will submit the recommendations to the Vice Chancellor for approval.
- The Vice Chancellor may, at his discretion, approve the Patent charges based on the merits of each individual case.

Note: In case, VFSTR reimburses patent charges, it signifies the financial investment in the invention. This investment often translates to ownership rights for the university, at least partially. VFSTR need to be listed as an applicant on the patent.

The above rules and regulations will come into force with immediate effect. These rules & regulations shall replace all the existing piece-meal proceedings on the subject. However, TA & DA rules will remain the same as the Registrar's Proceedings F.No. VFSTR/Reg/A4/30/2024-25/01 dated 13.04.2024.

1.5 TA & DA Rules for all Employees

Cadre	Eligibility of mode of travel			Local Conveyance				Lodging				DA	
	Air (For distance more than 500 km only)	Train	Bus	Delhi, Mumbai, Kolkata, Chennai, Bangalore	Hyderabad / Vijayawada / Vizag / Tirupati	All District head quarters	Other towns in AP	Delhi, Mumbai, Kolkata, Chennai, Bangalore	Hyderabad / Vijayawada / Vizag / Tirupati	All District head quarters	Other towns in AP	metro Cities/ Dist. head AP	Other towns in AP
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Chancellor / Vice-Chancellor / Pro Vice-Chancellor/ Registrar	Economy class	First A/C	Sleeper Volvo	Cab actuals	Cab actuals	Cab actuals	Cab actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Deans / Professors / CoE / FO	Economy class	II Tier A/C	Sleeper Volvo	Cab actuals	Cab actuals	Cab actuals	Cab actuals	Rs. 5,000/-	Rs. 4,000/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 1,250/-	Rs. 750/-
Director, CDOE/ Polytechnic Education/VLU/ Officiating Professor/ Sr. Assoc Prof	-	II Tier A/C	Sleeper Volvo	Cab actuals	Cab actuals	Cab actuals	Cab actuals	Rs. 4,000/-	Rs. 3,500/-	Rs. 2,500/-	Rs. 1,500/-	Rs. 1,000/-	Rs. 600/-
Assoc Prof. / Director IR/ Director Admissions/ Director HR/ Dy. FO/ Dy.CoEDy. Registrar/ Chief Systems Manager	-	II Tier A/C	Sleeper A/C	Cab services such as Ola and Uber only / Auto - limited to Rs.1,000/-	Cab services such as Ola and Uber only / Auto - limited to Rs.800/-	Cab services such as Ola and Uber only / Auto - limited to Rs. 600/-	Auto limited to Rs. 250/-	Rs. 3,500/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 1,500/-	Rs. 700/-	Rs. 600/-
Sr. Asst. Prof./Sr. Asst. Registrar/ Librarian/PD/ Systems Manager	-	III Tier A/C	Sleeper A/C	Limited to Rs.800/-	Limited to Rs.700/-	Limited to Rs.500/-	Limited to Rs. 250/-	Rs. 3,000/-	Rs. 2,500/-	Rs. 1,500/-	Rs. 1,200/-	Rs. 600/-	Rs. 500/-
Asst. Prof. / Asst. Registrar / W/s Supdt. / Marketing Manager / Placement Officer/ Asst. Placement Officer/ Estate Manager/ Asst. Finance Officer / Asst. Controller (Exams) / Digital Media Manager/ Assistant Media Manager/ Security & Intelligence Officer/ Chief Security Officer/ Content Manager	-	III Tier A/C	Semi Sleeper A/C	Limited to Rs.800/-	Limited to Rs.600/-	Limited to Rs. 400/-	Limited to Rs. 250/-	Rs. 3,000/-	Rs. 2,500/-	Rs. 1,500/-	Rs. 1,200/-	Rs. 600/-	Rs. 500/-
Office Superintendent / Security Vigilance Officer/ Deputy Librarian/ Senior Security Officer/ Psychologist/ Sr. Transport Incharge	-	III Tier A/C	Semi Sleeper A/C	Limited to Rs.700/-	Limited to Rs.500/-	Limited to Rs.350/-	Limited to Rs. 250/-	Rs. 2,750/-	Rs. 2,250/-	Rs. 1,250/-	Rs. 1,000/-	Rs. 500/-	Rs. 400/-
Assistant Librarian / Transport Incharge/ Marketing Staff/ All other Cadres	-	II Class Sleeper	Non A/C Bus	Limited to Rs.700/-	Limited to Rs.500/-	Limited to Rs.350/-	Limited to Rs. 250/-	Rs. 2,500/-	Rs. 2,000/-	Rs. 1,000/-	Rs. 700/-	Rs. 500/-	Rs. 400/-

Note: -

1. Minimum time to claim DA is 6 hours from the start of journey.
2. Expenditure of DA includes water bottles, snacks, beverages, breakfast, lunch, dinner etc.
3. Train via tatkal tickets can only be booked by seeking approval from Registrar. However, it is exempted in case of unplanned/ sudden tours as directed by the competent authorities and while booking of train ticket, if no reservation is available.
4. Bills/ transaction details against Local Conveyance are mandatory without which such claims will not to be accepted. In any case, if the amount is paid in cash mode when travelling in an Auto, then a "Statement of Local Conveyance" should be submitted alongwith Travel Allowance Claim form.
5. 50% of the full DA will be paid for any additional period of 12 hours.
6. In case of cancellation on personal grounds, the entire cancellation charges are to be borne by the individual. Cancellation charges will be reimbursed only if the journey is cancelled due to official reasons.
7. For a distance of 120 kilo meters or less radius from VFSTR, 50% of DA charges only can be claimed.
8. In areas such as North-Eastern states, where difficulty persists with transport, food, etc. and exclusively for the purpose of admitting students to enhance diversity, for cadres such as Assistant Registrar and above DA per day is limited to Rs.1,000/- and Cab allowances is as per actuals. Also lodging allowance per is day to Rs.4,000/- only.
9. Other similar areas may also be considered for the same purpose but prior approval is to be sought from Registrar.
10. In any other cases other than the ones stated above, prior approval from Registrar is mandatory.
11. In cases of conflict(s), Registrar's recommendation is final, which may be sent to the Vice-Chancellor for ratification and final approval.
12. However, if University appoints a staff to go to the place (any), for its Official Need and Urgency, flexibility on above tariff will be given. This will be done on mutual agreed terms only, prior to the visit.
13. Airfare (by economy class) is reimbursable on certain unavoidable cases, based on merits of each case, only with the prior approval of the Vice-chancellor.
14. If the travel is less than 400 km then the days of conference/ seminar only will be considered as on duty. If the travel distance is more than 400 km the preceding and the day after conference/ seminar will also be considered as on duty.
15. If the Conferences are in out side in India, DA will be given an equivalent of USD 70 per day in INR for the actual period of Conference. This DA includes lodging, boarding and local conveyance.

16. Deans may claim @ Rs.15/- per kilometer on production of fuel bill in addition to tollgate fee when he/she undertakes travel by road in their own car during On-duty leave. However, prior approval of the Registrar is compulsory.
17. Employees who are entitled AC I Tier are eligible for Executive Chair Car in Vande Bharat express and those who are entitled AC II Tier and AC III Tier are eligible for Chair Car in Vande Bharat express.

1.6. POLICY ON TA, DA, AIRFARE, LOCAL CONVEYANCE, ETC.. FOR STAFF PROCEEDING ABROAD FOR ADMISSIONS IN NEPAL & BANGLADESH

1. TA, DA and Local travel rules are as per university norms with in the country and 25% extra for travel abroad to countries such as Nepal & Bangladesh for International admissions.
2. Assistant Director is eligible to draw the allowances of par with the cadre of Asst Prof.
3. For international travel, staff is allowed to travel by air with prior approval of Vice Chancellor and travel dates (To and Fro journey) information (10 days before proceeding abroad for booking tickets) should be rendered to Front office Manager and Registrar. In case of rescheduling of return journey for official extension of stay, atleast 5 days prior notice is required for necessary booking of tickets by university front office.
4. If local travel in foreign countries is more than 40 kms, then actual fare will be applicable. The same will be applicable for local travel in North East States of India.
5. While claiming the amounts through claim form / expenditure statement travelled dates, timings, distance (in kms), no. of days halt, etc should be clearly mentioned; Otherwise claim will not be settled.
6. Bills are mandatory for claiming the amount.
7. Absolute integrity and financial propriety is expected from the staff proceeding abroad for International admissions.

1.7. POLICY ON ORGANIZING NATIONAL / INTERNATIONAL CONFERENCES, WORKSHOPS, SYMPOSIUMS, SEMINARS, REFRESHER COURSES AND OTHER SHORT TERM COURSES

The Policy envisages financial assistance to the departments for organizing Conferences, Workshops, Symposiums, Seminars, Refresher courses and other Short Term Courses at National and International levels in various fields. The basic objective of organizing such events is to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas.

Accordingly, a policy has been formulated for smooth and effective conduct of such events in VFSTR. The policy envisages the following: -

- (a) The Department concerned should start the planning of International events atleast one year prior to the date of commencement and atleast six months for National events like Conference, Workshops, Symposiums, Seminars, Refresher courses and other short terms courses.
- (b) The Department should examine and clearly spell out the expected outcome and the benefit that may accrue to the University.
- (c) Examine the number of participants likely to attend & present paper on the occasion.
- (d) A meeting shall be conducted in the department to nominate Coordinator and to estimate appropriate expenditure based on available Budget in the particular financial year and to identify sources of generating possible revenue and also to identify Resource persons.
- (e) The Coordinator of the programme should apply to the funding agencies to obtain the grant well in advance to organize the programme. The revenue can be generated through sponsorships from various funding Govt. agencies like DST, DRDO, IIEEE, SERB, DBT, CSIR etc., and other sources such as sponsorships from private agencies and Registration fee from participants.
- (f) At least 50% of the proposed budget have to be raised from external agencies to make it economically feasible. Rest 50% of the expenditure will be borne by the University.
- (g) A detailed proposal in the prescribed format shall be forwarded to the Vice-Chancellor through Registrar to accord permission to organize the programme.
- (h) Papers presented in the event are to be published in Scopus Indexed Journal subject to availability of funds.
- (i) All bills need to be processed within one month on completion of the event.

1.8 POLICY ON RESEARCH INCENTIVES FOR QUALITY PUBLICATIONS

In order to encourage faculty for publication of quality papers in reputed journals, it has been decided to reward them suitably and formalize the provision of Research Incentives in a systematic way. Accordingly, the following procedure is to be adopted for providing Research Incentives to faculty during the year 2020: -

- (a) All the faculty will submit a copy of the publication for incentive by filling a proforma and letter addressed to Registrar.
- (b) 100% of Research incentive will be given to Sole Author of the Publication.
- (c) 50% of Research incentive will be given to First Author (Faculty & Full Time Research Scholars) of the Publication and remaining 50% of Amount will be equally distributed to co-authors.
- (d) Publication through conference participation sponsored by University will not be considered for incentive.
- (e) Book published / Book chapter will be given separate incentive.

Research Incentives for SCI / SCIE / Scopus / High Impact Factor Journals

S.No	Criteria	Impact Factor	Unpaid Publication
1	Engineering	IEEE (transactions), ASCE, ASME, JACS	Rs. 20,000/-
		SCI - Impact Factor - > 4	Rs. 15,000/-
		SCI - Impact Factor - > 2 to 4	Rs. 10,000/-
		SCI - Impact Factor 0 to 2	Rs. 7,500/-
		SCOPUS	Rs. 5,000/-
2	S&H / MBA	SCI - Impact Factor > 8	Rs. 15,000/-
		SCI - Impact Factor > 4 to 8	Rs. 10,000/-
		SCI - Impact Factor 0 to 4	Rs. 7,500/-
		SCOPUS	Rs. 5,000/-
3	Book Chapters		Rs. 5,000/-
4	Books Published with publishing houses		Rs. 15,000/- (International)
			Rs. 5,000/- (National)
5	Research Supervisor (For each Ph.D awarded)		Rs. 5,000/-

1.9 SPECIAL “OUT OF TURN” PROMOTION POLICY FOR MERITORIOUS FACULTY

- With a view to motivate and facilitate the faculty to achieve qualitative improvement leading towards academic and research excellence, it has been decided to provide out of turn / accelerated promotion for selected meritorious faculty.
- The broad policy guidelines are given below: -
From level 13A1/A2 to level 14
 - More than 5 successfully guided Ph.D. Thesis (OR)
 - A funded project approved and in execution (AND) has been completed just within one year from the date of application + at least two successfully guided Ph.D. Thesis. (AND)
 - A sizeable /note worthy contribution to Vignan + Reasons/ Justification to consider him/her as out of turn candidate.**From Level 12 to 13A1/A2**
 - More than 3 successfully guided Ph.D Thesis (OR)
 - A funded project approved and in execution. (AND) Has been completed just within one year from the date of application +at least one Ph.D. Thesis. successfully guided (AND)
 - Note worthy contribution to Vignan
- The Process will be as follows: -
 - Concerned HoD to propose the candidate (to be kept confidential).

- b) Vice-chancellor refers the candidate to three other Dean /HoDs (to be kept confidential).
- c) At least two out of three Deans/ HoDs should agree with the proposal.
- d) A committee under the Chairmanship of the Vice Chancellor with Registrar, Dean-AAA, Dean-PCF, Dean-R&D and the concerned HoD with an external expert on the subject concerned, preferably from a reputed institution, will be constituted to decide the suitability of the faculty for special out of Turn promotion.
- e) VC may consider inviting experts from reputed institutions in place of Deans/Dean-AAA /Dean-PCF/Dean-R&D/HoD in case he finds it necessary.
- f) The Committee will meet on as required basis

1.10. POLICY OF VFSTR ON ACCEPTANCE OF RESIGNATIONS OF THE FACULTY MEMBERS

VFSTR, Deemed to be University is an institute with high quality academic record and high values in human relations. The talented faculty members who serve the institute is a key component of the organization. VFSTR always stood by the faculty members in enabling and empowering them in improving their knowledge and also discharging their duties.

VFSTR policies and management are student centric, and interest of the students is the top most priority. One of the commitments of the institute towards students is continuity in high standards of academics. The faculty with full understanding and intimacy with student is essential for the management to honors its commitments.

It is generally informed to all the faculty members at the time of recruitment that they serve for reasonably long period in the institute. One of the criteria for selection is the interest in the institute and commitment to serve at least for few years.

In view of the above, the resignations by a few faculty members for various reasons and the present rules and practices are reviewed. The following policies and details are implemented:-

A. Faculty who will be joining the Departments on or after 01.11.2018

1. Every newly joined faculty should serve at least for "2 Semesters" in the institute.
2. No resignation will be accepted during this period unless resignation is sought on obtaining Govt. Job (Central / State / PSU). Proof of appointment letter mandatory.
3. In case of resignation, as per point 2 above, within the one-year period, then the faculty has to pay back 50% of the emoluments paid to them by the institute.
4. Resignation of faculty who had already served in the institute for more than 2 Semesters but less than 4 Semesters could be considered only on the following grounds: -

- a. Obtaining Govt. job. (Proof Required)
- b. Admission in Ph.D. / PDF Programme. (Proof Required)
- c. If they applied for the Job or the Ph.D. / PDF Programme only on prior approval from the Institute.
5. The following Condition will, however, apply for cases mentioned at para 4(a) & 4(b) above: -
Three months' notice or money in lieu or part thereof is mandatory.
6. Resignation of faculty who had served in the institute for 2 years and above could be considered on three months' notice.

B. Existing Faculty

1. Existing faculty with less than one year of service will be allowed to leave the Institute only on grounds of employment in Govt. (Central / State). However, 50% of the emoluments paid to them should be refunded to the Institute besides one months' notice or money in lieu or part thereof.
2. Faculty with more than one year of service will be allowed to leave the Institute on grounds of employment in Govt. (Central / State) and for Ph.D. / PDF programme in India or abroad. However, 25% of the emoluments paid to them should be refunded to the Institute besides three months' notice or money in lieu or part thereof.
3. Faculty with more than two years of service will be allowed to leave on three months' notice for whatever reason.

C. Common Policy

1. Resignation of faculty under medical grounds / domestic problems will be considered only on production of medical history case certified by authorized medical practitioner (For medical grounds only) and investigation by VFSTR. In addition 50% of the emoluments paid to them to be refunded to the institute for cases less than one year of service. However, three months' notice or money in lieu or part thereof is mandatory for cases more than one year of service.

D. The faculty with sustained interest in the institute and commitment will be considered for various incentives and schemes.

1.11. POLICY FOR FACULTY RECRUITMENT DRIVES IN VARIOUS IITS, NITS, IIITS / NIFTEM ETC...

The Office of the Registrar inform the concerned IITs, NITs, IIITS, NIFTEM etc., about the requirements of faculty in various Departments by filling the Job Notification form (JNF) online along with all the details including compensation etc. Thereafter, on mutually convenient dates, Senior Professors / Deans / Head of the Departments visit the respective campuses and conduct the recruitment drive (both Technical and HR rounds) with the help of the local senior faculty

as part of the recruitment process and select suitable candidates for faculty positions in the Institute. Offer Letters are sent to the selected candidates, with the approval of Vice-Chancellor, at the earliest opportunity.

Impact of Campus Recruitment of Faculty at IITs / NITs / IIITs / NIFTEM etc.:-

The general teaching and learning environment is greatly enhanced by covering the courses beyond the syllabus and also encouraging the students towards competitive examinations like GATE.

Some of the good systems and best practices of the parent institutions are adopted by the faculty for the betterment of the institution.

The research output is on the increase with the increase in number of publications in the standard journals and also in funded projects.

1.12. POLICY FOR ONLINE / OFFLINE RECRUITMENT

(Amended policy incorporated from 05.10.2020)

1. Inviting Applications for faculty position (Professor / Associate Professor / Assistant Professor)

- a) Vacancies to be identified first by the HOD concerned. As per norms, HOD should identify the current and required faculty strength for their department.
- b) The information regarding vacancy should be notified to Registrar
- c) Further, Note Approval is taken from Hon'ble Vice-Chancellor to conduct Offline/Online Recruitment by giving advertisements in various mediums i.e., Online, University Website and national dailies (if required).

2. Advertisement

- a) Keeping the Department requirements in mind, advertisement should be prepared highlighting department, positions vacant, qualifications required, last date for applying, interview mode, Email ID and Contact Person Number.
- b) The Advertisement should be forwarded to all Online Advertisement Portals like Facultyplus.com, Naukri.com, indeed.com and all others. Also, advertisement should be placed in university website and other national dailies as required.

3. Screening of Applications

- a) The received applications should be screened and categorised based on positions applied such as: -
 - i) Professor
 - ii) Associate Professor
 - iii) Assistant Professor
- b) and based on their qualifications such as: -

- i) Ph.D. Awarded
 - ii) Ph.D. Thesis Submitted & awaiting Award of Degree
 - iii) Ph.D. Pursuing
 - iv) Non-Ph.D.'s
- c) All the received applications are screened for their eligibility in terms of qualifications, experience, age, etc and systemized by the Section Officer / In-charge at Registrar's Office.
 - d) The screened applications should be forwarded to the department concerned for further screening.

4. Shortlisting of Candidates

- a) At department level, the HOD along with his/her nominated faculty members should screen the applications for shortlisting.
- b) The shortlisted applications should be reverted back to the Registrar's Office for issuance of Call Letters.
- c) On receipt of shortlisted application along with the rejected applications, the concerned section In-Charges should update their database with HOD remarks.
- d) A Note should be prepared with a shortlisted applications and submitted to Hon'ble Vice-Chancellor through Registrar with a proposed date of interview for the shortlisted applicants.

5. Call Letters to Applicants

- a) On receipt of Recommendation & Approval from Hon'ble Vice-Chancellor, candidates should be informed about the interview through e-mail at least one week prior to the commencement of Technical Round of Interview.
- b) The Mode of Interview, Rounds of Interviews with dates should be mentioned in Call Letter and seek candidate confirmation by giving time of 2 to 3 days. Also, applicants should be informed telephonically about interview date and takes oral confirmation from them about their participation and record it.
- c) On receipt of Applicant confirmation about their participation, a Schedule is to be prepared with Time Slots (minimum of 20 minutes per candidate) (for the online / offline Technical Interview).
- d) The department concerned should provide ZOOM link and Password details to the Section In-Charge of the Registrar's Office for conduction of Technical Round & Final Round (for online / offline interviews).
- e) The ZOOM Link and Time Slot required to be intimated to the confirmed applicants for their participation. The intimation should be done through e-mail communication & confirmation to be obtained from them about the receipt of call letter (for Online interviews)
- f) Parallely, Selection Panel should be constituted in consultation with HOD's concerned separately for Technical Round & Final Round and corresponding proceedings should be issued from Registrar circulated to Departments and individuals concerned.

6. Selection Panel & Contribution

- a) Selection Panel for Online / offline Technical Round should be constituted as per regulations of UGC. One external member should be invited as External Subject expert.
- b) The ZOOM Link is shared to External Subject Expert immediately along with the schedule of Online Technical Interview with candidate profiles.
- c) The Technical Selection Committee along with External Expert Conducts Online / offline Interviews to verify their Technical proficiency & teaching skills.
- d) An Evaluation Sheet along with applicant detailed CVs are to be sent to the Panel Members well in advance before commencement of interviews.

7. Technical Selection Committee Composition

- a) The Selection Committee examines candidate's publications, their technical knowledge, presentation skills either by conducting direct interviews or through ZOOM Video Conference and prepares a merit list as follows:
 - A – Excellent
 - B – Good
 - C – Average
 - D – Below Average
 - E – Rejected
- b) Only the shortlisted candidates are called for the Final Round of Interview.

8. Final Round of Interviews

- a) Candidates / Applicants who are shortlisted by the Technical Selection Committee are informed through e-mail and also telephonically by HR department of Registrar's Office about the final round of interview.
- b) The detailed schedule along with time slots are intimated to the candidates along with ZOOM link. Confirmation to be obtained about its receipt from the applicants (for Online interview)
- c) The Final Selection Committee is headed by Hon'ble Vice-Chancellor as Chairman, Registrar, Chairman of Technical Committee, HOD's concerned and Dean Student Affairs as its members.
- d) The Committee further examines various aspects of applicants like areas of interest of candidates, teaching skills, subject knowledge, student counselling system, attitude, research interest, etc.
- e) The committee recommendations are noted in Final Round Evaluation Sheet and categorized as follows: -
 - i) Selected for the post of Professor / Associate Professor / Assistant professor
 - ii) Waitlisted
 - iii) Not Recommended

9. HR Round

Based on the recommendations of Final Selection Committee, the selected candidates are telephonically contacted for salary negotiations like expected salary and Date of Joining etc. This task will be carried out either by Registrar or HOD concerned or as directed.

10. Issuance of Offer Letter

- a) Before Issuance of Offer Letter to the selected candidates, Minutes of Interview with particulars as given below will be submitted to Hon'ble Vice-Chancellor through Registrar for Approval.
Candidate Name
Experience
Designation Offered
Expected Pay
Recommended Pay
Expected Date of Joining
Remarks (if any)
- b) On receipt of approval of minutes, offer letters are prepared and sent to the candidates through Registrar's e-mail. Required Date of Joining will be clearly mentioned in the Offer letter.
- c) The selected candidates are telephonically informed to check their e-mails about Offer Letter issued and seek their acceptance from the candidates.
- d) All their requests & acceptances are recorded in a file for further correspondence.

11. Thank you letter will be sent by Registrar to all those candidates who took part in this selection process (especially to those who could not gain selection).

NOTE: Administrative Instructions are prepared & circulated to all the members who are responsible for smooth conduct of online interviews.

1.13 POLICY ON FINANCIAL ASSISTANCE FOR STUDENTS TO PURSUE INTERNSHIP ABROAD

Under Graduate Students

The minimum internship duration should be for a period of four months.

Any one of the following assistance will be provided: -

Financial assistance of Rs. 30,000/- will be provided if a student gets an opportunity to pursue internship in premier university through nomination by University authorities and further competing on a Global scale.

Financial assistance of Rs. 15,000/- will be provided if a student gets an opportunity to pursue internship in premier university through nomination by University authorities.

Post Graduate Students

The minimum internship duration should be for a period of nine months.

Any one of the following assistance will be provided: -

Financial assistance of Rs. 35,000/- will be provided if a student gets an opportunity to pursue internship in premier university through nomination by University authorities and further competing on a Global scale.

Financial assistance of Rs. 20,000/- will be provided if a student gets an opportunity to pursue internship in premier university through nomination by University authorities.

Additional Financial assistance of Rs. 6,000/- will be provided for each of the research article published by a student in SCI / SCOPUS unpaid journal with both the affiliations of VFSTR and the host Institute.

NOTE: All other cases which do not fall under the above mentioned criteria will be reviewed by a special committee constituted by the Vice-Chancellor.

1.14 POLICY GUIDELINES FOR ALLOTMENT OF GRANTS TO THE STUDENTS FOR PARTICIPATING IN CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES.

1. Apart from providing Merit scholarships and Fee waivers / Entry level Scholarships to the students, VFSTR supports and encourage the students financially for participating in South Zone/ National level, inter university youth festivals by covering their expenditure towards, registration fee, TA/ DA and kits.
2. The financial assistance to the students who participate in co curricular and extracurricular activities under various categories are given below: -
 - a) Participation in AIU related events – All India University / South Zone Events:-
 - i) Total Registration fee will be sponsored
 - ii) Sports kit will be provided
 - iii) Costumes will be provided for Culture competitions.
 - iv) TA and DA will be provided
 - b) Reimbursement of Registrar

1.15 POLICY ON RETIREMENT AGE FOR EMPLOYEES OF VFSTR

Teaching staff:

Retirement age of the teaching staff will be 65 years which shall be extended up to 70 years, on reemployment basis, based on mutual understanding, medical and mental fitness and need of the individual in the concerned department. Extension of service beyond 65 years shall be open for the institution to make appointments for one/ two years depending upon the requirements of the University.

Non-Teaching staff (Technical & Non Technical) :

Retirement age of the Non-Teaching staff will be 62 years which shall be

extended up to 65 years, on re-employment basis, based on their physical and mental fitness. Extension of service beyond 60 years shall be open for the institution to make appointments for one/two years depending upon the requirements in the University.

Medical Fitness :

The concerned individual will undergo a thorough medical Examination once they reach the retirement age and a Medical fitness certificate from a Registered Medical Practitioner or an Authorized Medical Attendant is mandatory.

1.16 POLICY ON RESEARCH /SEED GRANT FOR FACULTY

Preamble

The Seed Grant Policy of Vignan's Foundation for Science, Technology and Research (VFSTR) is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and/or to facilitate the start of research programs which will potentially develop into creative ventures on their own through external funding. Seed Grant scheme will run till 31st March of every year. This provision is extended to all the regular faculty members of VFSTR under following schemes:

- Research startup grant for Assistant Professors (RSG): RSG is awarded for newly recruited faculty under Assistant Professor category to initiate their research work at VFSTR.
- Follow up research grant for Assistant Professors (FRG): FRG is awarded for faculty under Assistant Professor category, who has availed and successfully completed RSG. This scheme is meant to continue their research work at VFSTR.
- Support research grant for Associate Professors and Professors (SRG): SRG is awarded for faculty in the position of Associate Professor and Professor. This scheme is intended to support faculty who are interested to initiate their research work or change his / her research area according to the thrust area of the department.
- Exclusive research grant for women faculty (ERG): Regular women faculty in any cadre can apply under this scheme to receive funds either for initiating or extending their research work at VFSTR.

Objectives

1. To aid faculty members to strengthen his / her research work that has the potential to sustain by attracting funds from external agencies.
2. To support faculty who are interested to change his / her research area according to the thrust area of the department.
3. To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
4. To promote inter-school / inter-departmental collaboration in emerging areas.

5. To promote generation of IPR and product / process development.
6. To attract and retain scientific merit.

Awards

1. Grants shall be awarded with a maximum value of Rs. 5 Lakhs.
2. The duration of the Grant will be maximum for 2 years. It could be extended by another year after a complete review of the outcomes / deliverables.

Eligibility

1. Any faculty member of VFSTR holding a Ph.D. degree with a proven track record of quality research and employed in VFSTR for at least one semester
2. Any group comprising VFSTR faculty, Ph.D. scholars, undergraduates, and post- doctoral fellows belonging to VFSTR. Participation by students of any category is encouraged but they may be named only as personnel in the project.

Application process

1. The call for proposals may limit research funding to the Departmental / School thrust area.
2. Plagiarism free proposals should be submitted for short-listing. A full proposal including figures and references should not exceed more than 7 pages.
3. The full proposals will be reviewed by “Committee for Institute Funded Research (CIFR)”
4. The investigator will be invited to make a presentation before the selection committee. (Refer to “assessment”)
5. Decision on the grant award will be announced.

Submission deadline

Research proposals are invited throughout the year and all received applications will be processed twice in a year. A decision will be made within 2-3 weeks of the submission deadline of the application.

Selection criteria

1. Innovative interdisciplinary research focusing on the in-depth study of the departmental thrust area.
2. Team of faculty members whose expertise is complimentary.
3. Promise of sustainable research and development attracting external funds / industrial collaboration.
4. Budget matches the claimed outcomes.
5. Potential to generate intellectual property (Including product and process development).

Assessment

Proposals will be assessed by the CIFR Committee considering the following criterion:

1. The proposal is from the faculty (Assistant Professor / Associate Professor / Professor as per scheme) with Ph.D. degree focusing on the thrust area of the department.
2. CIFR Committee would comprise of following members:

a) School Dean	-	Chairman
b) Head of the Department	-	Member
c) Research Advisor / Senior Faculty	-	Member
d) Dean R&D / Dean R&D nominee	-	Member
e) External expert	-	SRB Member
f) Department BoR member	-	Member Secretary
3. The proposal will be rated for intellectual merit and its broader impact.
4. The CIFR Committee may if required, discuss proposals with R&D Division, and may seek further information from the investigator before making a final decision.
5. The proposal evaluation will consider the alignment of the budget with the deliverables.

Based upon the merit of the proposal and number of faculty, the committee may award an amount greater than Rs. 5 Lakhs.

Conditions

1. RSG and FRG should be applied only by the Assistant Professors. Any faculty in the cadre higher than Assistant Professor associated with the project will be considered as mentor, rather than investigator.
2. The decision of the CIFR committee will be conveyed to the investigator who will be the contact person for all administrative matters regarding the project.
3. The investigator is responsible for the conduct of the research in accordance with the institute research policy.
4. Procurement, utilization and maintenance of equipment should be as per institute policy.
5. The seed grant money has to be utilized within the stipulated period in accordance with the approved budget.
6. Once in every six months, investigator should make a presentation of work progress in front of CIFR committee for assessment. In case it is found that proper efforts are not being made, further release of funding may be ceased.
7. At the end of first year (during 2nd review meeting), a progress report containing information about cumulative 1st year need to be furnished.
8. At the end of second year (during 4th review meeting), a progress report containing information about complete two years need to be furnished.
9. In any research communication that arises out of the funded project, the contribution of the institute should be duly acknowledged along with the sanction order number of the seed grant.

10. The investigator need to submit UC & SE at the end of every financial year (i.e., 31st March).
11. The investigator will also be required to submit project outcomes (including grants received from external funding agencies and publication/IPR arising out of the seed grant) by the end of third year from the sanctioned date of seed grant. The investigator should stay in VFSTR at least up to 6 months after third year.
12. Before the completion of the project, investigator should prepare a research proposal for submitting to external funding agency. Further, investigator should identify plan of action to collaborate with Industries / MNC's to obtain consultancy projects.
13. After investigator fulfills all the requirements, Seed Grant Project Closure Report will be sanctioned by the office of Dean R&D.
14. The seed grant will be discontinued in the absence of investigator / investigators for more than 30 days of unsanctioned leave and in such case investigator will have to return the seed grant money. If the leave is taken due to unforeseen health condition, then investigator may get special permission to continue the seed grant.
15. Under any unforeseen emergency, if one of the investigators leaves the institute before the completion of project, other investigator may assume responsibility.
16. In case the project is handled by only one investigator, if he / she wants to resign without completion of seed grant project, a punitive action may be taken against the investigator by VFSTR administration.
17. In case of Maternity Leave, investigator will be given special permission to extend their project after joining duty. However, prior permission is required in such cases.

Expected Deliverables

1. Externally funded projects including the grants from Government funding agencies / Industries / Corporates as outcome of seed grant scheme.
2. Publication in peer-reviewed journals / intellectual property generation including product / process development would be expected as outcomes of the project. Further, it is understood that any IP emerging out of research funded by VFSTR will be owned by VFSTR. Such IPR will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by VFSTR with the inventors.

List of Annexures

- Application Form
- Assessment Proforma
- Declaration from the Investigator

- Progress Report
- Utilization Certificate
- Statement of Expenditure

1.17 POLICY FOR THE FACULTY INDUSTRY IMMERSION PROGRAM

The Faculty Industry Immersion Program aims to bridge the gap between academia and industry, providing faculty members with first-hand experience in a real-world industrial environment.

AIM: To engage faculty members in industry practices, we aim to promote knowledge exchange and foster collaboration with industry partners.

Objectives: The main objective of the Faculty Industry Immersion Program is to facilitate the faculty's organized, transparent, and symbiotic approach, thereby ensuring the alignment of all faculty members with Industry.

Below are the key components of the Faculty Immersion Program:

1. **Duration:** The Faculty Industry Immersion Program is designed with a minimum span of three to six months, with an official start date of December 16, 2024.
2. **Outcomes:** The School Dean and the Head of the Department will articulate both the common and department-specific outcomes prior to the commencement of the program.
3. **Leave Policy:** Faculty who wish to participate in the faculty immersion program are granted special sabbatical leave. The calendar to be followed must be communicated through the proper channel.
4. All strategic breaks or leaves must be coordinated in alignment with the company's norms.
5. **Review Meetings:**
 - (a) The first review meeting will be conducted four weeks after the commencement of the program at VFSTR by the concerned School Dean and Head of the Department.
 - (b) The second review meeting will be conducted on the 2nd /3rd or 3rd /4th phase of the program and will be coordinated by the concerned School Dean and Head of the Department.

The following committee will be constituted for the Review Meetings

- Concerned industry expert (hybrid Mode)
- Concerned School Dean
- Concerned Head of the Department
- One faculty expert who has expertise in the relevant domain is to be nominated by the concerned school dean/Head of the department.

Progress targets are established and monitored by the designated Deans and Heads of Departments within the school. Monthly progress reports are mandatory and must be submitted to the concerned Head of Department using the official email address.

6. Accommodation Facility: For the Faculty Industry Immersion Program at VFSTR, the accommodation details are as follows:

(a) Shared Accommodation:

- Provided for faculty members up to level 13A2.
- Shared accommodation will be arranged by VFSTR, and the faculty will be accommodated accordingly.

(b) Single Occupancy:

- Available for faculty members at level 14.
- Faculty at this level may choose to opt for a single occupancy room, as per their preference.

(c) Rent Allowances:

- Rent allowances will be provided as per the university's policies.
- Faculty can explore further details and options for accommodation by visiting the Stanza Living website for available housing and rent details: Stanza Living.
- Stanza Living, offering furnished rooms and amenities.
- Alternatives will be arranged in cities where Stanza Living is unavailable
- Tier 1 Cities: up to INR 25,000/- per month
- Tier 2 Cities: up to INR 20,000/- per month
- Tier 3 Cities: up to INR 15,000/- per month

(d) Booking Process :

- For the booking process, faculty members are requested to contact the department of Industry Relations atleast one week before the start date.

7. Local Conveyance and Daily Allowance(DA):

The Conveyance Allowance for faculty under the Faculty Immersion Program is as follows:

(a) Level 14: INR 700 per day.

(b) Level 13A1 and Level 13A2: INR 600 per day.

(c) Level 10 to 12: INR 500 per day.

These allowances are provided to facilitate the commuting expenses of faculty members based on their respective levels. Advance payments are required for the first month, and subsequent requests should be made one week in advance.

8. Undertaking Form:

Faculty members are required to submit a formal undertaking before the commencement of the program, in which they agree not to apply for any new opportunities for a period of six months following the completion of the program.

9. No Objection Certificate(NOC):

A No Objection Certificate is required to be obtained from the Office of the Registrar. This certificate should be submitted to the company in conjunction with the confirmation email.

10. Conclusion:

This well-organized framework facilitates the effective implementation of the Faculty Industry Immersion Program. It cultivates meaningful collaboration between academia and industry while adhering to institutional policies and strategic objectives. Through careful planning, continuous monitoring, and cooperative efforts, this initiative is designed to strengthen the institution's academic and research capabilities.

Faculty Guidelines for the Immersion Program

1. Formal Attire Requirement:

- All faculty members participating in the Faculty Immersion Program are required to wear formal attire daily during their tenure in the respective companies. This reflects and upholds the brand image of VFSTR.

2. Laptop Usage During the Program:

- Several faculty members have requested laptops for use during the Immersion Program. After consultation with the Dean of Technology, it has been confirmed that there are no spare laptops currently available on campus.
- Faculty members are therefore required to arrange their own laptops for the program.

3. Travel and Accommodation Timelines: Faculty members must arrive at their respective locations on the boarding date specified by the accommodation provider.

- For example, if the joining date is 1st January 2025, the accommodation should ideally commence from 31st December 2024, and the immersion policy will take effect from 31st December 2024.
- No additional VFSTR policies will apply in such cases.
- For Faculty Members with Unbooked Accommodation: Faculty members without prior accommodation arrangements may arrive up to 2 days before the joining date.
- Faculty members are strictly prohibited from arriving more than two days before their scheduled joining date.

4. Reimbursement Policy:

- Accommodation, TA, and DA for up to 2 days prior to the joining date will be reimbursed in accordance with VFSTR policies for Unbooked Accommodations.
- Expenses incurred for stays exceeding 2 days prior to the joining date will not be reimbursed by VFSTR.

5. Update on Leave Application in VIMS Portal:

For all faculty members participating in the Immersion Program under Special Sabbatical Leave, please note the following:

- Currently, there is no provision in the VIMS portal to apply for this type of leave.
- The issue has been communicated to the Dean Technology and Development, and the necessary updates are expected to reflect in the portal within the next 24-48 hours.
- Once the provision is enabled, the concerned department DEOs are responsible for applying for the leave on behalf of their respective faculty members.

6. Submission of Bills and Expense Details:

- All bills related to Accommodation Booking, Train Tickets, and other expenses must be submitted to the concerned Corporate Relationship Manager.
- When submitting, please ensure to include the following individuals in CC: Email: ir_deo@vignan.ac.in; ck_dos@vignan.ac.in; director_ir@vignan.ac.in
- Should be ensured all expense details are submitted promptly for processing.

Note: All undertaking forms, NOCs, accommodation booking forms, and TA & DA forms must be submitted to the Department of Industry Relations at least one week prior to the scheduled date.

1.18 POLICY ON RESEARCH / SEED GRANT FOR STUDENTS

Preamble

Student Research Grant scheme emphasizes upon providing outstanding education integrated with research and innovation experience to enable them to continue their out-of-box thinking and transform them into leaders instead of regular job-seekers in the society. This scheme will run for throughout the year.

Objectives

The primary objective of the Student Research Grant scheme is to promote independent student research by providing short-term support for novel research projects. Towards this goal, the application process itself is intended to foster students towards developing scientific reasoning to execute a project, under the guidance of their mentor(s). Projects may be designed considering the following criterion:

- A problem with highest relevance in the current times
- Capability of execution with reliable scientific approach
- Acceptable results with appreciable conclusions
- Outcomes of the project in the form of sustainable solution, patents, software packages, technology transfer, prototype and publication

Mentorship

- Student research grant will be sanctioned to individual / student group (maximum 3 No.) guided by a mentor
- Mentor must be a full-time faculty at VFSTR with commendable research expertise either in the form of publications and/or extramural funding

Award

- Grants shall be awarded up to a maximum amount of Rs. 2 Lakhs.
- The duration of the Grant will be for minimum of 1 year to a maximum of 2 years. It could be extended by another year after a complete review of the outcomes / deliverables.

Eligibility

- Undergraduate students, Post graduate students and Research scholars.

Application and selection process

Step 1 : Application form including all the details of the work need to be submitted to Head of the Department

Step 2 : Based on the merit of the application, the Head of the Department should forward it the School Dean

Step 3 : Work should be presented by the before the committee comprising of

- | | | |
|--------------------------------|---|------------------|
| a) School Dean | - | Chairman |
| b) Head of the Department | - | Member |
| c) Mentor | - | Member |
| d) Dean R&D / Dean R&D nominee | - | Member |
| e) External expert | - | Member |
| f) Department BoR member | - | Member Secretary |

Step 4 : Based upon the recommendation of the committee, student grant up to 2 lakhs can be sanctioned.

Submission deadline

Student Research Grant proposals are invited throughout the year and the received applications will be processed regularly. A decision will be made within 2-3 weeks of the submission of the application.

Selection criteria and conditions

1. The projects which can result in the development of prototypes / software packages / technology transfer / patent / publication with societal application should be selected.
2. Student Research Grant fund should be used only for recurring component.
3. A one-year no cost extension is possible if requested at least 1 month in advance of the last day of funding. Following information shall be considered for approving extension:

- a. Proper explanation of why the work was not performed in the time proposed
 - b. Research plan for completing the project in the extended period
 - c. Explanation of how the remaining funds will be expended.
 - d. The extension request should be brief but specific.
4. Mentor should submit a letter of support for a student's application indicating their commitment to guide the student through the funded research training and to ensure the student puts forth the time and effort indicated.
 5. The mentor should provide statements regarding the originality of the work proposed, work plan, progress, and submission of final report (at the end of the year) in prescribed format.
 6. Mentor should guide the student to achieve their outcomes viz., developing prototypes / software packages / technology transfer / patent / publication with societal application
 7. Mentor is also responsible for submission of Utilization certificate and statement of expenditure (UC&SE) related to the sanctioned research grant, at the end of financial year (i.e., 31st March).
 8. Mentor can submit the outcome of the research grant within 2 years from the date of the sanction of research grant. Then Student Research Grant Project Closure Report will be sanctioned by the office of Dean R&D.
 9. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged along with the sanction order number of the research grant.
 10. Under any unforeseen emergency, if the mentor leaves the institute before the completion of project, based on availability, Head of the Department should allocate another mentor, who is expert in the proposed area of research grant.
 11. Any IP emerging out of student research grant funded by VFSTR will be owned by VFSTR. Such IPR will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by VFSTR with the inventors.

List of Annexures

- Student research grant scheme - Application Form
- Review criteria
- Declaration by the mentor
- Final report proforma for student research grant
- Utilization Certificate
- Statement of Expenditure

1.19 MONTHLY STIPEND FOR SELECTED RESEARCH HONOURS STUDENTS

Research Honours program emphasize upon providing monthly stipend/ fellowship disbursement process for students. The students who are eligible for a monthly stipend of Rs.10,000/- during their 8th Semester, from 1st January to 31st May 2025. To ensure effective utilization of this grant and streamline the process, the following guidelines are proposed for implementing the stipend release mechanism:

Attendance and Work Hours:

1. Students must register their attendance using the biometric thumb impression system daily, both in the morning and evening.
2. Each student must maintain a minimum presence of 8 hours per day on campus to be eligible for the stipend.
3. Students engaged in external work (e.g., sample collection or analysis) related to their project are permitted to work off-campus for a maximum of three days per month, with prior approval from their guide. Such days will be considered as On-duty (OD).
4. For work-related absences exceeding three days, prior written approval from the Dean, R&D, is mandatory for them to be considered as On-duty (OD).

Fellowship Application Process:

1. At the end of each month, students must individually apply for the fellowship by submitting the following documents:
 - Biometric attendance report for the month.
 - Approval letters or relevant documents for On-duty (OD) days, signed by their guide/ Dean R&D.
 - Daily worksheet, duly authorized by their faculty mentor, Head of Department (HoD), and School Dean.
2. The compiled application must be submitted to the Office of the Dean, R&D.
3. The procedure for processing fellowship applications will follow the same protocol as that of internal research scholars.

Stipend Disbursement Conditions:

1. Attendance Requirement: Full attendance (100%) is mandatory for the release of the complete stipend amount.
2. Deductions: Absences during the month will result in deductions proportional to the number of days missed, excluding On-duty (OD) days.

The disbursement of stipends under Major Head: R&D Expenses (400) and Minor Head: Seed money for students (408), as per these guidelines, to ensure consistency and transparency.

1.20 POLICY ON REIMBURSEMENT OF CONFERENCE REGISTRATION FEE FOR UG AND PG STUDENT PRESENTATIONS

I. Introduction

VFSTR recognizes the importance of fostering a culture of research among undergraduate (UG) and postgraduate (PG) students. To encourage student participation in scholarly discourse and dissemination of research findings, the university offers a program to reimburse conference registration fees for students presenting their work at qualifying conferences. VFSTR believe that presenting research at conferences is a valuable learning experience for students. This program aims to remove financial barriers and encourage active participation in scholarly discourse. This initiative aims to foster a culture of research among students and encourage them to share their findings on a wider research platform.

II. Eligibility Criteria:

- The student must be currently enrolled in a UG or PG full-time program at VFSTR.
- The presented research work must be authored or co-authored by the student applicant(s).
- The student applicant must be the presenting author.
- The presentation must be either an oral presentation or a poster presentation.
- The conference proceedings must be included in either the IEEE Xplore or Scopus/web of science database.
- The scheme is not applicable for abstract proceedings.
- The student must provide proof of acceptance and a copy of the accepted abstract/paper.
- Student can avail this facility once in a year.

III. Funding Source:

- Reimbursements will be processed from the contingency grant of the respective departments.

IV. Application Procedure:

1. Application for Reimbursement should be as per the Form available on the university's R&D website (to be made available in due course).
2. The following documents to be attached to the application form: -
 - a) Proof of Acceptance letter/email (from the conference organizers).
 - b) A copy of the accepted abstract/paper.
 - c) A copy of the student ID card attested by HoD.
 - d) Proof of payment for the conference registration fee (receipt or invoice).

- e) A letter of recommendation from the student's supervisor/faculty advisor endorsing the presentation and its significance along with HoD and School Dean remarks.
3. Submit the completed application form and supporting documents to the Office of Dean, R&D.

V. Selection Criteria:

Applications will be reviewed by the office of Dean (R&D) based on the following criteria:

- Quality of Research Work: The originality, significance, and methodology of the research presented.
- Relevance of Conference: The alignment of the conference theme with the student's field of study and the potential impact of presenting the research at that specific conference.
- Student's Academic Performance: The student's overall academic record, demonstrating their commitment to research endeavors.

VI. Additional Information:

- Students are encouraged to discuss potential conference presentations with their faculty advisors or research supervisors for guidance and support.
- In case of any queries, please contact the Dean (R&D) office.
- Any extraordinary cases arising in connection with this matter shall be referred to the Vice Chancellor.

1.21 REVISED POLICY ON SELF MARRIAGE GIFT TO ALL STAFF MEMBERS (BOTH TEACHING & NON-TEACHING)

The revised policy on Self Marriage Gift to all staff members (both Teaching & Non-Teaching) of VFSTR (Deemed to be University) have been incorporated, as detailed below :

S. No	Norms	Self Marriage Gift (Rs)
1	Employees having at least 06 months of service in VFSTR on the date of application for marriage leave.	2,000
2	Employees having 01 year of service or more in VFSTR on the date of application for marriage leave.	3,000
3	Employees having 02 years of service or more in VFSTR on the date of application for marriage leave.	5,000
4	Employees having 05 years of service or more in VFSTR on the date of application for marriage leave.	10,000
5	Employees having 10 years of service or more in VFSTR on the date of application for marriage leave.	20,000

NOTE :

- a) An employee is eligible to get the Marriage Gift & Marriage leave (15 days) only once on self first legal marriage.

- b) In case of two employees getting married to each other, VFSTR would give marriage gift to both the employees. However, Marriage leave will be applicable for both during the same period only.
- c) The revised norms will come into force with effect from 11.10.2021.
- d) The remaining procedure for presenting the Self Marriage Gift amount remain same as per existing norms.
- e) There is no change in the existing marriage leave of staff which continues to be 15 days only.

1.22 POLICY ON SUBSIDY FOR STAFF USING VFSTR BUS FACILITY

The Subsidy for staff using VFSTR Bus facility has been revised (w.e.f. 25.07.2023) as follows: -

- a) Staff drawing salary of Rs. 20,001/- and above - 60% of student fee
- b) Staff drawing salary of Rs. 15,001/- to Rs. 20,000/- - 50% of student fee
- c) Staff drawing salary of Rs. 15,000/- and below - Free Bus Facility

1.23 POLICY ON SOCIAL SECURITY OF EMPLOYEES – SCHEME OF EX-GRATIA

- a) It has been engaging the attention of the management of Vignan University for quite some time to initiate some measures for increasing the social security of the employees of the university. It is in this context it has been contemplated to introduce a scheme to mitigate the immediate hardship faced by the families of the employees who die while in service, by granting them some amount in cash ex-gratia. After careful examination, the following scheme is approved.

Scheme of Exgratia payment to the employees of Vignan University who die while in service

1. This scheme is called the Scheme of Payment of Ex-gratia to the Employees of Vignan University, 2011.
2. The scheme is a measure of social security aimed at mitigating the immediate hardship to the families of deceased employees, caused by their death in service.
3. The scheme comes into force with retrospective effect from 01.04.2011 and revised on 27.11.2020 and comes into force with retrospective effect from 01.11.2020.
4. The scheme is applicable to the families of all employees of Vignan's Foundation for Science, Technology and Research (VFSTR) (Deemed to be University) whose gross salary is less than Rs.1,50,000/- and who have not completed 65 years of age as on the date of death.
5. The amount of ex-gratia shall be based on the length of service of the employee as on the date of death as specified below :

S.No.	Length of Service (as on the date of death)	Amount of Ex-gratia (Rs.)
1	Three months and above, but less than six months	10,000
2	Six months and above, but less than two years	20,000
3	Two years and above, but less than five years	30,000
4	Five years and above, but less than 10 years	40,000
5	10 years and above, but less than 15 years	60,000
6	15 Years and above	70,000

6. The ex-gratia amount shall be paid to the legal heir(s) of the deceased employee after obtaining documentary evidence. In case of any dispute, the decision of the sanctioning authority is final.
 7. As soon as the death is reported, an amount of Rs.5,000/- (Rupees five thousand only) shall be paid towards funeral expenses to the person performing the funeral rites. The balance shall be paid to the legal heir(s) after obtaining the documentary evidence.
 8. The claim for ex-gratia shall be submitted by the legal heir(s) with proper documentary evidence, to the Registrar. The sanctioning authority is the Vice-Chancellor.
 9. The expenditure shall be debitable to the University's funds under a minor head "social security"
- b) This scheme may be circulated to all the employees by the supervising officers concerned.
 - c) This order issues with the approval of the competent authority.

1.24 POLICY ON PROVISION OF EMPLOYEES PROVIDENT FUND (EPF) FOR THE STAFF OF VFSTR

Employees of an organization (with a minimum of 20 in number staff) are eligible for availing Provident Fund and other insurance benefits and the organisation is liable to provide EPF benefits accordingly.

Any employee with a monthly salary of less than Rs. 15,000/- are mandatorily required to be a member of EPF. An employee with a monthly income higher than Rs.15,000/- is also eligible to become a member of the EPF if he/she gets approval from the Employer. In VFSTR, a staff can become a member of EPF only on completion of two years of service.

However, any staff already having PF Account Number (UAN) will automatically be authorised to avail PF Contribution on joining the VFSTR.

The Employee's and Employer's contribution for EPF in a month will be as under :

- a) **Employee's contribution**
 - i) If gross salary \leq Rs.15,000/- - 12% of gross salary
 - ii) If gross salary $>$ Rs. 15,000/- - Rs.1,800/-
- b) **Employer's contribution.**
Same amount of contribution that of employees.

Any staff member who wants to opt out of EPF, may do so by a written request to the Registrar stating that he/she wishes to opt out of the Employee's Provident Fund Scheme.

1.25 POLICY ON HONORARIUM TO GUESTS FOR VARIOUS PURPOSES

As per the recommendations of the Review Committee headed by the Dean-R&D, the Honorarium to Guests visiting VFSTR for various purposes is given below:

S. No.	Details	Revised Norms	Remarks
1	Honorarium to invited Guest Lectures	<ol style="list-style-type: none"> Honorarium to Vice-Chancellors of Universities/Scientists (Minimum 'G' Category & above from R&D organizations & Project funding agencies – Rs. 10,000/- per session. (1.5 hrs) TA (I AC Train fare/Economy Air fare) + Local hospitality Honorarium to Faculty (minimum designation Assoc. Professor and above) from reputed institutes (IIT/NIT/ Central Universities) Rs. 5,000/- per session. Other than above categories Rs. 3,000/- per session. TA (II AC train fare) + Local hospitality 	<ul style="list-style-type: none"> Experience, merit, stature, etc should be kept in mind Minimum Associate Professor from institutions, senior executives from industries Approval should be obtained well in advance from the VC for air travel, if any, for non-entitled category of personal.
2	University Guests for special functions such as Teachers day, Engineers day, Independence day etc.	<ol style="list-style-type: none"> Travel, local hospitality and mementoes/gift to be arranged. No honorarium 	<ul style="list-style-type: none"> Mode of travel will depend on the status of the Guest. Approval of VC is mandatory for Air travel
3	Guests Invited by departments for department functions.	<ol style="list-style-type: none"> An amount of Rs.50/-per student subject to a minimum of Rs.10,000/- An amount, not exceeding Rs.5,000/- honorarium and travel exp. of guest. 	
4	Statutory bodies: <ol style="list-style-type: none"> Board of Management Finance Committee Academic Council URB/Scientific Advisory committee Planning & Monitoring Board 	<ol style="list-style-type: none"> Honorarium -Rs.20,000/- for BOM Members and Rs.10,000/-for other statutory body Members. Local Conveyance at their places as per actuals Actual Travel Expenditure Local hospitality Gift/Memento 	
5	BoS Members: <ol style="list-style-type: none"> UG, PG Ph.D 	<ol style="list-style-type: none"> Honorarium –Rs.5,000/- Local Conveyance at their places as per actuals II AC Train Fare/Air Fare Local hospitality 	Airfare approval only by VC
6	Doctoral Committee	<ol style="list-style-type: none"> Honorarium Rs.3,000/- per student and Max Rs. 5,000/- per day Local Conveyance at their places as per actuals II AC Train Fare/Air Fare Local hospitality 	Airfare approval only by VC

7	External Experts invited for Faculty selection	1. Honorarium –Rs.5,000/- 2. Local Conveyance at their places as per actuals 3. I AC/II AC/Economy Air fare 4. Local hospitality	Airfare approval only by VC
8	Projects from Govt. agencies: Principal Investigator & Co P.I	a. An Incentive is paid to the investigators to a maximum of 15% of the sanctioned project amount with a ceiling of Rs. 10,000/- per month or 1.2 lakh per year during the project period. b. The incentive amount will be shared between PI & Co-PI in the ratio of 65%:35%. However, if there are more than one Co-PI then the incentive amount will be shared PI & Co-PIs in the ratio of 50%:50%. The 50% of the incentive given to Co-PIs will be shared equally. c. In case there is no Co-PI, PI will get only his share of the amount.	Airfare approval only by VC
9	National Cadet Corps a) Honorarium to ANOs	Lieutenant@Rs.2,000/- per month	Every month (w.e.f. 01 Jan 2017) till holding the rank and status of ANO.
	b) Outfit allowance to ANOs	Rs.5,000/- once every 7 years	On completion of seven years only and thereafter on completion of every 07 years.
	c) Outfit Maintenance allowance to ANOs	Rs.1,800/- per annum (@ Rs.150/- per month)	Every year (w.e.f 01 Jan 2017) On pro-rata per month)
	d) Daily Allowance: i) Assoc. NCC Officer(ANO) ii) NCC Cadet	Rs. 150/- per day. Rs. 125/- per day.	During camps only (Immediate effect)
10	Refreshments to Cadets	Rs.15/- per cadet/per parade	35 parades/year/as per actual strength (Immediate effect)
11	Pay of Rank to ANO	Lieutenant@Rs.16,000/- per month	<ul style="list-style-type: none"> During camps the amount should be distributed based on no of days of Camp on pro-rata basis after deducting the honorarium on pro-rata basis. This is applicable only during camps. Restricted to one camp per year.
12	Care Taker Allowance	Rs.1,500/- per month	Every month (w.e.f 01 Jan 2017) till holding the rank and status of care taker.

13	POL Rates in R/O of NCC Training Camps: i) Annual Trg Camp ii) Centrally Organized Camps	Limit of Expenditure of POL per Cadets/ANO • 2 Lt + Admissible Lubricant 3 Lt. + Admissible Lubricant	Need to provide as per the norms of the Govt. of India.
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Honorarium to external experts from National Institutes of Eminence or Industry to conduct Lectures or Practice sessions: -

External Expert	Honorarium per hour (Rs.)		Additional Allowance & Logistics for Physical mode
	Physical mode	Online mode	
Professor/ Chief Scientist/ Principal Engineer/ Technical Fellow and other	4,000	3,000	II AC/ Executive Chair Car and Local conveyance
Associate Professor/ Technical Manager/ Project Lead/ Project Manager/ Senior Scientist and other	3,000	2,500	I AC/ Chair Car and Local conveyance
Assistant Professor/ Software Developer/ Technical Lead/ Application Engineer/ Junior Manager and other	2,000	2,000	III AC/ Chair Car and Local conveyance

Note: University guest house will be provided, subject to availability during their visit.

1.26 AMENDED SCHOLARSHIPS AND FEE STRUCTURE FOR THE FULLTIME INTERNAL RESEARCH SCHOLARS

Amended Scholarships and fee structure for the Fulltime Internal Research Scholars has been fixed as given below: -

I. Internal candidates (Full time scholars)

(a) Exclusive Research Assistantship (ERA)

ERA can be opted by the scholars who would participate in the teaching and learning process minimally as warranted to be carried out by a research scholar, which is for a duration of 7 hrs in a week. (40% of the workload of an Assistant Professor)

(b) Teaching cum Research Assistantship (TRA) & Counselling Research Assistantship (CRA)

Candidates who are pursuing Ph.D. will be normally offered Teaching cum Research Assistantship (TRA) and Counselling Research Assistantship (CRA). They will be assigned with teaching responsibility which is for a duration of 9 hours in a week. (50% of the workload of an Assistant Professor)

(C) Contractual Assistant Professor (CAP)

Candidates who are pursuing Ph.D may be considered Contractual Assistant Professor (CAP) positions. They would undertake Teaching and Learning process in the concerned departments for a duration of 11 hours in a week. (60% of the workload of an Assistant Professor)

Note: CAP will be offered to the scholars who are willing to take up an extra teaching load if the department is in need of the services of Research Scholars to meet the surplus academic load. Number of CAP vacancies is decided based on the workload requirements of departments and proper justification from the concerned School Dean and Dean PCF.

II. Financial support for various teaching cum research positions at VFSTR

S. No.	Research Position	1st Year (Rs.) PM	2nd Year (Rs.) PM	3rd Year (Rs.) PM	4th Year (Rs.) PM	Remarks
1.	CAP	40000	42000	44000	-	Rs.20,000/- may be given as contingency for each candidate per semester
2.	TRA/CRA	32000	34000	36000	-	
3.	ERA	26000	28000	30000	-	
4.	ERA for Direct Ph.D. (with B.Tech. or equivalent Qualification)	24000	26000	28000	30000	

III. Fee structure for Ph.D scholars

S. No	Category	Admission Fee (Rs)	Annual Tuition fee (Rs)	Remarks
1.	Internal candidates (Full time)	10,000	40,000	Tuition fee can be paid in two instalments per year
2.	External candidates (Part time)	10,000	70,000	

IV. Conditions for Financial support

- CAP/TRA/CRA will be offered for scholars based on the workload requirements.
- TRA will be offered by de facto to all the selected Ph.D. scholars based on workload.
- ERA will be offered to the Ph.D. scholars upon their request for reduced workload.
- In certain departments where academic work load is not surplus, then in such department research scholar will be offered only ERA.
- Candidates who are offered financial support must be a full time internal candidate attached to the campus.
- Renewal of annual scholarship offered to internal category candidates purely depends on their progress certified by the Doctoral Committee periodically.
- Contingency covers conference/workshop registration fee, travel grant, purchase of components, chemicals etc.,
- Any unutilized contingency amount from the Rs. 40,000 in a particular financial year shall not be carried forward to the new financial year automatically.
- The Vice Chancellor, at his discretion, may consider requests for additional contingency funds in a particular financial year on a case-by-case basis, not exceeding the unutilized spill over amount.

10. 50% of the scholarship offered by the university must be returned if a scholar wishes to withdraw from the program within the prescribed period. However, a reduction of up to 40% will be considered if the research candidate has published at least one research paper by that time. Additionally, if a candidate fulfills all the requirements and exits with an honorary degree or diploma, they will be required to return a minimum of 10% of the scholarship received up to that point.
11. All internal Ph.D. scholars will be treated as Assistant professors on contract during their Ph.D. period in the university.
12. Any issue, will be addressed on case to case basis and the Honorable Vice chancellor's decision shall be final.

Note: This scheme will be applicable to the Internal Fulltime Research Scholars and External Scholars admitted from the academic year 2024-25 onwards.

1.27 POLICY ON PERSONAL LOAN FACILITY TO STAFF

VFSTR has been providing the personal loan to its employees as a measure of General Welfare and to meet the unexpected expenditure which may arise to the staff. It has now been decided to institutionalise a scheme as a policy to mitigate the hardship to a certain extent and defray some portion of expenditure by provision of a "interest free personal loan" to the staff of VFSTR. This is purely a humanitarian assistance scheme to support the staff financially in times of emergency / distress, etc.

Policy

This policy describes the provisions related to providing personal loan to the employees of VFSTR on purely humanitarian grounds.

Scope

This policy applies to all the regular teaching and non-teaching staff. It does not apply to Full-time Research Scholars, CAP, TRA, ERA, the outsourced staff, staff on contract and the staff who are on the probationary period. Staff members under the notice period are also excluded from this policy.

Humanitarian Grounds on which Loan request considered

- i. Emergency – An emergency is defined as an unforeseen event that calls for an immediate action, in this case, include but not limited to the following examples:
 - The expenses related to the medical needs of the employee or his/her close family members
 - Expenses related to the funeral of a close family member.
- ii. Non-Emergency:
 - Inability to pay the routine expenses and recurring bills
 - Any other reason, other than hospital or family support.
 - Supplement the educational expenses of the children.

- iii Close Family Member of employees are as follows: -
- Spouse
 - Child
 - Sibling (in case he/she is dependent on the employee directly)
 - Parent
 - Grandchild
 - Grandparent
 - In-laws in the above relationships

Amount of Loan

The maximum eligibility of loan is given below: -

S. No.	Level	Amount of loan
1.	Faculty / Teaching staff (above Level 12)	One month's net salary (excluding deduction towards IT) or Rs. 1,00,000 whichever is lower.
2.	Faculty / Teaching staff (Level 10 to Level 12)	One month's net salary (excluding deduction towards IT) or Rs. 75,000 whichever is lower.
3.	Non-Teaching Staff	One month's net salary (excluding deduction towards IT) or Rs. 50,000 whichever is lower.

Terms & Conditions:

1. The loan amount shall be repaid in EMIs not exceeding 10 instalments.
2. Loan may be availed once in four years.
3. If the amount of the previous loan is due, the employee shall not be entitled for applying for another loan.

Note:

1. Personal loan is not a matter of right; it is a privilege.
2. This is a pure welfare measure and not to be availed /misused as a matter of routine. The EMIs will commence from the same month the loan was advanced so as to provide for maximum number of staff.
3. It may be noted that, the above loan will be given only after submission of an affidavit that, the concerned staff member will serve in VFSTR at least for a period of one year from the month of availment of loan.
4. Additional amount beyond the above limits may be considered on a case-to-case basis by higher authorities.
5. The number of beneficiaries per month shall not exceed 10 in number staff (teaching – 05 & Non-Teaching – 05)

1.28 PROCUREMENT POLICY

Purchase Process in VFSTR

1. In principle approval for Purchase of an item shall be accorded normally through budgetary approval.
2. Department to obtain quotations and submit the proposal to the Registrar's Office.
3. Based on the value of the item, approvals are accorded as follows:-
 - For purchases valued up to Rs. 1,00,000/-, Registrar accords the sanction, subject to availability of approved budget. In case of non-availability of Budget, the existing procedure of re-appropriation of budget from one head to another, with the approval of Vice-Chancellor, will continue as hitherto.
 - For purchases of value more than Rs. 1,00,000/-, Registrar places the proposal along with the competitive quotations before the Central Purchase Committee whose composition is given at an Appendix to this policy. The Committee deliberates on various aspects and makes recommendations. The proposal is then submitted to the VC by the Registrar with the CPC recommendations for approval.
 - VC accords the administrative approval/Sanction, as deemed appropriate.

When the purchase value exceeds the budgetary allocation

1. VC under his discretionary powers can sanction the purchases, in consultation with the Finance Officer and place the same in the next FC meeting for ratification.
2. After due sanction of a proposal for purchase, Registrar prepares proceedings and sends to the concerned department and Finance section. Registrar also prepares the relevant purchase order, in consultation with the department and sends to the supplier, with copies to the department and Finance department.
3. Finance department makes the payments as per the terms mentioned in the purchase order.

1.29 POLICY OVER ACKNOWLEDGING THE CENTRE OF EXCELLENCE (COEXAMMPC)

The Centre of Excellence (CoExAMMPC) has been extending its facilities since five years and has been assisting faculty, scholars and students both internal and external in material characterization. This should be acknowledged. As acknowledging will give the Centre & VFSTR much more exposure to the research community. This will intern help to get more funded research projects from government agencies etc. In this connection a policy has been introduced to ensure those users who utilizes the Centre facilities, henceforth will duly acknowledge the Centre in their peer-reviewed research publications, Ph.D thesis, project reports etc.as per the following procedures:

1. All the users (Faculty, Research scholars, PG & UG students) who use the CoExAMMPC facilities are directed to acknowledge the CoExAMMPC without fail.
2. The centre has to be acknowledged as “Centre of Excellence (CoExAMMPC) – VFSTR” to maintain uniformity, without duplication in SCOPUS search.
3. User details (User name, position, techniques used and number of samples) should be maintained by the departments. BoRs should cross-verify the publications of users for acknowledgement and forward the same to Dean, R&D and CoExAMMPC.
4. BoRs and HoDs are directed not to consider publications of users who fail to acknowledge CoExAMMPC for research incentives. Copies of the user publications acknowledging CoExAMMPC should be forwarded to Dean, R&D and the centre.
5. Research scholars, M.Tech & B.Tech students are directed to duly acknowledge CoExAMMPC in their theses/dissertations and project reports. Faculty guiding the scholars/students should ensure this and the soft copies are to be forwarded to CoExAMMPC.

1.30 FACULTY PROMOTION POLICY

1. Screening process:

An internal committee will be constituted by the Vice-Chancellor to screen the eligible candidates. The screening committee shall comprise of the

Dean (R&D)	–	Chairman
Dean - AAA	–	Member
Assistant Registrar(HR)	–	Coordinator from the Institute.

The Screening Committee scrutinizes each application with the UGC/AICTE prescribed criteria and recommends accordingly.

2. All promotions are as per VFSTR's 7th Pay Policy.

3. Interaction with selection committee

The candidates recommended by the screening committee will be invited to make a presentation for about 20 minutes and interact with the selection committee whose composition is given below: -

Vice-Chancellor	-	Chairman
Registrar	-	Member
Dean- R&D	-	Member
Dean - AAA	-	Member
Head of Department	-	Member
One Senior Professor	-	Member
Two Subject Experts	-	External Members

The selection committee will interact with the candidates and evaluate the candidate's contributions to teaching and research. The Chairman of Committee will approve the final recommendation of the selection committee and the same will be implemented by the Registrar. The promotions carried out will be placed before the Board of Management subsequently for ratification.

1.31 FINANCIAL POLICY

Introduction

Vignan's Foundation for Science, Technology and Research (Deemed to be University) is a non profit organisation and registered as a Trust. The institute is following all the statutory norms as proscribed by the Societies Act and Income Tax Act and operates within the Generally Accepted Accounting Policies and Principles. All the financial transactions are transparent.

- The Finance Department headed by well qualified and experienced ex-banker as the Finance Officer and Accountants are graduates / P.Gs in commerce and some with accountancy qualifications i.e. CA (Inter) and ICWA.
- Finance Department maintains all the financial books and records which are open to review by statutory and internal auditors.
- The Institution gets its revenue mostly from fees paid by students and a major portion of it will be spent on salaries to the staff.
- Institution is operated with in the allotted budget approved by the Finance Committee prior to the beginning of every financial year. Any payment in excess of budget will be approved by Vice Chancellor and later ratified by the Finance Committee.
- All the receipts are collected through banks only. Salaries of the staff, both teaching and non teaching, will be credited to their bank accounts on the last working day of the month and payment to suppliers/ vendors will be made 7 days of receipt of bills.
- Most of the payments will be made through crossed cheques either by NEFT or RTGS and all the cheques are duly signed by the Registrar and the Finance Officer.
- Statutory payments such as TDS, EPF, ESI and Professional Tax are paid through online payment by using net banking.
- All the repayment of loans and interest on the loans will be made within the due dates only.
- The University is financially viable and self sustainable, it will not accept any from donations from any persons and there is no diversion of any funds to any Institution or to personnel accounts.
- The financial payment powers are delegated and decentralized to ensure greater transparency and responsibility.
- All the procurement proposals above Rs.1 lakh are recommended by the Central Purchase Committee and approved by Vice Chancellor.

- In general, 40% to 45% is being spent towards staff salaries and other benefits, 15% to 20% is being spent towards academic expenditure and scholarships, 15% to 20% is being spent towards Administrative and general expenditure, 12% to 15% is being spent towards research and development and the remaining available balance in surplus will be used for the development of infrastructure and lab up gradation.
- The financial records are audited by two audit firms one by Statutory Auditors M/s. Punnaiah & Co, Chartered Accountants twice in a year and the other by the Internal Auditor M/s. Shridhar and Sivarama Chartered Accountants monthly.
- Audited financial statements are displayed in the public domain i.e. in the official web site of the institution to ensure transparency.
- The Finance Committee will meet twice in a year and approves the annual budget of the Institution, adopts the audited financial statements, review the financial resources and approve the recommendations of Finance department if any.

1.32 REVISED CONSULTANCY POLICY

Preamble

Vignan's Foundation for Science, Technology & Research is a leading academic institution committed to excellence in teaching and research, aligned with India's evolving needs. With ground breaking innovations in curriculum and research, VFSTR is rapidly gaining global recognition. Aligned with VFSTR's vision to foster academic excellence and societal impact, consultancy is a key component alongside research and teaching. By leveraging faculty expertise, VFSTR aims to create mutually beneficial partnerships. Consultancy projects not only contribute to national economic growth but also enrich faculty knowledge and broaden the institute's external profile. Consultancy initiatives should be strategically aligned with VFSTR's mission to enhance teaching and research excellence. These partnerships must serve as catalysts for knowledge transfer and innovation, ultimately contributing to the institute's reputation and broader societal impact. This document outlines processes and establishes a framework to support these consultancy endeavors.

1. VFSTR aims to foster a robust consultancy culture by:

- a) Encouraging faculty participation: Promoting consultancy as an avenue for professional growth and institutional development.
- b) Driving innovation: Facilitating the translation of research into practical applications and commercial products.
- c) Strengthening industry partnerships: Building strong collaborations for mutual benefit.
- d) Maximizing institutional benefits: Ensuring that consultancy activities contribute to the reputation of VFSTR.
- e) Balancing workload: Preventing consultancy from interfering with core academic responsibilities.

- f) Delivering excellence: Providing high-quality consultancy services to meet client needs.
- g) Building institutional capacity: Enhancing faculty expertise through consultancy engagements.

2. Scope of Consultancy Services:

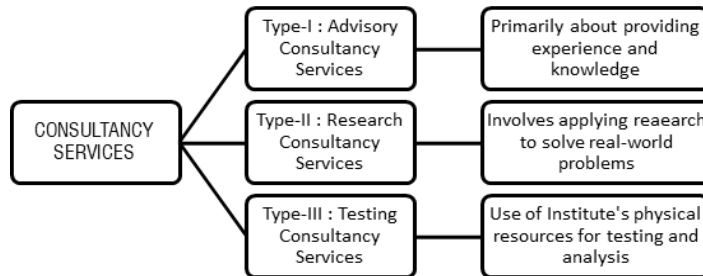
- a) Consultancy Services may be offered to industries, service sectors, government departments and other national & international agencies in niche areas of expertise available in the institute.
- b) The consultancy services provided shall be classified as 'Professional Services' and thus are subject to the associated obligations and ethical standards outlined in the standard terms and conditions (Annexure 1).
- c) VFSTR offers a comprehensive range of consultancy services including feasibility studies, technology assessments, design evaluations, process optimization, material and energy audits, product design, software development, troubleshooting, condition monitoring, retrofitting, market surveys and specialized skill development.
- d) Testing & Evaluation services are to be normally offered in selected specialized areas, in order to meet the needs of certain governmental and related agencies, special clients and other outside educational institutions.
- e) All Consultancy works and related job need to be structured and executed in the spirit of promoting VFSTR–Industry Interactions, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of VFSTR graduates (U.G. / P.G. / Ph.D.) and in the process, generating funds.
- f) All the research projects sponsored by the Government (DST, DBT, ICMR, DRDO, MNRE, CSIR, ICSSR etc.), public, private, national & international agencies and autonomous bodies do not fall under the purview of consultancy services.
- g) Assessments, Examinations, lectures, selection committees and other professional work of the faculty members do not fall under the purview of consultancy services.

3. Eligibility for Undertaking Consultancy:

- a) Consultancy and related assignments can be taken up by the faculty members of Departments and all other employees of VFSTR.
- b) The faculty member of the VFSTR involved in consultancy work are referred as Consultant / Principle Investigator (PI) and the industry or private party or any other outside agency seeking consultancy is referred as the Client / Beneficiary.
- c) Faculty members serving as consultants collaborate with external clients, such as industries or private entities, to address specific needs and challenges.

- d) VFSTR offers two consultancy models: Individual and Institutional.
- e) Individual consultancy involves a single faculty member, while institutional consultancy leverages a team's expertise.

4. Types of Consultancy Services:



- a) Type I: Advisory Consultancy Services
 - i. Core Characteristics: Does not require the institute's laboratory facilities.
 - ii. Nature of Services: Primarily knowledge-based, involving design, review, planning, and expert opinion.
 - iii. Examples:
 - a) Preparing detailed project reports
 - b) Providing third-party quality control
 - c) Offering expert advice or consultation
 - d) Conducting site visits
- b) Type II: Research Consultancy Services
 - i. Core Characteristics: Relies on research and development capabilities.
 - ii. Nature of Services: Involves applying research findings to solve industry problems.
 - iii. Examples:
 - a) Conducting research-based studies for clients
 - b) Developing new products or processes
 - c) Providing technical solutions based on research
- c) Type III: Testing Consultancy Services
 - i. Core Characteristics: Requires the institute's laboratory infrastructure.
 - ii. Nature of Services: Involves using laboratory equipment and facilities for testing and analysis.
 - iii. Examples:
 - a) Material testing (e.g., soil, concrete, metals)
 - b) Mix designs for construction materials

- c) Soil stabilization studies
- d) Field testing (e.g., soil exploration, geophysical surveys)

5. General Principles of Consultancy:

- a) Faculty members may undertake consultancy projects aligned with their areas of expertise.
- b) The Consultant / Principal Investigator (PI) may co-opt additional team members with relevant expertise and competence as Co-Investigators (CIs) to support the consultancy project.
- c) It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- d) The client which assigns the consultancy project usually approaches the Institute for Consultancy work through an individual or School Dean or Head of Department or a functionary of the Institute (i.e., Dean (R&D) or Director).
- e) When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, it will be marked to School Dean or Head of Department for circulation to the Department faculty members as per their area of specialization to identify the Principal Investigator.
- f) The PI shall submit the proposal for any consultancy project to the Dean Research & Development and the same shall contain the following (a) Name of other members in the project (b) Scope of the work (c) Financial details (d) copy of the letter from the Client.
- g) All remuneration for consultancy should be received by demand draft or electronic transfer in favour of "VFSTR - MISCELLANEOUS" payable at Guntur and individual faculty member should not receive any cash directly.
- h) The office of the Dean Research & Development (ODRD) shall be the nodal office for all the consultancy projects in the institute. All the projects shall bear the Consultancy Project Identification Number (CPIN) after the initiation of a project and all the reports sent to the client shall have the CPIN from the ODRD.
- i) Faculty members must obtain prior approval from VFSTR before undertaking any consultancy work and the format (Annexure 3) for Approval for Consultancy Works can be used.
- j) Consultancy work must not interfere with the faculty member's primary academic responsibilities. The consultancy services are subject to the condition that consultancy work does not interfere with the normal teaching/research work in the Institute and other duties of the faculty/staff member(s) concerned.
- k) For small or day-to-day consultancy works Proforma Invoice / Invoice (Annexure 2A & 2B) can be used.

- l) Consultants must maintain the highest ethical standards and avoid any activities that could compromise the institute's reputation or create conflicts of interest.

6. Proposal Screening and Progress Report:

- a) Consultancy proposals should be initiated by external clients and submitted directly to the relevant faculty member or department or school at VFSTR.
- b) Consultancy proposals must be routed through the Head of Department and School Dean to the Dean of Research and Development for approval.
- c) The Dean of Research and Development shall evaluate the proposal and submit recommendations to the Registrar for final approval.
- d) The competent authorities shall assess the potential workload implications of the consultancy on the faculty or department or school before approving the proposal.
- e) Faculty members must prioritize institutional commitments over consultancy work and avoid neglecting their regular duties.
- f) The consultancy fee must be clearly outlined in the client's proposal.
- g) All financial, contractual and operational aspects of the consultancy, including budget allocation, timelines, and legal considerations, must be formally documented and agreed upon by all parties involved.
- h) The Registrar will issue the final approval letter following the Vice-Chancellor's consent.
- i) Upon project completion, consultants must submit a final report, audited financial statements, a client satisfaction certificate, and other relevant documentation to the Dean of Research and Development.

7. Manpower:

- a) Hiring of casual staff/labour: The P.I can hire casual staff and or casual labour as per approved rates of the Institute.
- b) For hiring special skilled service, the PI may decide and pay as per the requirement of the consultancy services. The service under this category will be purely on temporary and need based.
- c) Use of Existing Staff: Existing regular Staff of Laboratory/office such as technicians / lab attendants who may be available without affecting Department schedule may be considered subject to the requirement of the project and availability of such staff.
- d) The total amount payable under this section shall be covered within the limit of project cost.

8. Travel:

- a) Consultant(s) may be granted academic leave up to 3-5 days during a financial year for work related to Industrial Consultancy Projects as per Institute norms.

- b) The PI and CIs must obtain prior approval from their respective Head of Department and School Dean for all travel related to consultancy work.
- c) Daily Allowance (D.A) / Travelling Allowance (T.A) shall be reimbursed based on either University regulations or the terms outlined in the consultancy agreement between the client and PI, and will be charged to the project budget.
- d) Approval of the Vice-Chance through Dean (R&D), will be required for air travels.

9. Permitted Level of Consultancy:

- a) A faculty member may be allowed to spend normally a maximum of one day per working week i.e. maximum of 52 days during the calendar year for consultancy.
- b) In exceptional cases, faculty members may be granted permission to exceed the prescribed consultancy duration limit. Such requests must be formally recommended by the Dean of Research and Development and approved by the Vice-Chancellor.
- c) Remuneration paid to an individual regular faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University Development Fund/ Career Development Fund (CDF) as a top-up.

10. Distribution of Consultancy Revenue:

- a) In view of encouragement, the revenue generated from the consultancy service offered by VFSTR personnel to any company / institute shall be shared between the consultant and VFSTR in the following ratios:

Item	Type I	Type II	Type III
Total Consultancy Charges (CC)	CC	CC	CC
TD0053	TDS	TDS	TDS
Total contracted amount (T)	(CC-TDS)	(CC-TDS)	(CC-TDS)
Overall consultancy expenditure (OCE)	OCE	OCE	OCE
Balance amount for distribution (X)	(T-OCE)	(T-OCE)	(T-OCE)
Institute Consultancy overhead (ICO)	NA	NA	0.7X
Amount to be distributed by consultant (P)	X	X	0.3X

- b) Distribution of the Type I consultancy charges (P)

i.	Marketing overhead (if applicable)	9.6%
ii.	PI Share	90.4%

- c) Distribution of the Type II consultancy charges (P)

i.	Marketing overhead (if applicable)	9.6%
ii.	Lab Technician / Non-Teaching Staff concerned (if applicable)	10%
iii.	PI Share	80.4%

d) Distribution of the Type III consultancy charges (P)

i.	Lab Technician (Non Dedicated) / Non-Teaching Staff concerned	10%
ii.	Lab In-charge/CoE Head	20%

11. Certification:

- The university (through its PI) is not authorized to issue certifications of any kind.
- Results from consultancy projects should be presented as specific findings for a particular sample under defined test conditions on a specific date.

NOTE:

- For all matters not covered in this document, as a general principle, Dean (R&D) may be approached for consideration on case to case basis and the decision of the Vice-Chancellor will be final and binding.
- These guidelines may be periodically reviewed and amended to align with VFSTR's evolving strategic objectives.

PROCESS FLOW DIAGRAM

Approval for Consultancy Works a) Copy of consultancy letter from the organization b) Copy of signed Standard Terms and Conditions c) Details of expenditures of materials and consumables used	ANNEXURES – 1,3,5/6
Consultancy fees in the form of DD / Electronic Transfer in favour of "VFSTR - MISCELLANEOUS" payable at Guntur (A)	--
Disbursement of Expenditures Incurred in the Consultancy Works (B)	ANNEXURES – 2A/2B
Distribution of Balance Consultancy Fees[C=A-B] (C)	ANNEXURE– 4

STANDARD TERMS AND CONDITIONS:

- Declaration:** All work undertaken by the Institute as part of the project will be in good faith and based on material/ data /other relevant information given by the Client requesting for the work.
- Confidentiality:** Due care will be taken by the institute to maintain strict confidentiality of all client information, including project results, reports, and client identity.
- Reports:** All consultancy reports and test results will adhere to established standards and industry best practices. These documents do not constitute legal endorsements or certifications and cannot be used for marketing purposes without explicit permission from VFSTR.
- Payment:** The consultancy fees, including applicable taxes, must be paid in full to VFSTR before project commencement. Payment can be made via online transfer, demand draft, or cheque.

5. **Work Performance:** Every effort will be made to complete the specified work according to the planned time schedule. However, the Institute will not be held responsible for delays caused beyond its reasonable control.
6. **Liability:** The Institute shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure). The liability of the Institute shall be limited to the funds received for the project.
7. **Termination:** Either party may terminate the consultancy agreement with a 30-day written notice.
8. **Intellectual Property Rights:** Any intellectual property (IP) generated during the consultancy project shall be jointly owned by VFSTR and the consultant(s). The costs associated with patent filing, examination, and protection will be mutually agreed upon. If the client does not commercialize the IP within two years of development, VFSTR retains the right to transfer the IP for commercial exploitation.
9. **Publication:** All publications resulting from consultancy work must explicitly acknowledge the faculty member's affiliation with VFSTR and acknowledge the use of institutional resources.
10. **Royalty:** A royalty sharing agreement will be established between VFSTR and the client. VFSTR will receive a predetermined annual percentage of the net sales generated from commercializing the patented technology.
11. **Resolution of Disputes:** Disputes arising from the consultancy agreement will be resolved through mutual and amicable negotiation. If resolution cannot be reached, the Registrar of VFSTR shall act as the arbitrator, and the decision of the Vice-Chancellor will be final and binding on both parties.

1.33 REVISED UNIVERSITY RESEARCH POLICY

1. Preamble

VFSTR has a well-defined policy for promotion of research with the overall goal of emerging as a leading research institute in the country, and to create new knowledge in the frontier areas. This goal will be pursued through augmentation of research facilities, capacity building in human resources and through strengthening the overall research culture. Fundamental research, and application oriented research are the means for creation of new knowledge, with increased industry linkages and involvement.

The promotional initiatives of VFSTR include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge, and a strong doctoral program for award of Ph.D. on completion of quality research work.

The essential elements of implementation of the research policy are as below:

i) Human Resources

- VFSTR has several faculty members with good research credentials and high impact factor.
- There has been a good improvement in the number of full time PhD scholars that enhances the quality of research significantly.

ii) Institutional Framework

- Emphasis on research along with teaching.
- Promotion of inter-disciplinary, multi-disciplinary and trans-disciplinary research culture.
- Sabbatical leave for mid-career faculty for pursuing research /post-doc.
- About 10% faculty dedicated to research with minimum teaching load.

iii) Infrastructure and Funding

- Centres of Excellence with state-of-the-art facilities and equipment
- Attractive research fellowship provided to full-time scholars.
- Expert guidance during drafting of project proposals for seeking research funding from government/ non-government agencies.
- Seed grants to initiate proof of concept through research articles for securing project grants.
- Performance based research incentives to help promote research culture.
- Grants to attend seminars/workshops/conferences.
- Support for patents with incentives.
- Special incentives for achieving state/national/international awards and research grants.
- Technology Business incubators to promote start-ups.

iv) Industry – Academia Linkages

- Promoting consultancy from industries for developing technologies.
- Collaborative research with industries on frontier areas
- Industry training for faculty to update skills and technical know-how.
- Involving experts from Industry in University Research Board.

v) Research and Societal Connect

- Sensitizing neighborhood communities on relevant technologies.
- Thrust on local and need-based research.
- Organizing national/international seminars/workshops/conferences at regular intervals.

vi) Research Ethics

- VFSTR follows research ethics scrupulously and takes stringent action on any instance of plagiarism or alleged misconduct.

2. Objectives

- Place the University among leading Institutes in research and development
- Create a conducive atmosphere for Research with simplified and encouraging policies with adequate infrastructure.
- Promote quality research among faculty, scholars and students.
- Establish Centres of Excellence to conduct cutting edge research, and improve the infrastructure relevant to research.
- To widen the spectrum of research areas, through faculty with Ph.D. in diversified domains.
- To encourage and enable publication of research work and dissemination of knowledge.
- To enhance the IP strength of the University.
- Undertake locally relevant problems and find suitable technical solutions.
- Bridge the gap between industry and the University by promoting collaborative Research Projects and consultancy.

3. VFSTR - Research Promotion Support Schemes

VFSTR creates, builds, and sustains the research and innovative environment through the following policies:-

- Resource mobilization to carryout various research activities through budget allocations and by attracting research grants through funding agencies.
- Establish specialized labs and Centres of Excellence with appropriate equipment, tools and software.
- Capacity building through human resource development to reach a critical mass level for quality research.
- Foster the research excellence into career promotion opportunities to the faculty.
- Provide incentives, and waivers from the academic and administrative activities to the potential faculty researchers.
- Special incentives for researchers and faculty for achieving State, National and International recognitions / awards.
- Encourage and enable publication of research work through papers / articles in quality journals, International conferences, National conferences and Workshops.
- Encourage participation of researchers and faculty in international, national conferences through appropriate grants and funds.
- Encourage organizing international and national conferences in the Institute to generate new ideas and concepts, and to network experts in relevant domains.

- Create a strong doctoral programs leading to award of Ph.D in different disciplines of Science, Engineering and Management.
- Encourage fulltime research scholars through financial assistance and scholarships.
- Encourage the researchers to file applications for patents in the case of novel process and product development, and to encourage the same through sharing of Intellectual Property Rights.
- Create technology and Technology business incubation centres to enable startup companies to evolve.
- Enable and encourage researchers to take up funded Projects involving technology development and inter disciplinary research work.
- Encourage the researchers through incentives to take up and successfully complete Projects.
- Provide seed money for initial development of concepts into viable proposal and activities.
- Identify and carryout research on the latest industry / technology problems.
- Carryout applied and inter-disciplinary research in focused areas in collaboration with relevant industries.
- Work with local communities to identify the urgent and real life problems which can be solved by induction and adoption of technologies.
- Identify and focus on the challenges in the rural environment and occupations, and to carryout research on the relevant problems.
- Offer specialized University facilities and labs, and expertise to the Organizations and Industries as consultancy service.
- Maintain highest standards of ethics in the research activities, and utilization of research outputs.

4. Implementation

VFSTR will implement and monitor the above policies through the following Mechanisms

- University Research Board
- Office of Dean, Research and Development
- Research Monitoring Committees
- Research Guides
- Doctoral Committees
- Core Research faculty team
- Through competitions and selections, where applicable.

1.34 AMENDMENT OF POLICY ON QUALITY IMPROVEMENT PROGRAMME (QIP)

The policy for the sponsorship of faculty members to pursue Ph.D. under Quality Improvement Programme (QIP) has been amended, subject to rules and regulations, as given below :-

1. The faculty member (herein called the candidate) should have an M.Tech. degree in the relevant discipline and a minimum three years of teaching experience in Vignan's University as Assistant Professor or equivalent to be eligible to apply for Ph.D under QIP.
2. The application should be submitted to the Registrar through proper channel. The HoD concerned shall scrutiny the applications on the basis of merit, experience and the requirement. He/she shall submit the applications to the Registrar with his recommendations. The Registrar shall forward the shortlisted applications to the respective QIP centres of IITs. The applications of the short-listed candidates will be forwarded by the University to the QIP Office.
3. The candidate called for the interview by the institution approved as QIP centre by competent authority will be permitted to appear for the interview on official duty.
4. The selected candidate by the QIP centre will be sponsored by the University for a maximum period of three years at the institution where the candidate offered admission for Ph.D.
5. During the sponsoring period of three years, the candidate will be paid 50% of the gross emoluments drawn by the candidate at the time of his/her joining in Ph.D. Programme every month. Besides this, the candidates will receive a specified additional amount from the institute where the candidate is admitted.
6. The remaining 50% of the salary per month for three years during which the candidate is pursuing research will be paid to the candidate after successfully completing Ph.D. and has joined back in the University. The amount will be paid every month over a period of three years together with the salary he/she is entitled after his/her re-joining in the University.
7. The candidate will submit the progress reports for every six months to the Dean-R&D of the University with the approval of the guide at the QIP institute.
8. If the candidate discontinues from Ph.D. Programme for any reason whatsoever, he/she will have to return the entire amount paid to him/her by the University during the period of sponsorship and other commitments from the University become null & void.
9. If the candidate could not complete Ph.D. within the stipulated period of three years at the QIP institute due to valid reasons, he/she may join in the University on the recommendation of the guide that the candidate will be in position to complete Ph.D. in reasonable period of time in the University. In such case he/she is entitled to draw his/her regular salary as per the prevailing rules.

10. The candidate, after successful completion of Ph.D. is entitled to get increments as per the UGC guidelines. However, the candidate cannot demand for the promotion to higher position immediately after acquiring Ph.D degree. The candidate will be considered for the next higher position as per the UGC guidelines through the regular process of assessment.
11. The candidate will serve the University for a period of four years in whichever position he/she is appointed from time to time after successful completion of Ph.D.
12. If the candidate does not join the University after acquiring Ph.D or leaves the University after his/her re-joining and before agreed period of 4 years, the candidate has to compensate the University the amount incurred towards his/her sponsorship for Ph.D with interest including the opportunity cost the candidate is likely to derive due to acquiring of Ph.D degree.
13. The Opportunity cost may be estimated based on the acute position of availability of qualified Ph.Ds especially from the reputed institutes and demand for them.
14. The amount of compensation payable to the University by the candidate if the candidate does not serve the University for a period of four years, may be estimated by taking into account the following:
 - a) Salary paid for three years of sponsorship including the amount paid by the QIP institute with interest.
 - b) Salary difference between the emoluments paid to the candidate before acquiring Ph.D and after his/her re-joining till he/she left the University.
 - c) Opportunity cost (the difference he/she would have been received unduly from other institution and the amount he/she would receive as per the UGC guidelines) estimated for four years.
15. The candidate and the University will enter into a legal agreement by including all the above aspects on a non-judicial stamp paper registered with the competent authority.

1.35 SERVICE CONDITIONS OF FACULTY (TEACHING STAFF) WHO ATTAINED THE AGE OF 65 YEARS AND ABOVE

The service conditions of the faculty who have attained the age of 65 years and above are as given below in the succeeding paragraphs: -

I. Rules applicable to faculty (TS) on attainment of 65 years of age

- a) 65 years is the age of superannuation of a faculty in VFSTR.
- b) The Office of Registrar notifies the concerned faculty, HoD and School Dean atleast a year in advance on the date of superannuation so that alternative arrangements can be made to transfer their responsibilities.
- c) No-Dues certificate (NDC) shall be submitted by the concerned faculty a week prior to the date of superannuation, which is always the last working day of the month of superannuation.

- d) On the day of superannuation, closure of service register takes place with both the signature of faculty and Registrar.
- e) Plaque with details commemorating their services will be prepared by Office of Registrar and given on the day of superannuation by Registrar, School Dean and HoD.
- f) After attainment of superannuation, guideship superannuation, guideship may be allowed to continue for those scholars till the completion of Ph.D. of the candidate but this should not serve as a cause to gain contractual employment.
- g) However, after attaining the age of 63, no fresh candidate for Ph.D. shall be registered. Any other issue in this line will be dealt with the Vice Chancellor only and decision of Vice Chancellor is final in this regard.
- h) In case the authorities feel that the services of a faculty are still required, VFSTR may offer contractual employment. This is to be notified to Academic Council (AC) or Executive Council (EC) with proper justification regarding their intake. Concerned HoD of the department will have to make a presentation in the AC/EC as to how the services of the faculty be essentially required by the university.
- i) Although it is the call of management to indent the services of the superannuated faculty, the ability of the faculty to contribute in terms of academics and other activities needs to be justified by him/her in the presence of a committee constituted by Vice Chancellor that comprises of Dean, AAA, Dean, Faculty Affairs, School Dean and HoD. Health fitness of the faculty need to be assessed by registered Medical Practitioner identified by VFSTR and report should be submitted. This should be done prior to the offer letter being issued. Office of Registrar has to ensure that the tenure of contract be clearly mentioned.
- j) If hired, they will be placed on a consolidated pay (honorarium/compensation) as decided on case to case basis and will not be eligible for any fringe benefits such as DA, HRA and any other emoluments applicable to regular employees. Their commitment to teaching and research will be assessed periodically.
- k) If the management intends to retain them for an additional period of time, renewal can be done until the age of 70 years only, based on the recommendations of the committee constituted by the Vice Chancellor which comprises of Dean AAA, Dean Faculty Affairs, School Dean, HoD and a Medical Officer.
- l) Teaching staff re-employed with the aforementioned conditions will be designated as Visiting Professor/visiting faculty as the case may be. Even, in case, the management has decided to offer them administrative positions, the designation issued to them remains the same. In other cases, the designations mentioned herewith supersedes all other designations issued in the past.
- m) As regards Earned leaves (ELs) accumulated till the age of superannuation i.e 65 years of age, the management may take a liberal view on case to case basis and they may be permitted to utilize accumulated ELs or a part of the same during the tenure of Visiting Professorship/Facultyship period beyond 65 years of age. However, the accumulated ELs should not serve

as a cause to seek extension. Further, fresh ELs will not be admissible during the Visiting Professor/Visiting Faculty tenure.

- n) On attaining the age of 65, the faculty shall be allowed to work till the last working day of the month, although they may be completing their service during any day of the month.
- o) As a very special case, faculty may be allowed till end of the current semester.

II. Visiting Professor/Visiting Faculty as the case may be:

- a) They are not generally entitled to supervise Ph.D. scholars or offer joint guidance. Whatever guidelines pertaining to guiding scholars after the age of 63 years as mentioned earlier are also applicable as well. However, on special cases they may be asked to supervise the candidate solely based on the initiative of the University and such assignment will be assigned by the Vice Chancellor, based on the recommendations of a committee constituted by the Vice Chancellor which comprises of Dean, Faculty Affairs, Dean AAA and Dean R&D to assess such a requirement. However, those designated as visiting Professors cannot voluntarily consent to guide a Ph.D candidate directly.
- b) They need to visit the department only four days in a week and HoD and School Dean has to ensure that their academic load shall be adjusted with in the 4 days of the week.
- c) Their attendance need not be formally recorded. However, the service utilization certificate need to be provided by HoD and School Dean for administrative purposes during the last working day of the month.
- d) They will be eligible for 4 days of Casual Leave only in a year. No other type of leaves such as HPL/Medical Leave, Earned Leave, Summer Vacation, etc., (as availed by regular faculty) other than Casual Leave are permissible. However, they may be eligible to earn Compensatory Casual Leave (CCL) as per the conditions laid down in the University policy for grant of CCL.
- e) They are not entitled for any kind of institutional benefit (monetary/non-monetary) as applicable to regular or contractual employees including institutional contribution towards Provident Fund (PF).
- f) They will be provided a decent office space perhaps on a sharable basis.
- g) A new Employee ID will be issued commensurate with duration of employment.
- h) Service register shall not be maintained and only service file will be maintained. Office of Registrar shall strictly enforce this.
- i) After completion of contract period, service file shall be closed.
- j) If administrative load is assigned, then each Visiting Professor/Visiting Faculty has to follow the guidelines of an otherwise full time faculty in the corresponding level. However, they will be eligible for availing all types of leaves except Earned Leaves and Summer Vacation.

III. Rules applicable after attaining the age of 70 years:

- While 65 years is the age of superannuation, VFSTR might have sought the services of faculty by another 5 years.
- In general, VFSTR does not expect to disturb any faculty to serve beyond 70 years of age.
- In case, any of the faculty is serving in VFSTR with any assignment after attaining the age of 70 years, they may be relieved off those assignments immediately and such concerned faculty are obliged to take a formal relief.

IV. Conditions applicable for guiding scholars in the above cases, if any:

- Faculty may be permitted to supervise PhD candidate by another one year after formal exit from the University.
- In case, they are permitted, after a period of one year, assessment will be done and whosoever PhD is not completed, they will be assigned to other supervisors working in those areas.
- The above service conditions came into force with effect from 04.08.2023

1.36 POLICY FOR FINANCIAL SUPPORT FOR ALL L10- (10 MINUS) ASSISTANT PROFESSORS TO PURSUE PHD PROGRAM IN INSTITUTIONS OF NATIONAL IMPORTANCE OR GOVT.-RUN RESEARCH ORGANIZATIONS

Preamble

1. In tune with VFSTR 7th Pay implemented from January 2023, it has become imperative for faculty at the entry level (Level 10) to have the highest degree as PhD. Consequently, it becomes essential for the faculty members currently at Level 10- (10 minus) to complete their PhD at the earliest in order to be considered for promotion to Level 10 (Entry Level). Especially in highly demanding branches falling under the umbrella of School of Computing and Informatics an immediate need exists to improve the percentage of faculty with PhDs.
2. To facilitate the completion of their PhD course work, those faculty members at the Level of 10- (10 minus) who are enrolled in Institutions of national importance or Govt.-run research organizations may be required to avail 2-3 months of leave especially during the course work period specifically meant towards PhD program in order to focus on their doctoral research at their respective registered institutions. This may be required for successful completion. However, the job as well as the financial security during this period of absence may be a significant concern.
3. In view of that, the committee proposes special provision of leaves to the faculty members who have joined VFSTR prior to implementation of the VFSTR 7th Pay (i.e., only before January 2023) and are placed at Level 10- (10 minus) to complete their PhD degree.

Application Process:

4. The faculty member should submit a formal leave application to the Office of the Dean, PCF, duly signed by the Head of Department (HoD) and the Dean of the respective School, confirming that the department will be able to manage without the faculty member's direct contribution during the leave period.
5. In addition to the application, the faculty member must provide the following documents:
 - Letter from the PhD Advisor of the candidate (i.e the faculty member of VFSTR) mentioning that he/she will be able to supervise/mentor the PhD candidate during the said period.
 - A detailed plan outlining the activities to be undertaken during the leave.
6. The Dean, PCF in consultation with respective HoDs, School Deans, the Registrar and the Hon'ble Vice-Chancellor, will review the application and supporting documents. The candidate will be notified of the decision accordingly by the Office of the Registrar.

Leave Entitlement and Conditions:

7. The faculty member is eligible to avail a maximum of three (3) months of leave in the first year during the period of PhD course work for which they will be paid 50% of their salary or Corresponding TRA fellowship whichever is higher during the aforementioned period. This leave can be split into maximum of two parts. VFSTR expects that the teaching workload of faculty should not get disturbed due to the leaves they avail towards completion of PhD course work. This warrants an undertaking to work for one semester after the successful completion.
8. During the subsequent two years, a faculty may avail one month of leave per year (or two months cumulatively in the third year) wherein they can earn 50% of the salary or Corresponding TRA fellowship whichever is higher. The maximum period is limited to 3 years including the first year that is confined to course work. During the second and third year, the leaves that the faculty avail should not cause any disturbance to their assigned academic load and they should be able to handle the load with ease. This additionally warrants & an undertaking for one more semester stay after successful PhD.
9. The aforementioned leaves for the said purpose shall not deter the departmental teaching load as well as other works allotted to them. The faculty member can avail upto five (5) months of leaves over a period of three (3) years which is equivalent to two and half months of salary.
10. The advantage of 50% salaried leave shall not be superimposed with EL or any such leaves which entitle the candidate to draw 100% salary. The 50% of salaried leave period will be treated as leave under special permission for research and studies and will not be treated as LOP.
11. Upon completion of each spell, the faculty member is required to submit a report to the Office of the Registrar endorsed by his/her HoD, Dean of respective Schools and forwarded by Dean, PCF within two weeks of completion of the

leave. Currently, the policy provides a structured pathway for faculty members who are rendering their services at Level 10- (10 minus) who are to pursue and earn their PhD.

12. This policy came into force with immediate effect from 24.01.2025.

1.37 ALLOWANCES FOR DRIVERS ACCOMPANYING UNIVERSITY FUNCTIONARIES

In view of the regular deputation of drivers to accompany University functionaries on official travel, and the need to ensure fair and consistent compensation for associated expenses, a committee was constituted to examine and recommend appropriate allowances. The committee has submitted its report, and after careful consideration of its recommendations, the following orders are issued with immediate effect:-

Approved Recommendations:

1. Diem Allowance:

- A sum of Rs. 500/- per day shall be paid as Diem Allowance to cover all expenses related to food and minor incidentals.
- This is a flat rate and is inclusive of all meals and refreshments.

2. Night Halt Allowance (Beta):

- A sum of Rs. 500/- per night shall be paid as Night Halt Allowance (Beta) for every night halt necessitated by official travel.

3. Accommodation Charges:

- Where overnight stay is required and accommodation is not arranged by the University, actual expenses incurred towards accommodation shall be reimbursed subject to a limit of Rs. 1,000/- to Rs. 1,500/- per night, upon submission of valid bills/receipts.

4. Submission of Claims:

- All claims must be submitted through proper channels, along with supporting documents, bills, and necessary approvals, where applicable.

5. No Overtime Allowance:

- No additional overtime allowance shall be payable beyond the above provisions.

1.38 VFSTR TECHNOLOGY BUSINESS INCUBATOR POLICY

VFSTR Technology Business Incubator objective is primarily to establish linkages and promote collaboration between Startups and Institute. As part of this process, University will provide limited modular space at VFSTR campus for new entrepreneurs/startups or technology-based organizations for setting up their offices or labs with an objective to

- Promote interaction among faculty and Startups to provide an academic ambience as well mentorship, and to encourage students to eventually emerge as entrepreneurs.

- Incubating novel technology and business ideas into viable commercial products or services.

VFSTR will provide physical space and appropriate utilities like electricity, and networking arrangements etc. The entrepreneur/ startup/industry is expected to make their own arrangements for interior decoration and furniture including air-conditioning, false ceiling etc as per their specific requirements. The activities permitted in the VFSTR Technology business incubator will include product development, product innovation, software testing, simulation, prototyping, pilot experimentation, training and similar other technology related work. These Incubator Organizations are expected to be managed in an autonomous mode, independently from the University, either as a Company or a Foundation. It provides a range of services to its clients, aimed at allowing the client companies to concentrate upon core activities and business.

The emphasis is on R&D and technology consultations with the resident faculty experts of the parent University and simultaneously helping the University students and scholars to get training and motivation for self-employment and entrepreneurship. VFSTR propose to develop this concept in pilot mode and for which approximately 5000 sq. ft area has already been earmarked.

VFSTR is in the close vicinity of Amaravati, new capital of Andhra Pradesh. Space has already been identified in the University Campus for hosting this Technology business incubator.

1.39 DISCIPLINE & DRESS ETIQUETTES – TEACHING FACULTY / RESEARCH SCHOLARS (TRA/ERA/TA ETC.) & ALL PERSONNEL IN EXECUTIVE CADRE

Dress Sense

1. Dressing appropriately helps a faculty to be more confident and make a good first impression on the students. Whether a faculty is new to teaching or a seasoned professional, there are things to know about how to express oneself with a proper dress code.
2. Dress is a reflection of one's personality and self-discipline. History is replete with examples to show as to why dressing is important for any professional organization be it as – Military service, Police service, Nursing service, Aviation pilot/crew, etc to name only a few. Needless to state that a faculty can directly influence the student on the importance of confidence and discipline through dress etiquette.

Dress sense Vs Student's Attitude

3. The dress of a faculty not only influences the students learning and their attitudes but also exhibits the competency and personality of a teacher. It has a profound influence on the perception of students and that of all stakeholders too including parents and general public. The positive impression about the teacher basing on the dress worn, ultimately inspires a positive atmosphere of learning toward the student's mind. Besides, the dress lays role-playing foundation into the minds of student's.

4. While a professional yet comfortable attire is generally appropriate, clothes should be clean, wrinkle free and well fitting. Blazer or jackets can add a touch of formality during formal events such as seminars, conferences, workshops, apex body meetings, etc. The overall emphasis is on projecting a professional and modest appearance of our faculty who are the brand ambassadors of Vignan's University, to the visitors is particular and the public is general.

Dress code during normal working days

5. The dress code for both male & female faculty are given below :-

Male:

- Formal shirt (full sleeves)
- Trouser/Belt/Leather shoes
- ID card worn around the neck

Female:

- Saree with leather sandals / Salwar Kameez & leather sandals
- ID card worn around the neck

Note: Male teachers may use sandals during hot summer with a back strap in lieu of shoes.

Dress code during important events like Seminars/Conferences/Workshop/Apex Body Meetings like AC, EC, etc

6. It is incumbent on the faculty to adhere to the following dress code especially during the above occasions when the faculty comes into contact with several external resource persons, guests, etc. :-

Male:

- Jacket/Blazer on the top of formal shirt
- Trouser/Belt/Leather shoe
- Jeans pant not permitted
- ID card worn around the neck
- Name Tally on the top of the left pocket of the blazer
- Standard size Name Tally will be made & given to all the faculty soon
- Slippers/Chapels/etc not permitted

Female:

- Jacket/Blazer on the top of the saree / Salwar Kameez
- ID card worn around the neck
- Leather sandals with back strap
- Name Tally on the top of the left pocket of the blazer
- Slippers/Chappals etc not permitted
- Leggings/Palazzo not permitted

8. We collectively have an onerous task of safeguarding the image of the university in the eyes of public at any cost. As a faculty, we represent Vignan as the brand ambassadors and therefore, we should ensure that we follow the dress etiquette in true letter and spirit. This will result in cascading effect on the students and ultimately the student will also follow the dress etiquette.
9. Let us all contribute in our own humble measure to present a professional appearance to the visitors whose number will only continue to rise in the years to come.

1.40 SOCIAL ETIQUETTES - FACULTY

Dress Etiquettes

1. The following etiquettes need to be adopted by all faculty :-

Men

- a. Maintain a well-groomed appearance with clean shaven face and by keeping one's hair short, nails and overall hygiene in check. Beard (if kept) should be trimmed and at no stage, unshaven appearance to be exhibited.
- b. Clean & pressed clothes, polished leather shoes and a subtle fragrance can complement one's look and leave a lasting impression.
- c. Wear clean socks to avoid bad odour.
- d. Choose accessories / Jewelleries that enhance one's outfit without overpowering it.
- e. Belt should be between 1 to 1.5 inches in width. Wear only formal leather belts with a sleek buckle. As a thumb rule, match your belt to your shoes

- a. Generally white, off white, pale, blue shirts are preferred though one may wear dark colored shirts too.
- b. Cotton / Linen shirts are most common/acceptable. Blend of cotton/polyester is the second best.

Trousers

- Preferably be dark enough though one may wear beige. It may or may not have pleats.

Tie (Optional)

- Traditional silk is preferred
- Tie length just over belt
- No loud colors or patterns
- Knot should be a perfect triangle
- Tie should match with one's attire

Shoes

- Wear a good pair of leather shoes - black/brown/tan
- Must be polished everyday
- Do not wear shoes that look casual

Socks

- Wear clean socks to avoid bad odour
- Choose a color that match with the trousers

Women

- Saree preferably cotton to beat the hot weather or any other comfortable variety
- Salwar kameez should have small prints
- Shoes / Sandals - Black/Brown pair
 - Make sure they are polished & heels intact

Jewellery – Keep them simple & not outlandish

Hair Style, Make up & Finger nails

- Easy to maintain hair style
- Make up as required
- Finger nails – well manicured

2. Punctuality Etiquettes

Be punctual for all events – Whether it is a meeting or event. Do not enter the venue in case you are late & the meeting/events has already started. By doing so, we are not only exposing ourself but also cause disturbance to others.

3. Identity card Etiquettes

Proudly display the ID card worn around the neck. Name tally may be worn above the right shirt pocket (below the right shoulders) or on the Saree / Salwar Kameez below the right shoulders.

4. Interpersonal Relationship (Common to both Male & Female Faculty) Etiquettes

- Maintain a cordial & harmonious relationship with colleagues in the Dept.
- Maintain the formal teacher - student relationship in the classroom & an informal mentor – student relationship outside the classroom.
- Exhibit confidence with your clear & precise communication skills with all colleagues & students.
- Avoid lift as far as possible & indulge in brisk stair walking so that students also will emulate the same.
- Do not insult any student whether in the classroom or outside the classroom.

5. Workplace Etiquettes

- Ensure your workplace display a neat, clean and tidy look
- Take the support of Maintenance staff to make your workplace a conducive environment.
- Create a happy environment in the workplace both for the students as well as your colleagues.

6. Mobile Phone Etiquettes

- Mobile phones are not to be used in the classroom / Labs / Library / Board Room / Sangamam & Spoorthy Seminar Halls, etc.
- Keep your phones in silent mode always
- Use the Intercom / Landline faculty available in the Dept for official communication.

7. Social Media Etiquettes

- Preserve the reputation of our University at any cost while carrying out online interaction through social media.
- Use respectful language.
- Responsible content sharing is the norm.
- Respect the privacy of others and avoid sharing personal information without consent.

1.41 SERVICE CONDITIONS TO THE NON-TEACHING STAFF MEMBERS WHO ATTAINED THE AGE OF 62 YEARS AND ABOVE

The service conditions of the Non-Teaching who have attained the age of 62 years and above are as given below in the succeeding paragraphs: -

I. Rules applicable to employees after attaining the age of 62 years:

- a) Age of superannuation of non-teaching staff in VFSTR will be 62 years subject to the following conditions:

A month prior to attaining the age of 60 years, non-teaching staff will have to appear before a committee constituted by Vice Chancellor, who will assess the merit of the case based on their previous contributions along with their passion in contributing further to the growth of the department/division and institute as a whole. In addition to this, they will also be assessed for their physical and mental fitness. If all the conditions are met, continuation of service happens, otherwise non-teaching staff shall superannuate at the age of 60 years.
- b) As soon as the non-teaching staff is about to attain the age of 62 years, Office of Registrar should notify the concerned non-teaching staff, Head of the Division or Department atleast six months in advance so that alternative arrangements can be made to transfer their responsibilities.
- c) No-due form shall be submitted by the concerned non-teaching staff one week prior to the date of superannuation. On the day of superannuation, closure of service register takes place with both the signature of non-teaching staff and Registrar. Superannuation will always be on the last working day of the month in which the staff was born.
- d) Plaque with details commemorating their services will be prepared by Office of Registrar and given on the day of superannuation by Registrar, concerned Dean and HoD.

- e) In case, the authorities feel that services of non-teaching staff are still required, VFSTR may offer contractual employment for a period not exceeding three years, with every six months extension provided during the said period subject to satisfactory performance. For this concerned Head of the division along with the non-teaching staff will have to make a presentation about how the services of the non-teaching staff be essentially required by the university. The presentation has to be made in the presence of a committee comprising of Registrar, Head of the Department / Division, Assistant Registrar and either internal expert of the division or external Technical expert.
- f) Health fitness of the non-teaching staff pertaining to vision, cardiorespiratory endurance, etc need to be assessed by an In-house Registered Medical Practitioner and report shall be submitted. In case, in-house medical practitioner is not available for assessing some of the health parameters, VFSTR may seek the opinion of external Registered Medical Practitioners. This should be done prior to the offer letter being issued.
- g) Office of Registrar has to ensure that the tenure of contract be clearly mentioned.
- h) If hired, they will be placed on a consolidated pay as decided on case to case basis and will not be eligible for any fringe benefits such as Dearness allowance (DA), House rent allowance (HRA), Provident fund (PF) and any other emoluments applicable to regular employees. VFSTR will not contribute any amount towards Health insurance, ESI, PF etc., of the contractual employee.
- i) Their commitment to work and other aspects will be assessed once in every six months. If the management intends to retain them for an additional period of time, renewal can be done every six months and until the age of 65 years only in the presence of a committee proposed by the Registrar and approved by the Vice Chancellor.
- j) Non-teaching staff re-employed with the aforementioned conditions will be prefixed with the word "Contractual".
- k) Even, in case, the management has decided to offer them administrative positions, the designation issued to them remains the same. In other cases, the word 'Contractual' will be pre-fixed.
- l) Regarding Earned leaves (ELs) accumulated till the age of superannuation i.e 62, the management may take a liberal view on case to case basis and they may be permitted to utilize accumulated ELs or a part of the same during the tenure of Contractual Employment i.e beyond 62 years. However, the accumulated ELs should not serve as a cause to seek extension. Further, fresh ELs will not be admissible during the Contractual employment period.
- m) They will be eligible for 4 Casual Leaves during a period of 6 months. No other type of leaves such as Medical Leaves, Earned Leaves, Summer Vacation and all other types of leaves other than Casual Leaves are permissible.

However, they may be eligible to earn Compensatory Casual Leave (CCL) as per the conditions laid in the University policy for grant of CCL.

- n) A new Employee ID will be issued commensurate with duration of employment.
 - o) Service register shall not be maintained and only service file will be maintained. Office of Registrar shall strictly enforce this.
 - p) After completion of contract period, service file shall be closed.
- II. Rules applicable after attaining the age of 65 years, in case if any:
- a) While 62 years is the age of superannuation, VFSTR might have sought the services of Non-teaching staff by another 3 years.
 - b) In general, VFSTR does not expect to disturb any Non-teaching staff to serve beyond 65 years of age.
 - c) In case, any of the non-teaching staff is serving VFSTR after attaining the age of 65, they are obliged to serve until December, 2023 only and then take a formal relief. Office of Registrar shall enforce this.

1.42 LEAVE ENCASHMENT TO VFSTR STAFF MEMBERS AS EMPLOYEE RETIREMENT BENEFIT

The superannuation guidelines that were mentioned in the proceedings of the Registrar cited in the references above are extended with “Leave Encashment” benefit as employee retirement benefit.

I. Background

VFSTR / VEC was established in the year 1997 and many existing staff are working from its inception and reaching their retirement age. (Teaching: 65 years; Non-Teaching: 62 years).

These staff members who had a long stay at Vignan and retiring from the institution deserve reasonable retirement benefits. One of the benefit proposed is the encashment of Earned Leaves (ELs).

As per VFSTR leave policy regular staff are eligible to get 06 ELs and 20 HPLs in every year in addition to 08 CL's (11 CL's for Female staff). Utilization of these leaves are permitted only on valid grounds.

Many of these staff members because of their commitment towards their work had not availed these leaves and these leaves are getting accumulated and in some cases reached the maximum slabs in respective category (ELs= 300; HPLs- 240 (120 full days)).

Keeping these points in view, it is recommended to award leave encashment benefit option at the time of retirement of the VFSTR employees as their retirement benefit. This encashment is to be sanctioned based on guidelines given below.

II. Guidelines for encashment:

1. The staff member has to put in minimum 10 years of service at VFSTR.
2. The staff members should have reached the retirement age and fulfil all the necessary conditions kept by VFSTR for the retirement from service.
3. The number of leaves to be counted for encashment are the sum of earned leaves and half pay leaves. The total number of leaves considered as basis for calculation of encashment should not exceed 300 days.
4. These earned leave encashment is also applicable for the staff on death of employee who is in the active service of VFSTR irrespective of his period of service at VFSTR.
5. This policy is also applicable for the staff who are permanently incapacitated and could not extend his service at VFSTR.
6. This 'minimum duration' clause is exempted for the positions of University Functionaries Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations. These are eligible for leave encashment whenever they are being relieved from the position and leaving the institute.
7. This policy is not applicable for the staff members who are dismissed or terminated based on disciplinary reasons.
8. Further, this policy is also not applicable for the staff against whom an enquiry is pending / in progress by the committee appointed by the Institution, till such a time that they are proven not guilty. If they are declared to be not guilty, then the benefit will be extended.
9. Availing leave encashment through this policy has to be recommended by a committee comprising of Registrar, Dean- Academics, Assessment and Awards and Dean- Promotion, Collaborations & Faculty Affairs and this committee tenure will be a period of minimum three years. The committee recommendations need approval by the Hon'ble Vice-Chancellor for implementation.
10. For the cases where the staff members services are extended beyond Superannuation age as "Contract employees" the "Leave encashment advantage" should not be extended into the service duration of period beyond superannuation.

III Encashment:

Amount to be received by the staff from leave encashment

75% of the leaves eligible for encashment * (Basic +DA) @ one day

This policy came into effect from 01.12.2023

1.43 POLICY ON SERVICE EXTENSION/CONFIRMATION OF STAFF AND SALARY PAYMENTS

Background:

1. All the new appointments of Non-Teaching staff are made on contractual basis for a period of a period 06 months. However, for Teaching staff it will be based on merits of each case.
2. The Office of Registrar informs the HoD of the respective department to send their recommendations for extension of service or service confirmation after the expiry of contract period.
3. On receipt of recommendations, Orders were issued by the Registrar's authority.
4. Further, Employees are presuming that, contract/probation will be regularized automatically after 06 months or 02 years of service respectively.

Problems noticed:

1. The recommendations from the departments are not received in time by the Office of Registrar before completion of contract/probation.
2. Neither the concerned staff is bothered about extension or regularization of service nor the Dean/HoD has the time to recommend well before the period of expiry.
3. But, the employee is giving his thumb even after the closure of the contract period. Systems are accepting the employee thumb as regular employee.
4. Keeping the biometric records of employees, salaries were paid by the Finance Office even beyond their contract period.
5. In addition, it was also noticed that, few staff members (both teaching and non teaching) failing to submit their original educational certificates during the time of their joining even after a grace period of one or two months.

Guidelines:

1. The HR section of Registrar's Office should ensure mentioning the condition clearly in the Appointment Order that, "this Appointment Order will become NULL and VOID after the Contract period in case no extension/confirmation orders are given before the due date". A copy of Appointment Order shall be sent to Finance Office(r).
2. The Employee concerned, should bring the notice of his/her contract closure to their next immediate supervisor/Head at least 15 days before the closure of contract.
3. The reminder from HR department should go at least 15 days before completion of Contract and Second reminder at least 07 days before the expiry.
4. On Successful receipt of recommendations from the concerned Dean/HoD well before the due date of termination of contract period, a fresh extension order shall be issued by Registrar and a copy of the same shall be sent to Finance Office(r).

5. If no response is received, a notice shall be served well in advance of 48 hours to the staff, about closure of contract and stoppage of salary for the month till a decision has been taken about the continuation in the service.
6. A day before the closure of Contract, Notice shall be sent to the Office of Dean-Technology & Development to stop the Biometric from the date of closure of contract till further clearance is given by the Office of Registrar. A copy of the same shall be sent to Finance Office for stoppage of salary.
7. Service regularization is not an automatic process. Like Teaching staff, the Non-Teaching staff should complete at least one online course on any Technical Trade and performance shall be certified by the concerned Dean/HoD.

1.44 POLICY ON BEST PERFORMER REWARD FOR NON-TEACHING STAFF

1. Purpose:

The BEST PERFORMER REWARD serves as a way to recognize and honour the exceptional contributions made by the top-performing non-teaching staff at VFSTR. It aims to recognize their stellar performance and unwavering dedication to their work.

2. Scope:

This policy encompasses all non-teaching staff, including technical and non-technical personnel, at VFSTR's Main Campus in Vadlamudi, Guntur.

3. Details:

3.1 Criteria:

3.1.1 General Criteria:

- Non-teaching staff who work in different departments/offices/sections, etc., at VFSTR's Main Campus in Vadlamudi, Guntur, are included for consideration.
- Non-teaching staff who carry out their duties without a major break of more than one month will be considered.

3.1.2 Behavioural Criteria:

- Attitude and behaviour.
- Integrity.
- Punctuality in attending duties.
- Trustworthiness.
- Commitment towards work.
- Completing the task within the allotted time.
- Readiness to accept challenges.
- Ability to lead a team and deliver.

3.1.3 Departmental level Criteria:

- The department head is responsible for making recommendations of nominees for non-teaching staff (both technical and non-technical) for the Odd and Even semesters, beginning from the even semester of the 2023-24 academic year.
- Ensure that the staff has a thorough understanding of departmental operations and stays updated on relevant skills.
- The staff should possess a comprehensive understanding of the inner workings and processes of the university.

3.2 Nomination Process:

To submit nominations, all heads of departments, directors, section-in-charges, and others in similar roles are requested to nominate outstanding performers within their respective departments. One nominee from the technical staff and one from the non-technical staff should be selected. Nominations need to be submitted to the office of the Registrar for review and consideration.

In situations where a department, section, or office has only a limited number of non-teaching staff, typically fewer than two individuals, it is incumbent on the respective heads of these units to provide their recommendations on the nominations in a sealed envelope marked as “Confidential” and submit to the office of the Registrar. It is necessary for the recommendations to include a numerical rating, using a scale from 1 to 10.

3.3 Types of Rewards:

“Participants will receive both monetary rewards (cash award) and non-monetary incentives (citation, certificate) for their contributions.”

4. Implementation:

The Human Resources Department at VFSTR, within the office of the Registrar, will play a crucial role in ensuring the effective implementation of the policy. Their responsibilities will include overseeing the nomination process, coordinating reward ceremonies, and meticulously tracking the distribution of rewards.

5. Review:

This policy will be carefully examined yearly to make sure it is still effective in meeting our needs. We highly value and take into account the feedback from our employees as we conduct the review process.

6. Confidentiality:

“All nominations and selections for rewards will be handled with utmost confidentiality. Through the implementation of this Employee Recognition and Reward Policy, we hope to cultivate a culture of appreciation and acknowledgment, ensuring that every individual feels honoured for their contributions. We firmly believe that this approach will substantially enhance employee satisfaction and engagement, thereby contributing to the overarching success of VFSTR.”

7. Due Weightage:

Best Performer Award will be given due weightage at the time of annual increment.

The above policy has come into force with effect from 31.07.2024.

1.45 POLICY ON COMPENSATING THE ADDITIONAL WORKING HOURS ON MONTHLY BASIS FOR THE KEY PERSONNEL

Keeping in view the volume of work and frequent extended working hours, it has been decided to compensate the extra working hours for the following key personnel on monthly basis. The details are furnished below:-

1. Key personnel:

- a) PA to Vice-Chancellor and PA to Registrar
- b) DEO of Vice-Chancellor's office and Registrar's Office (on rotation)
- c) Attenders of Vice-Chancellor's office and Registrar's Office (on rotation)
- d) Estate Officer

2. Procedure for calculation of monthly Incentive:

- a) PA to Vice-Chancellor and PA to Registrar
- b) DEO of Vice-Chancellor's office and Registrar's Office (on rotation)
- c) Attenders of Vice-Chancellor's office and Registrar's Office (on rotation)
- d) Estate Officer

Note: No other special incentive/increment will be provided to the above key personnel during annual salary increments, other than normal increments. The above Policy has come into force with effect 01.05.2024 only for the above key personnel.

1.46 VFSTR MAINTENANCE POLICY

Introduction

VFSTR acts with due diligence in addressing institutional priorities about infrastructure and related services. The university is responsible for maintenance activities required for architectural, structural, mechanical and electrical systems. The process in place always ensures that the campus abides by appropriate building rules and safety codes.

This document provides a management framework and an outline on allocating responsibilities to ensure effective use and maintenance of existing infrastructure facilities. The overall policy is to have an effective mechanism for the upkeep of the infrastructure and other facilities to have optimum utilization of the facilities to have effective academic functioning of the university in the service of students.

Maintenance of Classrooms, Furniture and Laboratories.

Classrooms with furniture, teaching aids, and laboratories are maintained by the respective teaching department staff, on the directions by the Head of the Department. The laboratory assistants take care of laboratories under their charge and their up keep. Purchases of equipment to the classrooms, laboratories and department offices are mainly met by the respective budget heads of each department.

Depending on the nature of maintenance, the Heads of Departments pass the requests to the Registrar's office for the repair works as and when necessitates. Students optimally utilize all classrooms during the day-long working hours and are also mentored to maintain the furniture and equipment.

Maintenance of Campus

Cleaning of academic and administrative premises is performed regularly based on the procedures set forth by the Assistant Registrar (Maintenance) of the university. The labourers are selected from the Hospitality team by the Campus Maintenance Supervisor of the university. Within the campus, the cleaning of the departments and the administrative block is performed by sweepers & scavengers from the worker's supervisor. Everyday cleaning of the office rooms, classrooms, toilets and immediate premises of the building are vested with sweepers. The cleaning activity is generally completed before the class and office timing. Department/ section Heads monitor the cleaning works.

Responsibility for the cleanliness outside the immediate premises of the departments and general area of the campus is vested with the Maintenance. The engineering department deploys ten staffs on a daily wage basis from the CLR list for this activity. A supervisor from the engineering department monitors their routine activities.

Responsibility of Estate Manager:

The Estate manager is responsible for the following:

- (a) Nodal Officer for the entire maintenance of the Estate & buildings.
- (b) Proper up keep and maintenance of all infrastructure in terms of buildings, class rooms, furniture etc.
- (c) The Estate manager, accompanied by the respective Campus maintenance supervisor, should inspect atleast one building everyday physically and verify the maintenance aspect of each and every room minutely and in detail.
- (d) Any defect / shortcoming / etc. to be recorded in the Maintenance ledger and the concerned service provider to be alerted for defect rectification. In case the defect persists for more than reasonable time, the concerned supervisor be warned and directed to rectify the same failing which some amount of money to be deducted from his salary.

Responsibility of Campus Maintenance Supervisor:

The Campus maintenance supervisor is responsible for the proper maintenance and upkeep of the following in his allocated building. He will maintain an active liaison with other service providers such as Electrical maintenance, workshop, plumbing, hardware, hospitality etc. and ensure the defects are rectified within a reasonable period of time.

- (i) Housekeeping of class rooms & wash rooms.
- (ii) AC & Furniture maintenance
- (iii) Fire & safety
- (iv) Electrical Works
- (v) Civil Works
- (vi) Stores (permanent & consumables)

Day to Day Emergency Maintenance:

The Estate Manager along with his team takes care of the day to day emergency maintenance of the university. The emergency activities include replacing light bulbs, cleaning blocked drains, repairing water leakages, leaking water pipes, taps, valves and cisterns, repairing locks and door handles, and other minor repairs. The engineering department has allotted the necessary staff for the smooth and round the clock operation of such activities.

An Online Portal (VIMS) Vignans Information Management System is designed, where day-to-day maintenance issues are raised by department HOD's, DEO's & individual faculty addressing to the concerned departments based on nature of work. The Campus Maintenance Supervisor (CMS) will allot the workforce to resolve the issues in timely manner and close the complaint. If the issue involves financial implications, those are brought to the notice of Estate manager and he will analyse and gives a detailed report to Assistant Registrar (Maintenance) to obtain approval from the Registrar by following the norms.

Periodic and Annual Maintenance:

Annual Maintenance:

Annual maintenance for 30 days is conducted during the Academic year semester break (In the month of May)

Minor maintenance periods: (Festival Breaks)

1. Dussara: one week break during the month of October
2. Pongal: 4 days break during the month of January.

Minimum stock maintenance:

The Estate Manager will inspect the maintenance departments periodically and ensures the minimum stock levels of materials are maintained in stock to meet emergency needs. He then prepares a list of materials required to procure and send it to Assistant Registrar (Maintenance) for further approval. By following all the norms of procurement procedure of the university, the Registrar finally approves and release Registrar proceedings.

Annual Stock Checking

Annual stock taking Board (ASTB) is formed under the chairmanship of Assistant Registrar (Maintenance) along with Campus Maintenance Supervisor (CMS) as coordinator. This team will inspect furniture, lab equipment's, stationery, ICT facility and other assets is done by the individual departments/branches of the university during the month of MAY and finally submit a report to the Registrar.

The departments are responsible for keeping a regularly updated stock register. HoD/branch head submits a consolidated report on repairs and articles' replacement on an annual basis to the engineering department for necessary repair or maintenance.

Scope:

- (a) Maintenance of Equipment, Machine, Instruments and Electronic Gadgets. HOD's along with Lab technicians supervise and maintains the equipment, machines, Instruments and electronic gadgets and facilities as per academic requirements. Periodic maintenance gives long life, equipment functions properly, can obtain best results and optimum utilisation of equipment.
- (b) Maintenance of Vehicles:

Transport in-charge along with transport assistant and his team will supervise and monitor all the Vehicles (Buses and Cars) of the university. In addition to regular maintenance, they concentrate on preventive measures. Vehicle maintenance play an important role for the safety of driver and passengers.

 - Every day, driver of the vehicle check the tyre pressure, engine oil level, petrol/ diesel and battery.
 - Proper maintenance increases the life of the vehicle and driver/passenger reach the destination safely.
 - All Tyres of the vehicle should be rotated periodically.
 - Carry out the Oil change like differential oil, engine oil, gear box oil, and coolant. Maintain log book of the vehicle and record all repairs, oil change record, repairs, mileage checking, paint record, tyre rotation record.
 - All vehicles must be undergone MVI inspection and obtain a certificate from RTA.
- (c) Maintenance of Buildings, CoE & Research Centres:

Site Engineer along with site supervisors and construction labours should identify and rectify the civil works in all blocks of the University. Maintenance of buildings like timely repairs like patch work, white wash, paintings, cleaning inside/outside of building, ensure not to grow any plants on the buildings, ensure no water logging on terrace and painting to wooden/iron items periodically.

 - Preparation of Estimates for all new works of University and other Institutions and processing for approval of the competent authority.

- Preparation of building plans with or without consultation with architects as the case may be. Calling for tenders for the works prioritized and approved by Board of Management (BoM).
 - Finalisation of the tenders by the Central Purchase Committee and taking the approval of Vice-chancellor as the case may be. Plan for infrastructure basing on the indents from various Directorates, Departments and Offices and the advise of the planning and monitoring board.
 - Obtain the Estimates related to electrical works and integrate the same with the main civil estimates. Preparation of time lines for completion of the works and send fortnightly report to the users with a copy to Registrar and Vice Chancellor.
 - Preparation of Agreements to be entered into with the contractors selected/finalised. Responsible for the quality of the constructions and soundness of the standard design. Enforcing the conditions of agreement.
 - Maintaining the list of standard supplies for various building materials, their specifications and their standard costs. Prepare a set of certified completed drawings providing the full details of the work completed for future reference. A set of these drawings shall be sent to the Engineer (Maintenance) and one set to Library for permanent preservation.
- (d) Maintenance of electrical fittings like fans, lights, LED`s, ACs etc:
- Electrical maintenance In-charge is supported by an Assistant maintenance supervisor and the associated staff.
- Preparation of all plans and estimates related to Electrical / Electrification works, Air conditioners installation / Lifts Telephone systems, building adequate safety norms and alarms of University.
 - Cleaning/dusting of electrical appliances like fans, LEDs, ACs, periodically. Calling for tenders and finalisation of purchase of Electrical items through Central Purchase Committee in accordance with the priorities.
 - Obtaining necessary approvals for installation of equipment.
 - Extending support to laboratories for installation of plant & machinery.
 - Maintenance of blue print of construction drawings and updating the same as and when modifications are made and forwarding one copy to Engineer (Maintenance) and to the Library for permanent preservation.
 - Maintaining a panel of reputed suppliers for various electrical items and the standard costs of various items.
 - Maintaining the technical specifications of various items. Ensuring annual maintenance contracts in respect of various items / plants and machinery / office equipment except computers.

- Ensure all equipment held on charge should be in serviceable condition at all times.
- Maintain log books of all equipment and all repairs/modifications/upgradations should be recorded in log book.

(e) Maintenance of Lifts:

Lifts carry people and material from ground floor to different floors of their choice. Its proper periodic maintenance gives us proper functioning, does not stuck enroute, users cannot have stuck in the lift. In the same way, all lifts should be checked periodically (weekly, fortnightly, monthly, quarterly, half yearly and yearly). Electrical Maintenance In-charge prepares a check list in consultation with technician for all these periodic maintenances. AMC (Annual Maintenance Contract) should be given to the supplier/manufacture of the lift for timely servicing and long life of the lift. Check motor of the lift, its rope, lift doors and inside duct for any leakage of water etc.

(f) Maintenance of IT infrastructure:

Hardware maintenance plays vital role for smooth functioning of computers and its peripherals as these are very sophisticated. Systems manager along with his hardware supervisors team maintains all the IT infrastructure of University.

- Log book should be maintained for every equipment. The details upgradation, hardware configuration, year of purchase, cost, user details should be maintained in the log book.
- Cleaning and dusting of hardware should be followed as per SOP.
- Update the operating system with update patches and keep the system up-to-date.
- Switch On/Off should be as per the procedure. Use UPS for long life of hardware, saving of data during power failure etc. Use blowers and vacuum cleaner.
- Always maintain Backup data of entire university operations with suitable server configurations.

(g) Maintenance of Facilities like Labs, Canteen, Hostels, Gym, Sports facilities:

Campus Maintenance supervisor (CMS) along with his Assistant staff will supervise all the central facilities of the university. All labs, canteens, hostels, gym and sports grounds should always clean and tidy in all respects. He should ensure to maintain Hygiene and Safety precautions to followed while working washrooms & labs. Workers should wear Masks, Gloves, head masks & aprons during work. Water showers should always be in working conditions.

Note: Further duties and responsibilities of above mentioned officers are clearly placed in VFSTR Manual.

1.47 VFSTR SAFETY POLICY

Introduction: University Safety Manual

VFSTR safety mission to “prepare students to create the future” involves the use of a wide variety of hazardous materials and processes that require special training and control measures to protect students, employees, and our environment from harm. The following University safety policy and the management program outlined in this document form the basis for accomplishing our mission in a safe and environmentally responsible manner.

VFSTR Safety Policy

The Safety Policy of VFSTR is based on the firm conviction that accidents that cause personal injury or damage to property or the environment can be prevented. No phase of University business or operation is of greater importance than the safety.

VFSTR will provide and maintain a safe and healthy environment at all locations and will establish operating practices designed to assure the safety of all.

All students, faculty, and staff are responsible for their individual safety performance and for protection of the environment. Each instructor/supervisor also has the responsibility to create a climate of safety and environmental awareness. Safety and environmental protection must be an integral part of every job. It is the responsibility of all to comply with safety rules and to work in such a manner as to prevent injuries to themselves and others and to prevent damage to the environment.

The prevention of accidents and the protection of the environment are in the best interest of all. Only through constant mutual effort and cooperation can we achieve these goals.

1. Responsibilities:

VIGNAN University Safety Policies and Procedures

The safety, health, and environmental policies and procedures documented in this manual apply to all students, visiting scholars and scientists, and employees regardless of rank involved in activities associated with the operation of VFSTR.

1.0 Responsibilities

1.1 Chief Security Officer

- Ensures that the University has an effective safety, health, and environmental program.
- Ensures that the necessary resources are allocated to effectively administer and implement the program.
- Reinforces a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

1.2 Security Officer

- Ensure that the divisions under their administration are effectively implementing the University safety and environmental program.

- Include a safety review in at least one meeting with division reports annually.
- Recognize and reward excellence in safety performance by division reports.
- Reinforce a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

1.3 School Deans

- Ensure that the departments under their administration are allocating sufficient resources and are effectively implementing the University safety and environmental program through such activities as regular on-site visits and reviews of safety inspection reports.
- Review the department's safety program with each department head annually.
- Recognize and reward excellence in safety performance by HOD's and staff.
- Reinforce a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

1.4 Heads of the Department

General Responsibilities:

- Allocate sufficient budget and personnel resources to implement the University safety and environmental programs and policies.
- Convey a positive attitude toward the University safety and environmental programs.
- At least annually, or more frequently as needed, evaluate the effectiveness of department safety efforts by reviewing safety inspection results and injury reports as well as walking through each work area.
- Recognize and reward excellence in safety performance by department faculty and staff.
- Direct department activities such that protection of the safety and health of students, visitors, and employees, as well as the environment, is an integral part of each activity.
- Ensure that students, visiting scholars and scientists, and employees are informed of and fulfill their responsibilities within the University safety, health, and environmental protection policies and programs.
- Ensure that students, visiting scholars and scientists, and employees receive appropriate and timely safety and environmental information and training.
- Maintain up-to-date, and make available, all necessary written department safety plans, chemical inventories, and material safety data sheets.

1.5 Faculty, Managers and Supervisors

- Integrate safety measures into the daily activities of students, employees, and any other persons they supervise.
- Provide training and information to students, employees, and all others they supervise as requested by department administration and as required under University programs and policies.
- Review new equipment and procedures for recognized safety, health, and environmental hazards and take appropriate precautions before they are used or implemented.
- Investigate all incidents resulting in injury or property damage and report them to their HOD. Close calls must also be investigated and reported if they are found to have had the potential for personal injury or property damage. Enforce safety rules and review work areas daily.
- Maintain a written record of the content of each training session and the identification of the trainer and all attendees.

1.6 All Students and Employees

Each student and every employee is responsible for the safety of their own actions, both for themselves and for their co-workers. They are also responsible for attending all training and informational meetings as requested, following proper work procedures, wearing assigned or required personnel protective equipment, and reporting all hazardous conditions and incidents to their supervisor, instructor, or other applicable person. Employees are also expected to participate in the development of safe work procedures and methods of protecting the environment through their involvement with safety committees or other means of providing feedback to the University.

2 Emergency Action and Fire Prevention Plan:

2.0 Emergency Action and Fire Prevention Plan

This section contains general emergency response procedures to be followed in the absence of department- or facility-specific procedures. The supervisor or person responsible for the area where an emergency occurs is responsible for investigating all emergency incidents and reporting them to Environmental Health and Safety.

2.1 Building Evacuations

There are several types of actual and potential emergency situations that might necessitate a building evacuation including fire, explosion, chemical spill, gas leak, terrorist threats, etc. The evacuation alarm is primarily intended for initiating a general evacuation during fire emergencies. During emergencies other than fire, the possibility that occupants could enter a danger area (e.g., chemical spill in exit path, potential explosion area, exposure to gunman, etc.) while exiting the building should be considered before initiating the evacuation alarm. In those instances, where a general evacuation is not safe, the evacuation will have to be conducted room by room in buildings that do not have a public address system.

2.1.1 Instructor Responsibilities

At the start of each academic term, instructional staff are required to instruct students and other personnel who are occupying the instructor's area of responsibility on the proper procedures to follow in case the building must be evacuated. The following information must be included in the instructions:

1. The signal to evacuate the building in case of emergency is the building fire alarm.
2. Location of exits nearest to the classroom/lab. It is the instructor's responsibility to point out exit paths to students. Exit routes have been posted in all classrooms, class labs, and research labs.
3. Certain safety precautions that may be necessary before actually departing, such as: making experiments/reactions safe, shutting off gas, etc., if it is safe to do so.
4. Building elevators are not to be used for evacuation.
5. Evacuees are not to congregate in or around the building exits or doorways, evacuees must be at least 100 feet away from the building. A designated assembly area shall be determined by the instructor.
6. It is the responsibility of instructors to notify students in each class of the need to identify themselves (in private, if desired) if they will need assistance during a building evacuation due to disability, and to establish an evacuation plan for those identified. Such evacuation plans may include the buddy system and the use of safe refuge areas, places relatively resistant to smoke and heat within a building (for example hallway, or a stairway landing) where an occupant could wait until help arrives to assist in an evacuation.

2.2 Building Fires

1. Initiate a building evacuation using the nearest alarm pull station.
2. Dial 101 to notify Public Safety and request fire department assistance.
3. If the fire is small and you have been trained in the use of portable fire extinguishers, you may attempt to extinguish the fire.
4. Use the nearest safe exit route to exit the building. Close all doors on the way out to prevent the spread of smoke and fire.
5. After exiting, immediately proceed to a safe location at least 100 feet from the building.
6. Do not re-enter the building until the all-clear is given by Public Safety or the fire department.

2.3 Medical Emergencies

1. Evaluate the immediate area for potential safety hazards (fire, toxic or explosive gas vapours, etc.) or situations that may require moving

the injured to a safer location. Otherwise move the injured no more than necessary.

2. Dial 108 to notify Public Safety and request first aid assistance or an ambulance.
3. Provide emergency first aid as needed if you have been trained to do so.
4. If the injury involves exposure to a hazardous chemical, call the emergency room to offer the information as soon as possible.

2.4 Chemical Spills

Each employee responsible for an activity involving the use of a hazardous substance must prepare a written procedure to be followed in the event of a spill and communicate the procedure to any students, visiting scholars and scientists, and employees involved in the activity. The written procedure and associated training must include information on when to request outside assistance.

The following procedures are for chemical spills that cannot be handled safely by persons working in the area.

2.4.1 Developing Written Spill Response Procedures

Individuals that supervise the use or storage of hazardous chemicals and materials must develop written procedures for responding to a spill of those chemicals and materials. "Spill response procedures must prioritize human health and safety and clearly define the circumstances when a spill can be safely managed by on-site personnel and when it is necessary to seek outside assistance. HOD's must ensure that everyone who uses hazardous chemicals and materials is trained to manage spills and knows how and when to get outside assistance if necessary.

If a spill or release is immediately dangerous to life or health OR on-site personnel are unable to safely manage the spill, seek outside assistance as described below:

2.4.2 Spill of a Hazardous Chemical or Material Inside a Building

1. Evacuate everyone in the immediate area and close all doors as you leave. If there is a potential risk to others in the building pull the nearest fire alarm to evacuate the building.
2. From a safe location, call 108.
 - Give the dispatcher your location: e.g., Vignan University, Vadlamudi, Guntur Dt, Andhra Pradesh, along with the location on campus including the building name and room number.
 - Describe the situation, any injuries, and if there is a fire or potential for a fire.
3. Contact your supervisor. Explain what happened and tell them what is being done in response.

- It is expected that supervisors will ensure that the department safety officer, HOD, Faculty, dean is aware of the incident.
 - If you are unable to contact your supervisor, contact your departmental safety officer or unit leader (director, dean).
4. From a safe location, meet campus Public Safety and Police Services (PSPS) and other emergency first responders. Provide them with directions to the location of the spill/release and information about the spilled or released substance including:
- Name of substance(s), quantity released, and any known hazards;
 - A copy of the Safety Data Sheet(s), if available;
 - Other hazards that may be in the room / area.

2.5 Building Fire Safety

- Building occupants shall not obstruct or tamper with any safety features such as exit signs, Fire cylinders, alarm pulls, horns, and strobes, etc.
- Fire doors may not be propped open except with an approved magnetic interlock device.
- Stairwells shall be kept free of obstructions and shall not be used for storage, recycle containers, vending machines, etc.
- Hallways may not be used for storage of combustible materials, items that could inadvertently be moved into the traffic path during an emergency, or items that reduce the width of the hallway.
- Vending machines may not be located where they will reduce the width of a hallway or other building exit path during refilling operations and may not be located in stairways.
- Items may not be placed in hallways without approval from Facilities Management and Safety officer. Cabinets with doors or drawers will not be approved if the open drawer or door reduces the hallway width below the minimum required.
- A minimum 36-inch clear exit aisle must be maintained from each workstation.
- Special events must be planned so that displays and refreshment tables do not obstruct exits or exit access routes.
- Classrooms without fixed seating shall be set up to allow access to the exit door(s) from each row of seats.
- Additional occupants may not be accommodated in aisles, exit paths, or other portions of classrooms and other assembly areas provided with fixed seating.
- Open flames are permitted only in laboratories and other designated hot work areas unless a hot work permit is obtained
- Lighted candles are not permitted except in supervised dining areas, provided they are securely supported on a non-combustible base and the flame is protected.

3. General Safety:

3.0 General Safety:

3.1 Personal Protective Equipment

University students and employees may be required to wear personal protective equipment (PPE) as identified by department safety plans, job-hazard analyses, posted signs, written procedures, or regulatory requirements. It is the responsibility of all employees and students to wear the required personal protective equipment. It is the responsibility of the faculty/supervisor to make it available to employees, as well as students, vendors, and visitors, and to ensure that it is worn where required.

3.1.1 Selection of Personal Protective Equipment

Personal protective equipment requirements must be determined for each job or task assignment and will be determined by the supervisor or faculty member in charge with assistance from Environmental Health and Safety as needed or required. This determination must be documented in writing by the supervisor and a copy kept on file in the Safety committee. Once the appropriate PPE has been determined, its use is mandatory. It is the responsibility of the faculty/supervisor to ensure that proper training or other required prequalification has been implemented before the student or employee begins a task for which PPE is required. The following guidelines are intended to assist the faculty member or supervisor in selecting appropriate PPE. Additional information is available from Environmental Health and Safety.

3.1.2 Eye and Face Protection

Each affected person shall use appropriate eye or face protection if a hazard exists due to any of the following:

- Flying objects or particles
- Moving or dangling objects like slings and chains
- Dusts and mists
- Molten metal
- Liquid chemicals
- Acids or caustic liquids
- Chemical gases or vapors
- Glare
- Injurious radiation
- Electrical flash
- Any combination of the above hazards

A face or eye protector shall be in compliance with all of the following minimum requirements:

- It shall protect against the particular hazards for which it is designed.
- It shall fit snugly and shall not unduly interfere with movements of the wearer.

- It shall be capable of withstanding sanitizing.
- Care shall be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards.\
- Adequate protection against the highest level of hazard must be provided when multiple hazards are present.
- Operations involving heat may also involve optical radiation. Protection from both hazards shall be provided.
- Safety glasses or goggles must be worn under face shields.
- Caution should be exercised in the use of metal frame protection devices in electrical hazard areas.
- Welding helmets or hand shields shall be used only over primary eye protection.

3.1.3 Hand Protection

Each affected person shall use appropriate hand protection when their hands are exposed to hazards that may cause any of the following:

- Skin absorption of harmful substances
- Severe cuts or lacerations
- Severe abrasions
- Punctures
- Chemical burns
- Thermal burns
- Harmful temperature extremes

Selection of the appropriate hand protection shall be based on an evaluation of the performance characteristics of the hand protection relative to all of the following:

- The task to be performed
- Conditions present
- Duration of use
- The hazards and potential hazards identified

Selection of chemical-resistant gloves should be based on manufacturer-specific permeation and degradation data when prolonged contact is expected. Assistance in the selection of chemical-resistant gloves is available from most vendors and manufacturers.

3.1.4 Head Protection

Each affected person shall be provided with, and shall wear, head protection equipment and accessories in areas where a hazard exists from falling or flying objects, other harmful contacts or exposures, or where there is a risk of injury from electric shock, hair entanglement, chemicals, or temperature extremes.

Head protection equipment that has been physically altered or damaged shall not be worn or reissued to a student or employee.

A hat, cap, or net shall be used by a person where there is a danger of hair entanglement in moving machinery or equipment, or where there is exposure to means of ignition. It shall be designed to be reasonably comfortable to the wearer, completely enclose all loose hair, and be adjustable to accommodate all head sizes. Material used for a hair enclosure shall be fast dyed, non-irritating to the skin when subjected to perspiration, and capable of withstanding frequent cleaning. It shall not be reissued from one person to another unless it has been thoroughly sanitized.

3.1.5 Hearing Protection

When a noise exposure of 85 dB A (an environment where normal speech levels cannot be understood) is exceeded for any eight-hour time period, a hearing conservation program shall be established. If there are concerns that this action level of 85 dBA may be exceeded, Environmental Health and Safety should be contacted to make noise measurements and to assist in selecting appropriate noise abatement measures and establishing a hearing conservation program, if necessary.

3.1.6 Foot Protection

Each affected person shall wear protective footwear when working in areas where their feet are exposed to electrical hazards or where there is a danger of foot injuries due to falling or rolling objects or a danger of objects piercing the sole of the shoe. Safety shoes and boots which are not worn over shoes and which are worn by more than one person shall be maintained, cleaned, and sanitized inside and out before being reissued.

Where a hazard is created from a process, environment, chemical, or mechanical irritant that would cause an injury or impairment to the feet by absorption or physical contact—other than from impact—footwear, such as boots, overshoes, rubbers, wooden-soled shoes, or their equivalent, shall be used.

3.2 Working Alone

Students, visiting scholars and scientists, and employees may not work alone if the work involves exposure to hazards that are potentially life threatening, could inhibit self-rescue, could cause injuries requiring immediate assistance, or pose a fire or explosion hazard beyond the person's ability to respond effectively. Appropriate methods to address the need to perform such hazardous operations include the intercom communication to a nearby area, periodic supervisor inspections, periodic phone contacts, etc., as long as the method implemented is appropriate to the level of hazard and the required response time in the event of an incident. Each department is responsible for establishing a system and criteria for approving requests to work alone.

3.3 Hot Work

Hot work is any temporary activity involving an open flame or that produces heat, sparks or hot slag. This includes, but is not limited to, brazing, cutting,

grinding, soldering, thawing pipes, torch-applied roofing, and welding. Such activities will require the issuance of a Hot Work Permit before beginning hot work and adherence to the procedures.

3.4 Exposure to Blood-borne Infectious Diseases

Each department must determine if they have employees whose required job duties result in actual, or reasonably likely, exposures to human blood or other potentially infectious body fluids. If so, a blood-borne infectious diseases program must be established to protect them from exposure. The program will include a written compliance plan, employee training, the use of universal precautions, personal protective equipment, engineering controls, and offering the hepatitis-B vaccination series.

Employees who believe that their required job duties involve exposure to blood or other infectious materials should contact their supervisor to see if they should be part of the department blood-borne infectious diseases program. If the department does not have an existing blood-borne infectious diseases program, the supervisor should contact Environmental Health and Safety for information and assistance in determining whether a program is needed.

Students or employees who are concerned about potential exposure to blood-borne infectious diseases due to Good Samaritan activities may also contact chief Safety officer for information about protective measures that can be taken.

3.5 Asbestos in Buildings

Several older campus buildings were constructed using a variety of products containing asbestos fibers. These products most commonly include structural steel fire insulation, steam pipe fitting insulation, and floor tiles. Although some of the asbestos-containing materials have been removed, it is neither economically feasible nor prudent to attempt to remove it all.

Wherever asbestos-containing insulation is located above a suspended ceiling, only authorized and trained employees may lift or remove the ceiling tiles for any purpose. Maintenance or other procedures that have the potential for releasing asbestos fibers are not allowed except under controlled conditions by trained and authorized employees.

It is the responsibility of each department to inform employees of the existence and location of asbestos-containing products in their work areas and the health reasons for avoiding contact with, or disturbance of, asbestos fibers. Department officials should contact Estate manager for information on the types and locations of asbestos-containing materials in their building.

3.6 Safety and Health Training

Each department shall be responsible for providing safety orientation training for each new employee within five days of their start date. Additional training must also be provided as required for specific tasks and, depending on the task, may be required before the employee is permitted to begin work.

3.6.1 Training Responsibilities

- Individual department Heads, deans of schools, and directors are responsible for ensuring that safety training is provided for all employees, as appropriate.
- Supervisors and faculty members are responsible for providing training to employees and students under their supervision and are responsible for requesting Chief Safety officer assistance when needed.
- Employees are required to attend all safety training provided for their employees.
- Safety committee is responsible for providing the safety portion of the training associated with the use of forklifts, respirators, portable fire extinguishers, shipping and receiving dangerous goods, and asbestos work. Other training may be requested on a case-by-case basis.

3.6.2 Qualifications, Training Content, and Record Keeping

Except where the qualifications of the trainer are specified in a regulation or standard, HOD's may assign training duties to knowledgeable employees as appropriate. Likewise, the content of the training may be determined by the trainer, except where specified in a regulation or standard.

Safety committee should be consulted to determine whether the training content is specified under a particular regulation and can assist with content and training materials and aids.

All safety training shall be documented in writing and a record retained for a period of no less than two years for annual training and for the duration of employment for one-time training.

3.6.3 Training Topics

Every employee, including student, temporary, and part-time employees, shall be given safety orientation training before beginning any job assignments. The safety orientation should include general information about emergency response procedures, how to report injuries, how to obtain emergency assistance, and how to get additional safety information.

Additional training may be required by specific safety and health standards before an employee is assigned to perform tasks covered under the standard. Examples include heavy equipment operation, electrical work, exposure to blood-borne pathogens, work with radioisotopes, chemical laboratory work, respirator use, hazardous materials shipping and receiving, and many others.

All departments are responsible for contacting Environmental Health and Safety to assist them in determining what type of safety training is required and appropriate for their employees.

3.7 Incident and Injury Investigations and Reporting

Supervisors, including faculty, laboratory managers, office managers, etc., are responsible for investigating and reporting incidents involving injury or property loss in their area as well as close calls or "near misses." The HOD will complete a Incident and Injury Investigation Report and submit a copy to Safety

committee. The form also serves as a helpful investigation guide.

Incident investigations typically involve a review of the location as well as interviews of all who were involved in or observed the incident. Emphasis should be placed on identifying the underlying causes of the incident rather than placing blame. The investigation is not considered complete until all actions that will prevent recurrences have been identified. Corrective actions taken as a result of the investigation should be documented.

4. Environmental Protection:

4.0 Environmental Protection

4.1 Waste Disposal

Numerous types of wastes are generated at the University, and their disposal is regulated under a variety of National, state, and local laws and regulations. The following is a general description of most waste streams and how they are regulated and disposed of. Safety committee should be contacted for specific information regarding proper waste disposal procedures.

4.1.1 Office Waste

VFSTR solid waste rules regulate the disposal of solid office waste, which includes such things as paper, cardboard, textiles, etc. These items may be placed in wastebaskets and the large trash receptacles outside each building. Office equipment and machines, furniture, and liquid wastes may not be disposed of in these office waste receptacles.

4.1.2 Sewer Waste

VFSTR regulates the disposal of wastewater from kitchens, bathrooms, and work areas. The intent of the ordinance is to avoid the accumulation or release of toxic or flammable vapors within the system and to prevent damage to the treatment plant or contamination of the environment. Solvents, cleaners, and other substances that are not intended for use in the fixtures connected to the sewerage system may not be disposed of in any drain without prior approval from Environmental Health and Safety.

4.1.3 Old Furniture and Equipment

VFSTR solid waste rules for scrap metals apply to the disposal of metal furniture and equipment or components. As long as the scrap does not include other regulated substances like mercury, PCBs, or oil, it can be disposed of by contacting the house keeping for removal. Also contact the house keeping supervisor for disposal of wood or plastic furniture and large pieces of wood. Equipment or components containing circuit boards, cathode ray tubes, mercury, PCBs, or other hazardous substances may not be disposed of with other materials in this category.

4.1.4 Lighting, Computers, and Monitors

VFSTR regulate the disposal of computers, video monitors, televisions, and fluorescent lights. Facilities Management coordinates the disposal of all fluorescent light tubes at the University unless they are broken. Broken fluorescent light tubes are disposed of as hazardous waste through Safety

committee. Contact Central Stores for disposal of all fluorescent light tubes, computers, video monitors, and televisions. Computers without batteries or monitors may also be disposed of as scrap metal by contacting the Facilities Grounds Department.

4.1.5 Laboratory Waste

Laboratories generate a number of waste streams that include medical waste, hazardous waste, liquid industrial waste, broken glassware, empty containers, chemical spill cleanup debris, and supplies. Prior approval must be obtained from Chief Safety officer before any laboratory waste, except for office-type wastes, may be disposed in drains or placed in wastebaskets or outdoor receptacles. Once appropriate waste collection procedures have been implemented, a waste chemical may be disposed of by submitting a completed collection request form available Safety committee, which will pick up the waste, place it in temporary storage, and then arrange for its disposal.

Broken glass must be collected in a designated broken glass container; labels on empty reagent containers should be defaced prior to disposal in the regular trash.

Electrical Safety

5.0 Electrical Safety

5.1 Portable Equipment, Tools, and Appliances

All portable devices must be UL-listed for the intended use. In addition, tools that are not double insulated and appliances with metal housings must be grounded. Electrical cords must be free from damage, unauthorized repairs, and deterioration. Portable tools or devices used in wet or damp locations or near a source of water must be protected by a ground fault circuit interrupting (GFCI) outlet or adapter.

5.2 Fixed and Hardwired Equipment

A local disconnect capable of being locked out must be provided. All persons performing maintenance and repairs must be qualified and authorized by the University to do so and follow all the applicable provisions of the University.

5.3 Extension Cords

The use of extension cords is restricted to portable equipment intended to be moved from place to place. Items that are capable of being moved, for example a desktop computer, but are part of a fixed workstation are not considered portable. Surge protection devices are not considered to be extension cords when used to protect sensitive electronics.

Extension cords may not be used as an alternative to fixed wiring or to extend the existing electrical supply capacity of a work area. Instead, request that Facilities install additional outlets.

Never combine extension cords end to end and always verify that an extension cord is rated for the maximum capacity of the load to be applied and for the environment in which it is to be used. Do not run an extension cord under carpeting or where it will be damaged or cause a tripping hazard.

5.4 Electrical Safety-Related Work Practices

Employees who face a risk of electrical shock that is not reduced to a safe level by the installation design must be trained in the safety-related work practices that pertain to their respective job assignments. Job titles of employees typically requiring such training include but are not limited to: electrical and electronics engineers, electrical and electronics technicians, electricians, equipment operators, welders, painters, and their supervisors.

Unauthorized persons shall not tamper with electrical fuse boxes, alter existing wiring, or install electrical wiring. Facilities Management authorizes, in writing, those personnel specifically permitted to work on campus electrical circuits.

6. Equipment Safety

6.0 Equipment Safety

Departments purchasing new or used equipment are responsible for ensuring that all required and necessary safety guards and systems are in place and properly functioning before using the equipment. Employees and students are responsible for replacing any guards that have been removed for maintenance or adjustments before operating the equipment and for reporting any missing guards to their supervisor so they can be replaced before the equipment is put back into operation.

6.1 Grounds Keeping and Heavy Equipment

Grounds keeping and heavy equipment including lawn tractors, end loaders, dump trucks, and road graders, must be operated and maintained according to the manufacturer's instructions. Operators must be trained according to the manufacturer's operating instructions.

6.2 Metalworking and Woodworking Machinery

Employees who work in metal or wood shops must be qualified by education and/or apprenticeship in the operation of the equipment and must also be trained according to the applicable standards. Operators should also be familiar with and follow the manufacturer's operating and maintenance instructions. Adequate space must be provided for aisles, layout, material handling, and machine setup and maintenance.

6.3 Welding and Cutting

Only employees who have been properly trained and authorized by their supervisor may perform welding and cutting operations using electrical or fuel-operated equipment. In addition, authorized employees must also be trained in the safe operation of the equipment, and the University Confined Space Entry and Hot Work programs. In addition, the supervisor shall select and provide personal protective equipment according to the requirements of Safety Standards for welding and cutting operations.

6.4 Department-Specific Equipment

Departments are responsible for establishing safe operating and emergency response procedures and training for students and employees who operate or

work near hazardous equipment. Examples of hazardous equipment include high-energy magnets, robots, injection moulding machines, power presses, pressure vessels, lasers cryogenic gas storage, and delivery systems, etc.

6.5 Lockout of Hazardous Energy Sources

Employees authorized by the University to perform maintenance or repairs on machines and equipment in which the unexpected energization or startup could cause injury must be trained in accordance with the provisions of the University norms for authorized employees. All other employees who operate or work near such machines or equipment must be trained in accordance with the provisions of the University's Hazardous Energy Control Program for affected employees.

Each department responsible for the operation of machines or equipment that could cause injury due to unexpected energization or startup during maintenance or repairs is responsible for establishing a written lockout procedure for each machine. Either the written lockout procedure or directions to its location must be posted where it will be visible from the point of operation of the equipment.

Laboratory Safety rules/norms

I agree that I will follow the safety rules and norms laid down by the University while working in the laboratory. In case of any mishap or accident the University shall not be held responsible.

SAFETY RULES

- All the students to note that they will not be allowed to enter the lab without a lab coat.
- Always wear a lab coat in all labs.
- Always wear safety gloves.
- Always wear safety goggles.
- Always leave your work station clean and in good order before leaving the laboratory.
- Always keep solids out of the sink.
- Always wear sensible clothing including footwear.
- Do not wear long hair loose, it must be tied back.
- Always wash your hands before you leave the lab.
- Do not attempt unauthorized experiments or procedures.
- Do not eat or drink in the lab at any time.
- Do not expose electric sparks, open flames and heating elements to organic solvent vapours.
- Do not leave your assigned laboratory station without permission of the teacher.
- Learn the location of the fire extinguisher, eye wash station and first aid kit.
- Always be careful when transferring, distilling or refluxing volatile liquids.
- Do not leave a reaction unattended.

- Do not leave shelf bottles open.
- Do not pipette with your mouth, use pipette bulbs.
- Do not point a test tube being heated at another student or yourself. Never look into a test tube while you are heating it.
- Do not pour water into concentrated acid. Pour acid slowly into water, stirring constantly. Mixing acid with water is often exothermic.
- Do not taste or smell chemicals.
- Always dispose of waste and broken glassware in proper containers.
- Always avoid inhalation of fumes directly.
- Always avoid spreading microorganisms throughout the laboratory.
- Always dispose off waste properly and in a timely manner and according to the instructions provided in your lab manual. If you are not sure, please ask your teacher for the proper method of disposal.

Safety:

Tips on staying safe while you are here International students are expected to abide by all the rules of the University as well as the laws of the country. The code of conduct that is applicable to Indian students studying in the same course is applicable to them as well. Avoid risk. Please be aware that you are in a foreign country.

DO'S:

You are advised:

- To conduct yourselves in the Campus, hostels and in other premises of the University in a dignified and courteous manner.
- To follow decent and appropriate dressing manners in the classroom and outside.
- To access all educational opportunities and benefits available at the Campus and make good use of them.
- To respect the laws of the Country as well as the norms of the University.
- To respect the cultural and social values nurtured and followed by people of this country.
- To keep a low profile and avoid loud conversations or arguments.
- To avoid public demonstrations and other civil disturbances.
- To pay extra attention to your surroundings especially when you are off-campus.
- To carry an identity card issued by the University. When you go outside the Campus, do not forget to carry copies of your passport as well as a copy of the residential permit issued by the Office of the Foreigners' Registration Office.

DONT'S:

- Do not walk alone after dark and avoid unlit areas.
- Do not carry more cash than you need and stay away from strangers in any cash/banking transactions.
- Do not discuss travel plans or other personal matters with strangers.
- Do not use mobile phones in the classrooms, library examination halls, etc.
- Do not involve in activities considered as ragging which is a criminal offence.
- Do not possess or use weapons, explosives or anything that causes injury/damage to the life and limb or body of any human being or property.
- Rash or negligent driving of vehicles in the Campus is prohibited. Do not drive without a proper driving license. You need a driving license to drive even a two-wheeler.
- Do not indulge in any conduct which leads to lowering of the esteem of the University.
- Do not possess or consume alcoholic intoxicants inside the campus. Possession and use of prohibited drugs is considered a severe breach of discipline and a criminal offence. Smoking is prohibited within all UoH buildings. Any act within the campus that may violate or spoil the academic atmosphere in the University will not be tolerated. Students found guilty of such offences will be dismissed and sent back to their country without any cost to the University.

Anti-social and anti-national activities, misbehaviour, violence and unethical activities involving international students will be dealt in accordance with state and central laws that are in force. The University will not take responsibility for any criminal or non-criminal acts committed inside or outside the campus by the international students.

1.48 POLICY FOR THE ADMINISTRATION OF ADVANCE RESEARCH CENTRE (ARC) – AMMPC (FORMERLY CALLED COEXAMMPC)

I. Restructuring the Functioning Body:

The functioning body of the Advance Research Centre (ARC) will be restructured as given below:

- i. One Centre Head, ARC – Preferably a Professor from the Department of Sciences & Humanities with sound research experience to be appointed by the Vice-Chancellor, on rotation basis, once every two years.
- ii. The Centre - In-Charge, Dr. N. Satya Vijaya Kumar, Assistant Professor should continue as hither-to-fore.
- iii. Instrument-in charge (s) based on number of instruments/types of instruments to be identified by the Centre Head from the available faculty in VFSTR, in consultation with Dean PCF. Honorarium may be given.

- iv. Two full time Research Scholars from Sciences & Humanities to be attached with ARC by Dean, AS&H to ensure proper administration.
- v. Two Lab Assistants / Lab Technicians to be provided by the office of registrar for support services.

II. Monitoring the functional efficiency of Advance Research Centre (ARC)(Functional Audit):

The functional efficiency of Advance Research Centre (ARC) shall be audited periodically by a Monitoring Committee as given below: -

Monitoring Committee: -

- a) Dean R&D(nominee of the Vice-chancellor) - Chairman
- b) Assistant Registrar (General Administration)
(Nominee of the Registrar) - Member
- c) Three Professors/ Associate Professors - Members
(one each to be nominated by Dean S&H,
Dean BT and Dean Core Engineering)
- d) Head Advance Research Centre (ARC) - Member Secretary

III. Dedicated Fund Allocation for Maintenance of Infrastructure / Equipment / Instruments:

The allotment of budget to Advance Research Centre (ARC) will be done based purely on Annual performance of the centre. The Centre Head should submit the Annual report of Advance Research Centre (ARC) for the last financial year to the Monitoring committee for their recommendation & subsequent approval by the Vice-Chancellor.

Fund allocation for the next Financial Year will be made by the Vice-Chancellor through the Finance officer.

1.49 VFSTR - CORPORATE TRAINING POLICY

Preamble:

Vignan's Foundation for Science, Technology and Research is dedicated to fostering a culture of continuous learning and professional development. Our Corporate Training Policy aims to provide tailored training programs that meet the diverse needs of professionals from various sectors, including industry, government, private non-profit organisation and academia. By empowering individuals to enhance their skills and knowledge, we aim to support their professional growth and career advancement.

Through our Corporate Training Policy, VFSTR is committed to empowering professionals across diverse sectors to thrive in their careers, contribute to organizational success, and make a positive impact on society. Our training programs are designed to equip individuals with the skills, knowledge, and confidence needed to excel in their roles and achieve their professional goals.

1. Key Objectives of Corporate Training:

Corporate training programs for professionals across various sectors typically include:

- a) **Skill Enhancement:** To equip professionals with the necessary skills and competencies to excel in their fields and adapt to changing industry dynamics.
 - i. **Upskilling:** Providing training to acquire new skills or upgrade existing ones.
 - ii. **Knowledge Refreshment:** Keeping professionals updated on industry trends and best practices.
- b) **Career Advancement:** To support professionals in achieving their career goals and realizing their full potential.
 - i. **Professional Development:** Supporting individuals in achieving their career goals and aspirations
 - ii. **Leadership Development:** Providing training for aspiring leaders and managers.
- c) **Interdisciplinary Collaboration:** To foster a collaborative learning environment that encourages knowledge exchange and innovation across diverse sectors.
 - i. **Knowledge Sharing:** Fostering the exchange of ideas and experiences across different fields.
 - ii. **Innovation:** Encouraging cross-functional collaboration to drive innovation and problem-solving.

2. Scope of Corporate Training Programs:

We collaborate closely with organizations to design customized training programs that address their specific needs and objectives. Our tailored approach ensures that our training solutions are highly relevant and deliver maximum value.

- a) **Technical Skills Training:** Training programs encompass a wide range of technical skills, catering to professionals in IT, engineering, healthcare, finance and other industries. We offer tailored workshops, courses, and training sessions designed to meet specific technical skill requirements.
- b) **Leadership and Management Development Programs:** Our leadership and management development programs cultivate essential skills for aspiring leaders, including strategic thinking, decision-making, and team management. We equip professionals with the tools to drive organizational success and achieve their career aspirations.
- c) **Soft Skills Training:** Our soft skills workshops focus on developing essential interpersonal competencies, including communication, teamwork, critical thinking, problem-solving, and emotional intelligence. We empower individuals to enhance their communication and collaboration skills, navigate workplace challenges effectively, and build strong relationships.

3. Implementation, Monitoring and Assessment:

- a) **Expert Delivery:** Our training programs are designed and delivered by subject matter experts with extensive experience in their respective fields.
- b) **Flexible Learning Options:** We offer a variety of learning formats, including on-campus, online, and blended learning, to accommodate diverse participant needs.

Strategic Partnerships: Collaborations with industry, government and non-profit organizations enhance the reach and impact of our training initiatives.

- c) **Continuous Improvement:** We actively gather feedback to assess the quality, relevance and effectiveness of our training programs, enabling ongoing refinement.
- d) **Impact Measurement:** Key performance indicators track participant progress, career advancements, skill acquisition and the positive impact of our training on organizations.

4. General Principles of Corporate Training:

- a) Corporate Training and related assignments can be taken up by faculty members of departments/schools of VFSTR.
- b) The faculty member of the VFSTR involved in Corporate Training are referred as Training Consultant (TC) and the industry or private party or any other outside agency seeking consultancy is referred as the Client / Beneficiary.
- c) Faculty members may undertake training aligned with their areas of expertise.
- d) The Training Consultant (TC) may co-opt additional team members with relevant expertise and competence as Co-Consultants (CCs) to support the consultancy project.
- e) It shall be the responsibility of the Training Consultant to get training completed satisfactorily within the sanctioned grant and duration.
- f) The client which assigns the corporate training usually approaches the Institute through an individual or School Dean or Head of Department or a functionary of the Institute (i.e., Dean (R&D) or Director).
- g) When an individual is approached for the work, he/she will be normally the Training Consultant. If the project is referred to a functionary, it will be marked to School Dean or Head of Department for circulation to the Department faculty members as per their area of specialization to identify the Training Consultant.
- h) The Training Consultant shall submit the proposal for any corporate training to the Dean Research & Development and the same shall contain the following:-
 - i. Names of Training Consultant and other Co-Consultants
 - ii. Scope and type of the training

- iii. Financial details
- iv. Copy of the letter from the Client.

All remuneration for corporate training should be received by demand draft or electronic transfer in favour of "VFSTR - MISCELLANEOUS" payable at Guntur and individual faculty member should not receive any cash directly.

- i) The office of the Dean Research & Development (ODRD) shall be the nodal office for all the corporate training in the institute. All the projects shall bear the Corporate Training Identification Number (CTIN) after the initiation of the training and all the reports sent to the client shall have the CTIN from the ODRD.
- j) Faculty members must obtain prior approval from VFSTR before undertaking any corporate training and the format (Annexure 3) for Approval for corporate training can be used.
- k) Corporate training must not interfere with the faculty member's primary academic responsibilities. The corporate training services are subject to the condition that they do not interfere with the normal teaching/research work in the Institute and other duties of the faculty/staff member(s) concerned.
- l) For small or day-to-day works Proforma Invoice / Invoice (Annexure 2A & 2B) can be used.
- m) Consultants must maintain the highest ethical standards and avoid any activities that could compromise the institute's reputation or create conflicts of interest.

5. Proposal Screening and Progress Report:

- a) Corporate training proposals should be initiated by external clients and submitted directly to the relevant faculty member or department or school at VFSTR.
- b) The proposals must be routed through the Head of Department and School Dean to the Dean of Research and Development for approval.
- c) The Dean of Research and Development shall evaluate the proposal and submit recommendations to the Registrar for final approval.
- d) The competent authorities shall assess the potential workload implications of the corporate training on the faculty or department or school before approving the proposal.
- e) Faculty members must prioritize institutional commitments over corporate training and avoid neglecting their regular duties.
- f) The corporate training fee must be clearly outlined in the client's proposal.
- g) All financial, contractual and operational aspects of the corporate training, including budget allocation, timelines, and legal considerations, must be formally documented and agreed upon by all parties involved.
- h) The Registrar will issue the final approval letter following the Vice-Chancellor's consent.

- i) Upon completion of the corporate training, consultants must submit a final report, audited financial statements, a client satisfaction certificate, and other relevant documentation to the Dean of Research and Development.

6. Manpower:

- a) Hiring of casual staff/labour: The P.I can hire casual staff and /or casual labour as per approved rates of the Institute.
- b) For hiring special skilled service, the PI may decide and pay as per the requirement of the consultancy services. The service under this category will be purely on temporary and need based.
- c) Use of Existing Staff: Existing regular Staff of Laboratory/office such as technicians / lab attendants who may be available without affecting Department schedule may be considered subject to the requirement of the project and availability of such staff.
- d) The total amount payable under this section shall be covered within the limit of project cost.

7. Travel:

- a) Consultant(s) may be granted academic leave up to 3-5 days during a financial year for work related to Industrial Corporate Training as per Institute norms.
- b) The TC and CCs must obtain prior approval from their respective Head of Department and School Dean for all travel related to consultancy work.
- c) Daily Allowance (D.A) / Travelling Allowance (T.A) shall be reimbursed based on either University regulations or the terms outlined in the corporate training agreement between the client and TC, and will be charged to the project budget.
- d) Approval of the Vice-Chancellor through Dean (R&D), will be required for air travels.

8. Permitted Level of Corporate Training:

- a) A faculty member may be allowed to spend normally a maximum of one day per working week i.e. maximum of 52 days during the calendar year for corporate training.
- b) In exceptional cases, faculty members may be granted permission to exceed the prescribed duration limit. Such requests must be formally recommended by the Dean of Research and Development and approved by the Vice-Chancellor.

Remuneration paid to an individual faculty member for corporate training as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University Development Fund/ Career Development Fund (CDF) as a top-up.

9. Distribution of Corporate Training Revenue:

- a) In view of encouragement, the revenue generated from the corporate training offered by VFSTR personnel to any company / institute shall be shared between the consultant and VFSTR based on the training location in the following ratios:

Item	At Client location	At VFSTR
Total Corporate training Charges (CC)	CC	CC
TDS	TDS	TDS
Total contracted amount (T)	(CC-TDS)	(CC-TDS)
Overall corporate training expenditure (OCE)	OCE	OCE
Balance amount for distribution (X)	(T-OCE)	(T-OCE)
Institute corporate training overhead (ICO)	10% of X	20% of X
Amount to be distributed by consultant (P)	90% of X	80% of X

- b) **Distribution of the corporate training charges (P)**

i.	Marketing overhead (if applicable)	9.6%
ii.	Lab Technician / Non-Teaching Staff concerned (if applicable)	10%
iii.	TC Share	80.4%

NOTE:

- For all matters not covered in this document, as a general principle, Dean (R&D) may be approached for consideration on case to case basis and the decision of the Vice-Chancellor will be final and binding.
- These guidelines may be periodically reviewed and amended to align with VFSTR's evolving strategic objectives.

1.50 POLICY ON UPGRADATION OF FACILITIES

Introduction:

VFSTR aims at providing the best infrastructure to the young generations for the conduction of the laboratory experiments and for upgradation of the knowledge. Students use the lab equipment daily for practice sessions and also for doing interdisciplinary projects/ socio centric projects/ minor projects and final year projects. As the main aim of the university is to provide the best and latest equipment for the academic, research and knowledge upgradation purpose, VFSTR has a policy for upgradation of infrastructure.

Usage of IT products/ equipment:

The IT product/ equipment should be used in the specified manner as described in the manual. The equipment should be used for academic and research purpose only. Students have to enter their details in the log register before usage of the equipment. The equipment is used as follows:

- Regular laboratory students for practice sessions.
- Students who are interested in academics/ research purpose can use the lab facilities from morning 08:00AM to 08:00PM.
- Students doing inter disciplinary/ socio centric/ minor projects and final year projects.
- Ph. D scholars and staff for research purpose.

IT product/ equipment upgradation

The IT products/ equipment is frequently checked for a month. Lab technician under the supervision of lab incharge of the corresponding lab, checks the status of IT products/ equipment in the lab. The status of the IT product/ equipment is maintained in the stock register. The status of all equipment in the department is supervised by the Deputy HoD of the concerned department periodically for every three months.

If any IT product/ equipment is to be upgraded, the lab incharge of the concerned lab provides the budget proposal to the Deputy HoD of the concerned department. Deputy HOD and HoD of the department provide the proposal for the upgradation of the equipment to the School Dean.

The IT products / equipment can be upgraded on following grounds:

Technically Obsolete IT Products/ Equipment:

- Completed 5 years lifespan and not in working condition
- Completed 5 years lifespan and technology outdated affecting performance and output that is expected out of it.
- Package Software can only be disposed by declaring it as technically obsolete when no more updates or support available from OEM (Original Equipment Manufacturer).

Beyond Economical Repairs (BER) IT Products / Equipment:

IT products/ equipment can be declared BER when these Products/ Equipment cannot be upgraded or maintained economically/ warrant extensive repairs and replacement of sub- assemblies / accessories and the combined cost of which exceeds certain percentage (say 50%) of the current cost of an equivalent system. The same can be ascertained from the vendor who is giving Annual Maintenance Contract (AMC) support.

Non-Repairable IT Products / Equipment:

IT products / Equipment can be disposed due to non-availability of spare parts.

Physically Damaged IT Products / Equipment:

IT products / equipment that have been damaged beyond repair due to fire or any other reasons beyond human control can be disposed as physically damaged.

As the IT products are being upgraded, the equipment which is not working on the basis of above said grounds can be disposed.

Mode of Disposal:

The mode of disposal may be considered either by Buyback or Disposal as decided by the University e-Waste Disposal Committee (UDC).

Norms for Identifying e-Waste

- Life-cycle period of minimum five years must have elapsed with due usage and valid AMC.
- System is either not in working condition or technically obsolete.
- Unable to handle the present requirements, unable to install Operating System / Application Software etc.
- Beyond Economically Repairable condition.
- Non-Repairable.

The damaged IT product/ equipment is entered into the dead stock register after replacing with the new one.

Tables/ Chairs upgradation

VFSTR mainly concentrates on providing the good facilities to students. All labs are provided with tables and chairs for students to conduct experiments either using systems/ hardware components.

Lab technician regularly monitors the tables and chairs in the lab. If any table/ chair is to be damaged, a complaint is made in the VIMS portal. The technician of workshop replaces the damaged part of table/ chair. If the damage cannot be replaced even after repair, it is brought directly to the notice of the Deputy HoD.

Lab infrastructure like tables/ chairs are upgraded based on the following grounds:

- Completed lifespan of 10 years.
- Beyond economical repairs.
- Physically damaged and repair cost is 50% of actual furniture cost.

The damaged table/ chair is entered into the dead stock register after replacing with the new one.

Chemicals/ Hardware components upgradation

VFSTR provides knowledge to students in various disciplines like Computer Science, Electronics, Electrical, Mechanical, Physics, Chemistry, Pharmacy, Biotechnology. Lab technicians in the labs related to Chemistry, Pharmacy and Biotechnology continuously monitor the chemicals that are used in their labs.

The chemicals are upgraded on the following grounds:

- Chemicals whose expiry date is completed during the status updation.
- Chemicals that are causing reactions even after taking safety measures.

- Chemicals in the laboratory are upgraded for every 2 years.
- If any chemical is out of stock for conduction of experiment.
- Chemicals are upgraded for conduction of new experiments as the regulation changes.

The status of the hardware components/ machinery/ tools in the departments of Electronics, Electrical, Physics, Mechanical and Civil is to be maintained in the stock register.

The hardware components/ machinery/ tools are upgraded on the following grounds:

- If the hardware components/ machinery/ tools lifespan is completed.
- If the hardware components/ machinery/ tools doesn't provide correcting reading during test even after several repairs.
- The hardware components/ machinery/ tools are upgraded for every five years.
- The hardware components/ machinery/ tools are damaged and repair cost is more than 50% of item cost.

Transport Vehicles upgradation

It shall be the responsibility of the Head of Transport Technical Team in consultation with the Transport Committee to recommend the purchase of new vehicles to the University administration. The Head of the Transport Technical Team shall set out the required vehicle specifications and extra equipment

Operating Procedure:

- All vehicles will be pooled and garaged at the Property and Campus Management Compound and any authorised location as approved by the Vice-Chancellor.
- For the use of any university vehicle, a booking will be made by Departments and Schools through the Transport Officer and will be recorded in an appropriate Vehicle Booking Log by the Transport Officer.
- The authorised driver will be provided with the accountable items for the vehicle by the Transport Officer.
- At the completion of the period of authorised use, the authorised driver will complete the trip record in the vehicle log, return the accountable items to the Transport Officer, report any Notifiable Event, provide any receipt of expenditure and advise on the current location of the vehicle.

Driving Hours

Drivers driving University Vehicles shall not drive for more than 500km or 8 hours in a single day. However, after four hours of continuous driving the driver, shall take a mandatory 30 minutes rest.

The vehicles are upgraded on the following grounds:

- If vehicle lifespan is completed.
- The vehicles are upgraded for every fifteen years.

Members:

1. Dr. Shaik Jakeer Hussain, Dean-Infrastructure, Planning & Monitoring
2. Dr. G. Srinivasa Rao, Dean R&D
3. Dr. B. Nageswara Rao, Director, E-Cell
4. Dr. Y. Ravi Sekhar, Dean-Technology Development
5. Dr. M. Karthikeyan, HoD-Dept. of Civil

1.51 VFSTR PRIVACY POLICY

Vignan's Foundation for Science, Technology and Research (Deemd to be University) has a responsibility to provide and maintain confidentiality of all faculty, staff and students. The purpose of this policy is to maintain full privacy of the personal information of students, Teaching and Non-teaching staff. The authorities of the university never misuse any of the personal information.

The authorities of the university may collect information from the students, Teaching and Non-Teaching staff only after the concurrence from them. Any relevant information is to be protected with care and security.

The authorities of the university may collect the name, gender, email address, postal address, telephone number, mobile number, bank account details and all original academic certificates. All this data is to be preserved confidentially.

The actual data is to be stored securely in the Document Centre which may be accessed by concerned authorities of the University and not make it available to any unauthorized third parties.

Under no circumstances the university shall share the personal information of the staff & students without their consent. The authorities of the university reserve the right to communicate the personal information to any third party that makes a legally-compliant request for its disclosure.

Part - III
PROCEDURES

PROCEDURES

1.1 RECRUITMENT

The rules and policies regarding recruitment and promotion are as per UGC/AICTE and Vignan's Foundation for Science, Technology & Research(VFSTR).

The UGC/AICTE VI pay scales are implemented periodically.

Additional increments are given to staff members who excel in academics and research.

Recruitment Procedure:

1. Vacancy position: Total vacancy positions department wise should be collected
2. Advertisement: In leading News Papers requesting the eligible candidates as per UGC/AICTE norms to apply within a given time.
3. Applications: The Resumes and supporting documents will be collected from the candidates for verification.
4. Listing: After the applications are received, a list will be prepared highlighting the eligibility, Qualification and experience.
5. Shortlisting: Will be prepared as per the requirements of the individual department.
6. Expert Body: An expert panel consisting of Vice-Chancellor, Registrar, HOD, one Internal subject expert and External subject expert nominated by University will be formed.
7. Call Letters: Eligible Candidates will be called for interview.
8. Interview: Discussions with the candidates to know their potentials, strengths, teaching skills etc., will be conducted.
9. Selection: Based on the performance and requirement, selection list in the order of merit will be prepared.
10. Offer Letters: Offer Letters are issued to selected candidates.
11. Appointment Letters: Appointment Letters will be issued to the candidates accepted Offer Letters.
12. Duty report: Selected Candidates should report to the duty on or before the given time.

1.2 PROCEDURE FOR SEEKING FINANCIAL APPROVAL AND SANCTION STAGES OF PROCESS – TRAINING PROGRAMMES VFSTR

There is dire need to develop a culture of taking up cases on file and processing the same through various stages of approval. Keeping the above in view, a set of guidelines has been formulated. Though the guidelines can be adopted for any case which needs the approval of higher authorities namely the Vice-Chancellor, Chairman, as the case may be, the undermentioned eight stages of process needs to be adopted henceforth, scrupulously, for conduct of any training programme in the University: -

- Stage I : Detailed justification of the training programme be made by the Training Dept. along with various other components of training namely selection of vendor, budget, etc.
- Stage II : Discuss the programme in the DDH meeting and seek the approval.
- Stage III : Submit the case after incorporating the necessary charges, if any, recommended in the DDH meeting, to the Vice-Chancellor for approval, through the Registrar.
- Stage IV : Obtain sanction of the Registrar.
- Stage V : Conduct of Programme, as per schedule and record of events day wise and a consolidated statement / report prepared by Dean-Training & Placement.
- Stage VI : Measurement of outcomes of the training program by the Training department
- Stage VII: Submission of the outcomes of the programme to the Vice-Chancellor through the Registrar and discuss the same, threadbare, in DDH meeting.
- Stage VIII: The lessons learnt should be incorporated in the next training programme, as and when it is scheduled, with the approval of the Vice-Chancellor.

1.3 GUIDELINE FOR THE SPONSORSHIP OF FACULTY MEMBERS TO PURSUE PH.D. UNDER QUALITY IMPROVEMENT PROGRAMME (QIP)

1. The faculty member (herein called the candidate) should have an M.Tech. degree in the relevant discipline and a minimum three years of teaching experience in Vignan University as Assistant Professor or equivalent to be eligible to apply for Ph.D under QIP.
2. The application should be submitted to the Director, DET. The Director, DET shall scrutiny the applications on the basis of merit, experience and the requirement. He/She shall submit then to the Registrar with his recommendation. The registrar shall forward the shortlisted applications to the respective QIP centres of IITs. The applications of the short-listed candidates will be forwarded by the University to the QIP Office.
3. The candidate called or the interview by the institution approved as QIP centre by competent authority will be permitted to appear for the interview on official duty.

4. The selected candidate by the QIP centre will be sponsored by the University for a maximum period of three years at the institution where the candidate offered admission for Ph.D.
5. During the sponsoring period of three years, the candidate will be paid 50% of the gross emoluments drawn by the candidate at the time of his/her joining in Ph.D. Programme every month. Besides this, the candidates will receive a specified additional amount from the institute where the candidate is admitted.
6. The remaining 50% of the salary per month for three years during which the candidate is pursuing research will be paid to the candidate after successfully completing Ph.D. and has joined back in the University. The amount will be paid every month over a period of three years together with the salary he/she is entitled after his/her re-joining in the University.
7. The candidate will submit the progress reports for every six months to the Director-Research of the University with the approval of the guide at the QIP institute.
8. If the candidate discontinues from Ph.D. Programme for any reason whatsoever, he/she will have to return the entire amount paid to him/her by the University during the period of sponsorship and other commitments from the University become null & void.
9. If the candidate could not complete Ph.D. within the stipulated period of three years at the QIP institute due to valid reasons, he/she may join in the University on the recommendation of the guide that the candidate will be in position to complete Ph.D. in reasonable period of time in the University. In Such case he/she is entitled to draw his/her regular salary as per the prevailing rules.
10. The candidate, after successful completion of Ph.D. is entitled to get increments as per the UGC guidelines. However, the candidate cannot demand for the promotion to higher position immediately after acquiring Ph.D degree. The candidate will be considered for the next higher position as per the UGC guidelines through the regular process of assessment.
11. The candidate will serve the University for a period of four years in wherever position he/she is appointed from time to time after successful completion of Ph.D.
12. If the candidate does not join the University after acquiring PhD or leaves the University after his/her re-joining and before agreed period of 4 years, the candidates has to compensate the University the amount incurred towards his/her sponsorship for Ph.D with interest including the opportunity cost the candidate is likely to derive due to acquiring of Ph.D degree.
13. The Opportunity cost may be estimated based on the acute position of availability of qualified PhDs especially from the reputed institutes and demand for them.
14. The amount of compensation payable to the University by the candidate

if the candidate does not serve the University for a period of four years, may be estimated by taking into account the following:

- a) Salary paid for three years of sponsorship including the amount paid by the QIP institute with interest.
- b) Salary difference between the emoluments paid to the candidate before acquiring Ph.D and after his/her re-joining till he/she left the University.
- c) Opportunity cost (the difference he/she would have been received unduly from other institution and the amount he/she would receive as per the UGC guidelines) estimated for four years.

The candidate and the University will enter into a legal agreement by including all the above aspects on a non-judicial stamp paper registered with the competent authority.

1.4 LEAVE PROCEDURE

All staff (Teaching & Non-teaching staff) of VFSTR may avail their leave as per the procedure given below by following leave rules: -

I. Casual leave (CL)

1. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
2. He/she has to take work adjustment by duly taking signature of consent.
3. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
4. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
5. The leave will be approved by the Competent Authority as per norms.

II. Earned leave (EL)

1. Leave application especially EL should be submitted sufficiently well in advance and or atleast one week before.
2. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
3. He/she has to take work adjustment by duly taking signature of consent.
4. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
5. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
6. The leave will be approved by the Competent Authority as per norms.

III Half Pay Leave (HPL)

1. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
2. He/ she should provide all copies of medical treatment such as In-patient & Out-patient records, diagnosis reports, medical bills, OP form and other relevant documents to prove the authenticity of illness. The correctness of the medical certificates will be assessed by the medical officer of University.
3. In case of emergency, the spouse or relatives of the employee shall apply for leave at the earliest opportunity through email or SMS to the superior authority of the employee.
4. Disciplinary action will be taken against those who indulge in submitting false claim/ report and such cases will be treated as leave on "Loss of Pay".
5. He/she has to take work adjustment by duly taking signature of consent.
6. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
7. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
8. An employee who wants to avail HPL on medical grounds, should submit medical certificate for the period and also fitness certificate at the time of reporting duties.
9. The leave will be approved by the Competent Authority as per norms.

IV Marriage Leave (MAL)

1. The incumbent has to write a written application along with proof of Wedding Invitation.
2. He/she has to take work adjustment by duly taking signature of consent.
3. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
4. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
5. The leave will be approved by the Competent Authority as per norms.

V Maternity Leave (ML)

- i) The incumbent has to write a written application by stating first or second issue to avail 90 days of Maternity leave.
- ii) Maternity Leave may also be granted in case of miscarriage including abortion for not more than 30 days.
- iii) She has to take work adjustment by duly taking signature of consent.

- iv) She has to take recommendations of her immediate Supervisor/HoD concerned.
- v) The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by her in the VIMS portal.
- vi) In excess of above limits, Maternity leave can be combined with EL, HPL or Extraordinary Leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- vii) The leave will be approved by the Competent Authority as per norms.

VI Compensatory Casual Leave (CCL)

1. The incumbent has to furnish the required details in the prescribed leave format as he/she was directed by the Competent Authority to attend to official work (more than 5 hours).
2. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
3. The concerned DEO/Jr.Asst/ Sr.Asst will check application and will be updated by him/her in the VIMS portal.
4. The leave will be approved by the Competent Authority as per norms.

VII Academic Leave (AL)

- a) The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
- b) He/she has to take work adjustment by duly taking signature of consent.
- c) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
- d) The concerned DEO/ Jr.Asst/ Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
- e) The leave will be approved by the Competent Authority as per norms.

VIII. On Duty (OD) Leave

- a) The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
- b) He/she has to take work adjustment by duly taking signature of consent.
- c) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
- d) The concerned DEO/ Jr.Asst/ Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
- e) The leave will be approved by the Competent Authority as per norms.

IX. Study Leave (SL)

- a) The incumbent who have a minimum of 02 years of continuous service in VFSTR, has to write a written application along with supporting proof of document evidence.
- b) He/she has to take work adjustment by duly taking signature of consent.
- c) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
- d) The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
- e) The leave will be approved by the Competent Authority as per norms.

X Extraordinary Leave (EoL)

1. The incumbent has to write a written application along with proof evidence.
2. He/she has to take work adjustment by duly taking signature of consent.
3. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
4. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
5. The leave will be approved by the Competent Authority as per norms.

XI. Sabbatical Leave

1. Permanent, whole-time faculty members of the university who have completed seven years of service as Assistant Professor/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty members.
2. The incumbent has to write a written application along with proof evidence.
3. He/she has to take work adjustment by duly taking signature of consent.
4. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
5. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
6. The leave will be approved by the Competent Authority as per norms.

XII. The Leave procedure for Research Scholars and Research Assistants.

The procedure of Casual leave (CL), Half Pay Leave (HPL), Compensatory Casual Leave, On Duty (OD) Leave and Academic Leave of faculty members of VFSTR are remain same to all full time Research Scholars and Research Assistants (Research Assistant (RA)/Senior Research Fellow (SRF)/Junior Research Fellow (JRF)/Contractual Assistant Professor (CAP)/Training cum Research Assistantship (TRA)/Exclusive Research Assistantship (ERA)/ Post Doctoral Fellow (PDF)/Teaching Assistant (TA), Project Assistants).

1.5 GUIDELINES TO CARRY OUT INTERNSHIP/PROJECT/ TRAINING PROGRAMS IN CENTER OF EXCELLENCIES (COE)/ RESEARCH CENTERS BY EXTERNAL AGENCIES INCLUDING UNIVERSITIES/ COLLEGES

1. Offer of Internship / Project / Training, identified by CoEs /Research Centers of various Departments of VFSTR

VFSTR offers Summer/Winter Internship/Project/Training programs in select areas for students who wish to pursue their academic projects/internships for two to six months as part of their academic curriculum. An individual student or a group of two to four students as a batch can apply for this programs subject to the condition that students must possess overall CGPA of minimum of 6.0 as on date.

2. Selection Process for students seeking Internship/Project/Training at various CoE/Research Centers.

Students who are already registered with a particular college / university can apply for project training/ internship at CoEs /Research Centers of various Departments.

Students are requested to identify a work area or Faculty guide with whom they would like to carry out the Internship/Project/Training Program.

3. Registration Fee

A registration fees of Rs.5000/-(Five thousands rupees only) will be charged for 2 months internship and Rs:10,000/- up to 6 month internship for a batch of maximum 4 students. At the end of the internship, the student will get their prototype model as a souvenir of the internship/project/training along with the certificate, without any additional payment.

4. Accommodation and Food facility

Selected students will have to make their own arrangements for travel as well as accommodation (in private hotels near the university) during the duration of the Internship/Project/Training program. Based on the availability of hostel accommodation, VFSTR may provide the facility for trainees, subject to availability.

5. Rules and Regulations during Internship/Project/Training

1. The selected students should follow university rules and regulations.
2. The selected students should wear temporary University ID card during training period.
3. Duration of Training Program: All working days from 8.00 AM to 4.00 PM excluding holidays

Minimum duration of the Internship / Project / Training program is 2 (Two) months.

Maximum duration of the Internship / Project / Training program is 6 (Six) months.

6. Internship/Project/Training Review Process

During the Internship/Project/Training, the students should attend the periodic review/assessment of their work. The students with satisfactory progress shall only be eligible for the certification at the end of the program.

1.6. GUIDELINES FOR FLEXIBLE TIMINGS TO FOSTER RESEARCH ECOSYSTEM AT VFSTR

VFSTR recognizes the importance of fostering a vibrant and conducive research ecosystem by offering flexible working hours and providing the necessary facilities for faculty members to conduct research and experiments beyond regular working hours. To support faculty research endeavours, VFSTR is implementing a flexible work timing policy, along with extended laboratory access. These guidelines aim to provide a framework for effective research conduct while maintaining academic responsibilities. The guidelines strive to foster a productive research ecosystem while ensuring that teaching responsibilities are not compromised. This initiative underscores the university's dedication to faculty development and academic excellence and will contribute significantly to the development of a thriving research ecosystem within the university.

Flexible Working Hours:

1. **Regular working hours:** The regular working hours for the faculty members are from 8:00 AM to 4:00 PM.
2. **Extended working hours:** Faculty members are encouraged to utilize flexible timings for research purposes and stay back after regular working hours, up to 8:00 PM or beyond, to conduct research and experiments in the laboratories. However, HoD of the concerned department has to certify the purpose of overstaying beyond 4.00 PM on a monthly basis.
3. **Punch-In Flexibility:** Such faculty members can punch in anytime between 8:00 AM and 10:00 AM the following day.
4. **Daily Work Hours:** Faculty members are required to complete a minimum of 8 working hours per day. Less than 8 working hours per day will not be permitted.

Academic Responsibilities:

1. **Classwork Commitment:** Faculty members must take their assigned classes including classwork scheduled for the first hour of the following day. Adjusting class schedules to accommodate research activities or delegating class responsibilities to research scholars or other faculty members is not permitted.
2. **Substitution:** In exceptional circumstances, faculty members engaged in critical research activities may need to adjust their teaching schedules. However, this should be done through proper communication with the department head and any affected colleagues to ensure minimal disruption to classes.

Research and Academic Balance:

1. **Priority to Teaching Duties:** While research is encouraged, it should not interfere with teaching duties. Faculty members should balance their time to ensure both teaching and research commitments are met effectively.
2. **Classroom Preparation:** Faculty members should prepare for their classes adequately and ensure that their research activities do not compromise the quality of education provided to students.

Laboratory Accessibility:

1. **24/7 Laboratory Access:** Laboratories will be accessible to faculty members around the clock to conduct research and experiments. This includes Sundays and holidays.
2. **Safety Protocols:** Faculty members must adhere to all safety protocols and guidelines while working in the laboratories during extended hours.
3. **Optimal usage of resources:** Ensure optimal usage of resources and avoid wastage of materials and utilities in the laboratories.
4. **Responsibility:** Faculty members are responsible for the security and proper handling of equipment and facilities used during extended hours.

Transit Room Facility:

1. **Purpose:**
 - Transit rooms in VFSTR hostels are provided to support faculty members who need to stay overnight on campus, particularly for early hour classes following late-night research work.
2. **Check-in and Check-out:**
 - Check-in is available after 8 PM.
 - Check-out must be completed in between 8:00 AM and 10:00 AM the following morning.
3. **Refreshments:**
 - Snacks and Dinner will be provided to the faculty members who stay overnight on campus to accomplish their research endeavours at VFSTR hostels.

4. Usage Policy:

- Transit rooms are intended for short-term overnight stays only.
- Faculty members are expected to use these rooms responsibly.

Administrative and Logistical Support:

1. **Administrative Approval:** Faculty members should give prior intimation to the department head or relevant administrative authority if they plan to work for extended hours so as to make suitable arrangements.
2. **Log Book:** A log book or digital record should be maintained to document the hours spent in the laboratory beyond regular working hours. Proper documentation and logging of experiments conducted outside regular working hours are mandatory. This log should be available for administrative review, if needed.

Monitoring and Review:

1. **Periodic Review:** The implementation and impact of the flexible timing policy will be reviewed periodically by the university administration to ensure it meets the intended objectives without compromising academic responsibilities.
2. **Feedback Mechanism:** Faculty members are encouraged to provide feedback on the flexible timing policy to help improve and refine the guidelines.

Note:

1. The above flexible timing is only to encourage faculty members to carryout research after 4:00 PM on every working day.
2. This flexibility is not applicable to faculty leaving the university before 8:00 PM or as per the regular working hours.

The above guidelines came into force with effect from 01.07.2024.

1.7 STANDARD OPERATING PROCEDURE (SOP) FOR RECRUITMENT OF TEACHING AND NON-TEACHING STAFF

This Standard Operating Procedure (SOP) outlines the process for conducting interviews for both teaching/non-teaching positions within the University, ensuring consistency, fairness, and transparency throughout the hiring process.

1. Purpose

The purpose of this SOP is to define the procedures and guidelines for conducting interviews for both teaching and non-teaching. It aims to ensure that the recruitment process is effective, consistent, fair, and aligned with the University's goals and values.

2. Scope

This SOP applies to both teaching/non-teaching positions, within the University.

3. Recruitment Process:

(i) Job Identification and Planning

Identify staffing requirements based on academic or administrative /operational needs.

- Teaching Faculty
- Non-teaching staff (Technical & Non-Technical)

Obtain approval for the new position from the higher authorities.

Prepare detailed job descriptions for the position, which should include:

- Role
- Key responsibilities and duties
- Qualifications and experience required
- Skills, competencies, and any specific certifications
- Salary and benefits package

(ii) Job Advertisement

- Internal and External Posting:
Post the job openings on internal communication channels, institution websites, job portals, newspapers, and professional networks, as appropriate.
- Application Deadline:
Clearly state the deadline for application submission.

(iii) Application Collection

- **Application Form:**
Candidates should submit their applications through an online portal, via email, or physical forms (depending on the institution's procedure).
- **Required Documents:**
Candidates should submit:
 - Resume/Curriculum Vitae (CV).
 - Copies of relevant qualifications and certifications
 - References and experience certificates (where applicable)

(iv) Shortlisting and Screening

- Eligibility Screening:
Director-HR or the Department Level Committee reviews applications to ensure candidates meet the minimum qualifications.
- **Shortlisting:**
A shortlist of suitable candidates is created based on qualifications, experience, and other criteria specified in the job description.

(v) Interview and Selection Process

- **Technical Round of Interview:**
For all positions, a screening test (written or practical) will be conducted by the concerned departments.

Candidates who attain a minimum score of 50 percent will be eligible to proceed to the final round of interview.

- **Final Round of interview:**

An interview panel is constituted as per the VFSTR manual for both teaching and non-teaching positions, the panel may also include subject experts (if required).

Teaching Staff: The interview process may include a demonstration of teaching skills (such as a mock class).

Non-Teaching Staff: Interviews will focus on the candidate's experience, skills, and role-specific requirements.

- **Interview Evaluation:**

Panel members assess candidates based on set criteria such as:

- Academic qualifications
- Professional experience
- Communication skills
- Problem-solving abilities (for non-teaching roles)
- Subject knowledge (for teaching roles)
- **Decision:** The final selection decision is made collectively by the panel members.

(vi) **Offer and Appointment**

- **Job Offer Letter:** Once a candidate is selected, an offer letter is prepared. The offer should clearly specify:
 - Job title
 - Salary and benefits package
 - Employment terms and conditions
 - Start date
- **Offer Acceptance:** The candidate reviews and signs the offer letter to indicate acceptance of the terms.
- **Appointment:** After the candidate formally accepts the offer, the HR section prepares the appointment letter, which includes detailed terms of employment.

(vii) **Induction and On boarding:**

- **Induction Program:**

Provide the new employee with an induction program, including:

 - Orientation about University culture, values, and policies
 - Introduction to team members and key personnel
 - Provision of necessary resources (workspace, email, ID cards, etc.)
- **Probation/Contract Period:**

Inform the employee of the probation/Contract period, during which their performance will be evaluated.

4. Roles and Responsibilities

(i) Director HR/Assistant Registrar HR:

Before the Interviews:

- Oversee the recruitment process.
- Ensure that all procedures are compliant with University policies.
- Ensure the position is advertised clearly and accurately (internally and/or externally) with detailed job descriptions, qualifications, and expectations.
- Set a clear deadline for applications to be submitted.
- Director HR should screen initial applications and shortlist candidates based on required qualifications and experience followed by the School dean.
- Assistant Registrar HR is to constitute a selection committee and get approval from the higher authority.
- Assistant Registrar HR should coordinate with the interview panel members and the shortlisted candidates to set interview times.
- Send interview invitations to shortlisted candidates at least one week before the interview, along with any necessary instructions (venue, format, etc.).
- Ensure that the interview panel members have access to the candidates' resumes, job descriptions, and any relevant documents.
- Prepare a standard set of questions based on job requirements, and skills for non-teaching positions.

During Interview:

- Providing updated salary comparison reports to the panel members.
- Providing biodatas of shortlisted candidates to the panel members.
- Recording the minutes during the interview.
- After the interview:
- Fixing the salary comparing the salary statement/VFSTR VII PAY.
- Getting approval of minutes from the higher authorities.
- Issuing offer of appointment letters to the selected candidates based on the approved minutes

(ii) Sr. Assistant /Jr. Assistant (Teaching):

Before Interview:

- Preparing tracker for request letters from the departments.
- Note Preparation & AD Preparation and modifications as per guidelines of Assistant Registrar and Hon'ble Registrar.
- Forwarding resumes to the departments and collecting shortlisted resumes
- Note preparation for Interview (Technical & Final)

- Preparation of Selection Committee Proceedings for the interview
- Preparation of schedule as per pre-lunch and post-lunch.
- Getting approval for working lunch.
- Arrangement of Zoom link
- Sending Call letters to the candidates for the Technical and Final round of interview

During Interview:

- Collecting the list of Shortlisted profiles in the Technical Round of Interviews
- Establishment of Zoom Link & Sending Call letters to the candidates for attending the final round interview.
- Ensuring the Phone follow-up during the session
- Zoom set up at Vice-Chancellor's Conference Hall during the interview.
- Files preparation for arrangement before the panel.
- Placing the files in the interview room.
- Arranging working lunch.

After the Interview:

- Minutes preparation (as per the recommendations mentioned by the final committee members) for the selected candidates with the salaries of dept. and subsequent approvals from authorities
- Preparing Offer letters to the selected candidates based on the approved minutes.
- Salary revised requests & approvals from selected candidates.
- Maintaining recruitment files.

(iii) Sr. Assistant /Jr. Assistant (Non-Teaching):

Before Interview:

- Preparing tracker for request letters from the departments.
- Preparing office notes in accordance with departmental requests and getting necessary approvals for such notes from higher authorities.
- Advertisement preparation with the help of the media team and getting approval from higher authorities.
- Advertisement publishing either in print media or online platforms.
- Preparing office notes for the selection committees, getting necessary approval for such notes from higher authorities, and communicating with committee members.

During Interview:

- Collection of Biodata forms and handling the registration process during the time of non-teaching recruitment.
- As a complement to the candidates (only) who appeared for the interviews, lunch tokens will be provided with prior information to the Chief Warden of the boys' hostels.

- Preparation of Evaluation sheet for final round interviews for Non-teaching staff recruitment.

After completion of the Interview:

- Minutes preparation (as per the recommendations mentioned by the final committee members) for the selected candidates with the salaries of dept. and subsequent approvals from authorities.
- Preparing Offer letters to the selected candidates based on the approved minutes.
- Salary revised requests & approvals from selected candidates.
- Maintaining recruitment files.

5. Conclusion:

The recruitment SOP is vital to ensuring that the University hires the right people. Regular review and updates of this procedure will further strengthen the recruitment strategy and align it with evolving institutional needs.

1.8 STANDARD OPERATING PROCEDURE (SOP) FOR USAGE OF SEMINAR HALLS

Aim

The aim of this SOP is to streamline the usage, maintenance, allocation procedure to departments, handing taking and upkeep of Seminar Halls of Vignan's Foundation for Science Technology and Research, Vadlamudi Campus. VFSTR have THREE Seminar Halls namely Sangamam (5th Floor) and Spoorthy (4th Floor) Seminal Halls in Bhuvana Vijayam Bhavan and Srujana Seminar Hall in Sri Visweswaraya Bhavan respectively.

Custodians of Seminal Halls

Presently, the undermentioned departments are custodians of these three Seminar Halls.

- (a) Sangamam Seminar Hall, having a seating capacity of 437 is under the control of Registrar's Office. Assistant Registrar (Maintenance) will allocate the seminar Hall on receipt of requisition from department. Students also approach seeking allocation of seminar hall to conduct their farewell, quiz, other events. But, allocation will be made purely on the requisition from the concerned HOD/Dean only.
- (b) Spoorthy Seminar Hall, having a seating capacity of 400 is under the control of Training & Placement department. Dean Training and Placement will allocate the seminar hall subject to availability. However, priority will be given to VIP/VVIP events/programs on the instructions of Registrar's Office.
- (c) Srujana Seminar Hall, having a seating capacity of 220 is under the control of Training & Placement department. Dean Training and Placement will allocate the seminar hall subject to availability/ prior booking by any department. However, priority will be given to VIP/VVIP events/programs on the instructions of Registrar's Office.

Maintenance of Seminar Halls

These three seminar halls have to be maintained / cleaned by the workers under supervision of Works Supervisor on daily basis. Dusting, sweeping and mopping to be carried out on daily basis. Estate Manager will nominate a person from Maintenance section to look after the maintenance, repairs and its upkeep. Seminar Hall should always be in a ready position to organise any event even with 11th hour notice. Incharge of the seminar hall minutely inspect all the inventory available for any faults, repairs, renovation and replacement.

Allotment Procedure

Dean of the Custodian department will allocate the seminar hall purely on first come first serve basis. However, any VIP & VVIP events falls on the same day, priority will be given to VIP/VVIP events with an intimation to Registrar Office. Departments will requisition for seminar Hall through a prescribed format.

Inventory of Seminar Hall

All custodian departments will have to prepare a list of property (inventory) inside the seminar including door keys and door mats. This list should be made available in seminar hall duly signed by Dean of the Custodian Department.

Handing /Taking Over of Seminar Hall

Requisitioned department will depute a staff to take over the seminar hall from custodian department in-charge four hours prior to the commencement of the event. Person taking over the seminar hall should check the items/ property as per the inventory list available in the seminar hall. Deficiency/discrepancy/ loss/damage of inventory should brought to the notice of the both the user and custodian while handing /taking over of inventory. Handing / Taking over register to be maintained.

Most Important

- No keys to any seminar hall shall be issued to the students under any circumstances.
- In case of any loss of material / furniture damages etc., in any seminar hall during the occupation, the cost of the damage / missed material shall be borne by the concerned staff/Dept./Section/Offices drawing the key of the seminar hall.

1.9 SOP (STANDARD OPERATING PROCEDURE) TO BE FOLLOWED IN CASE OF ANY EMERGENCY INCLUDING MEDICAL EMERGENCY OF STUDENTS

1. General

The Safety/security of the Students residing in hostels (inside/outside) is the primary responsibility of the University. As students are teenagers and given the fact that, parents trusted us and put them in hostels, we, (staff/wardens/ caretakers) are their foster parents till they pass out from the University.

2. Aim

The main aim of this SOP is to guide/acquaint the persons responsible to provide timely emergency medical assistance, evacuation to hospital, paying the hospital admission charges, disseminating the incident to the concerned officials/ parents or their friends to provide necessary assistance to the injured student.

However, to fulfil this objective, the information regarding the requirement of assistance must be shared with the concerned staff immediately by the students if they are in a position to make a phone call or any roommates / friends / any witness of the incident must pass the information to the concerned authority.

3. National (Indian) Students residing in VFSTR Hostels

- (a) Any Indian student residing in VFSTR hostels meet with any incident/ accident/injury or needs any type of emergency medical assistance, the following actions are to be taken immediately:-
 - i. The information regarding the requirement of assistance must be shared by the student if they are in a position to make a phone call or his / her roommates / friends / any witness of the incident must pass the information to the caretaker / Chief Warden of his/her hostel, with basic details from the informer such as Name of Student, ID No (if id card is with him), department, type of incident/accident, place of incident/accident, severity of incident and type of injury.
 - ii. Immediately the concerned care taker should reach the place of incident in the University ambulance (if necessary) for evacuation to our Vignan health centre (if minor injuries)/or evacuate him to DVC/ nearest hospital by Ambulance/ or any suitable vehicle.
 - iii. His belongings like mobile and bag to be collected from incident site (if it is outside) and to be handed over to SVO (Security & Vigilance Officer / Security Officer at the VFSTR main gate) for safe custody of them.
 - iv. Security & Vigilance officer (SVO) Mr. Kondaveeti Srinivasa Rao (Mob. No.9177756243) is to liaise with hospital authorities for necessary admission.
 - v. Concerned Caretaker should inform to parents/ relatives/ friends and he shall be with injured student until arrival of his/her parents.
 - vi. SVO shall inform HOD of his/her department / Dean Student Affairs/ Registrar for necessary information/ guidance/further directions.
 - vii. Chief Warden of the hostel (Boys / Girls / as the case may be) shall arrange a sum of Rs 20,000/- (Rupees Twenty Thousand Only) from hostel fund to meet the emergency medical treatment to the student/ hospital deposit etc. The above said amount shall be reimbursed from his/her parents on their arrival. Administrative arrangements to parents like transport, accommodation and food to be arranged for them by the chief warden till the student discharged from hospital.

- viii. Security & Intelligence Officer Mr. Nimmagadda Rama Rao (Mob. 7780342556) shall liaise with jurisdictional police station for lodging complaint/FIR for the safety/ future legal obligations.
- ix. One caretaker should be detailed to look after the student till arrival of his/ her parents.

4. National (Indian) Students residing in Private Hostels.

- (a) Any Indian student residing in outside private hostels meet with any incident/accident/injury or needs any type of emergency medical assistance, the following actions to be taken immediately:-
 - i. After receiving the information regarding the requirement for assistance, it must be shared by the student if they are in a position to make a phone call or his / her roommates / friends / any witness of the incident must pass the information to the concerned Private hostel owner / friend of his/her hostel.
 - ii. Security & Vigilance officer (SVO) / Hostel warden shall send University Ambulance if requested by the private hostel owner/ friends.
 - iii. Security & Vigilance officer should Inform the counsellor of his / her Department after Obtaining the basic details from the informer such as Name of Student, ID No (if id card is with him), department, type of incident/accident, place of incident/accident, severity of incident, name of hospital evacuated and type of injury etc. SVO shall immediately rush to the hospital and liaise with hospital authorities for necessary admission/ emergency medical treatment.
 - iv. His / her belongings like two wheeler (if held) mobile and bag to be collected from incident site (if it is outside) and to be handed over to SVO (Security & Vigilance Officer / Security Officer at the VFSTR main gate) for safe custody of them.
 - v. SVO should inform to his parents/ relatives/ friends and he shall arrange one caretaker (If the student is North Indian, preferably Hindi speaking person) in hospital as a companion with injured student till arrival of his/her parents.
 - vi. SVO shall Inform HOD of his/her department / Dean Student Affairs/ Registrar for necessary information/ guidance/further directions.
 - vii. Dean, Student Affairs shall arrange a sum of Rs 20,000/- (Rupees Twenty Thousand Only) from imprest amount to meet the emergency medical treatment to the student / hospital deposit etc. The above said amount shall be reimbursed from his/her parents on their arrival. Administrative arrangements to parents like transport, accommodation and food to be arranged for them by the chief warden till the student discharged from hospital.
 - viii. The Security & Intelligence officer shall liaise with jurisdictional police station for lodging complaint/FIR for the safety/ future legal obligations.

- ix. One caretaker should be detailed to look after the student until arrival of his/ her parents.

5. International Students residing in VFSTR Hostels

- (a) Any International student residing in VFSTR hostels meet with any incident/ accident/injury or needs any type of emergency medical assistance, the following actions are to be taken immediately:-
 - i. Information regarding the requirement for assistance must be shared by the student if they are in a position to make a phone call or his / her roommates / friends / any witness of the incident must pass the information to the concerned Caretaker/ Chief Warden of his/her hostel/ Associate Dean International Student Affairs. Mr. Nagendra Rao Howji Associate Dean, International Student Affairs (Mob No. 8730884056) should Obtain basic details from the informer such as Name of Student, ID No (if id card is with him), department, type of incident/accident, place of incident/accident, severity of incident and type of injury and inform to his parents on phone and to his Embassy.
 - ii. Associate Dean, International Student Affairs along with SVO shall Call ambulance for evacuation to our Vignan health centre (if minor injuries)/or evacuate him to DVC/ nearest hospital by Ambulance/ or any suitable vehicle.
 - iii. His belongings like mobile and bag to be collected from incident site (if it is outside) and to be handed over to SVO (Security & Vigilance Officer / Security Officer in the main gate) for safe custody of them.
 - iv. In order to follow protocol and take any necessary action like information to be given to the foreign embassy of concerned country, the Associate Dean, International Student Affairs must notify the university's Vigilance officer and the Dean, Student Affairs.
 - v. Security & Vigilance officer (Mob No. 9177756243) is to liaise with hospital authorities for necessary admission.
 - vi. Caretaker should inform to parents/ relatives/ friends and he shall be with injured student till arrival of his/her parents.
 - vii. SVO shall inform HOD of his/her department / Dean Student Affairs/ Registrar for necessary information/guidance/further directions.
 - viii. Chief Warden of the hostel shall arrange a sum of Rs 20,000/- (Rupees Twenty Thousand Only) from hostel fund to meet the emergency medical treatment to the student/ hospital deposit etc. The above said amount shall be reimbursed from his/her parents on their arrival. Administrative arrangements to parents like transport, accommodation and food to be arranged for them by the chief warden till the student discharged from hospital.
 - ix. Security & Vigilance officer shall liaise with jurisdictional police station for lodging complaint/FIR for the safety/ future legal obligations.
 - x. One caretaker should be detailed to look after the student till arrival of his/ her parents.

6. International Students residing in Private Hostels

- (a) Any International student residing in outside private hostels meet with any incident/accident/injury or needs any type of emergency medical assistance, the following actions are to be taken immediately:-
- i. Information regarding the requirement for assistance must be shared by the student if they are in a position to make a phone call or his / her roommates / friends / any witness of the incident must pass the information to the concerned Private hostel owner / friend of his/her hostel / Associate Dean, International Students Affairs Mr. Nagendra Rao Howji (Mob No. 8730884056). The Associate Dean International student Affairs should Obtain basic details from the informer such as Name of Student, ID No (if id card is with him), department, type of incident/accident, place of incident/accident, severity of incident and type of injury and inform to his parents on phone and to his Embassy.
 - ii. Associate Dean, International Student Affairs along with SVO shall Arrange Vignan ambulance (if near to his place of incidence) for evacuation to our Vignan health centre (if minor injuries)/or evacuate him to DVC/ nearest hospital by Ambulance/ or any suitable vehicle.
 - iii. His / her belongings like mobile and bag to be collected from incident site (if it is outside) and to be handed over to SVO (Security & Vigilance Officer/ Security Officer at VFSTR main gate) for safe custody of them.
 - iv. In order to follow protocol and take any necessary action like information to be given to the foreign embassy of concerned country, the Associate Dean, International Student Affairs must notify the university's Intelligence officer and the Dean, Student Affairs.
 - v. Security & Vigilance officer for liaison with hospital authorities for necessary admission.
 - vi. One caretaker should be detailed to look after the student till arrival of his/ her parents
 - vii. SVO shall inform HOD of his/her department / Dean Student Affairs/ Registrar for necessary information/ guidance/further directions.
 - viii. Dean, Student Affairs shall arrange a sum of Rs 20,000/- (Rupees Twenty Thousand Only) from Imprest amount to meet the emergency medical treatment to the student/ hospital deposit etc. The above said amount shall be reimbursed from his/her parents on their arrival. Administrative arrangements to parents like transport, accommodation and food to be arranged for them by the Dean, Student Affairs till the student discharged from hospital.
 - ix. Security & Intelligence officer shall liaise with jurisdictional police station for lodging complaint/FIR for the safety/ future legal obligations.

7. Day Scholars.

Day scholars are part of our Vignan family and their Safety, security and providing emergency medical assistance are our primary responsibility. While they are in our campus or while travelling to/from their home, we should arrange emergency medical assistance till the arrival of their parents. Generally, maximum students use public transport like APSRTC are safe. But, students coming by two wheelers becoming victims of accidents. SOP for day scholar will be as follows.

- (a) Any day scholar meet with any incident/accident/injury or needs any type of emergency medical assistance, the following actions to be taken immediately.
 - i. Information to be given his/her counsellor/ HOD/SVO/Security Officer. Obtain basic details from the informer like Name of Student, ID No (if id card is with him), department, type of incident/accident, place of incident/accident, severity of incident and type of injury.
 - ii. SVO shall Call ambulance for evacuation to our Vignan health centre (if minor injuries)/or evacuate him to DVC/ nearest hospital by Ambulance/ or any suitable vehicle.
 - iii. His / Her belongings like mobile and bag to be collected from incident site (if it is outside) and to be handed over to SVO (Security & Vigilance Officer) for safe custody of them.
 - iv. Security & Vigilance officer for liaison with hospital authorities for necessary admission.
 - v. Concerned HoD / Student Counsellor should inform to parents/ relatives/ friends and shall be with injured student until arrival of his/ her parents.
 - vi. SVO shall inform HOD of his/her department / Dean Student Affairs/ Registrar for necessary information/ guidance/further directions.
 - vii. Prof. M.S.S. Rukmini, Dean, Student Affairs (Mob. No. 9866281571) shall arrange a sum of Rs 20,000/- (Rupees Twenty Thousand Only) from imprest amount to meet the emergency medical treatment to the student/ hospital deposit etc. The above said amount shall be reimbursed from his/her parents on their arrival.
 - viii. Security & Intelligence officer shall liaise with jurisdictional police station for lodging complaint/FIR for the safety/ future legal obligations.
 - ix. One caretaker should be detailed to look after the student till arrival of his/ her parents.

All teaching/non-teaching staff should read this SOP and convey the procedure to be followed during emergency of any National/International student. We are answerable to their parents and we must treat them like our children. Timely action/help/assistance not only save the precious life of a student but also the noble act will remain in the heart of the concerned student for ever.

1.10. SOP ON ROLE & RESPONSIBILITIES OF SITE ENGINEER

1. **General Role.** Site Engineer is the key person to plan, design, construction management, quality assurance, problem solving, communication to the management and proper documentation. Site engineers work on-site, usually at a construction site, and use their engineering background and project management skills to oversee contractors and vendors. They are integral to the successful realization of civil engineering projects. Site Engineer must have some of the skills expected from Site Engineer are Commercial awareness, Team working and relationship-building skills, Technical skills, Project management skills & Awareness of building, health and safety legislation. Site Engineer of any organisation should focus on the following aspects.
 - (a) **Planning and design:** Developing project plans, analyzing documents, and calculating material quantities.
 - (b) **Construction Management:** Overseeing construction progress, ensuring adherence to safety regulations, and managing the project within budget and time constraints.
 - (c) **Quality Assurance:** Prioritizing high-quality materials that meet industry standards.
 - (d) **Problem Solving:** Identifying solutions to problems and thinking on your feet.
 - (e) **Communication:** Communicating with relevant parties and taking detailed notes at site meetings.
 - (f) **Documentation:** Storing project information and providing documentation to senior management.
2. **Aim of this SOP:** The main aim of documenting this SOP is to acquaint Site Engineer to perform his duties efficiently and effectively for the betterment of the organisation.
3. **Role of the Site Engineer in VFSTR:** Every site engineer will be assigned a construction project and he is fully responsible for that project. Planning and execution of construction work should be as per the plan and drawing. Assigning tasks to site supervisors of the day & night shifts, assess and monitor the works on the next day for their quality and as per drawing.
4. **Responsibilities of Site Engineer in VFSTR:** Responsibilities of Site Engineer in VFSTR is enumerated in succeeding paragraphs.
 - (a) **Reporting Authority:** Everyday he will report to CPT Team at 0800 hrs, give the feedback/ progress of the previously assigned work. Take suitable directions/ guidelines from HOD and complete the assigned works on priority basis depend on the requirement/urgency.
 - (b) Check the existing construction material for undertaken project, requirement of additional construction material and raise indent for additional requirement.
 - (c) Requisition of labour from labour supervisor and assign the task to respective supervisors.

- (d) He will ensure the mixing ratios of sand, cement, metal, steel etc for the construction.
- (e) He will ensure the safety and security of the persons working on the construction site. Some of the safety precautions to ensure are wearing of helmet by every person, safety shoes, tying of safety belts/ropes by personnel working on heights and their periodic inspection of their quality.
- (f) Site engineer is responsible for the safety and security of the construction material from theft, pilferage, misuse, wastage and avoid usage bad quality material.
- (g) He will ensure to store construction material in ware house to protect from rain (cement and electrical & Electronic equipment) and shall not leave these material open to sky.
- (h) Site Engineers oversee the technical aspects of projects, from the initial planning stages to completion. They also frequently interact with different individuals throughout a project's timeline, from materials vendors to stakeholders.
- (i) Before a construction project officially begins, site engineers first create a plan that specifies the required tasks that their crew are to complete. Once work starts, they ensure that the team complete these tasks on time
- (j) **Initiation & Execution of Minor Works:** On behalf of Registrar, Assistant Registrar (Maintenance)/ Estate Manager forward the request letter received from other departments to HOD, Civil Engineering to assign the minor work to site engineer. Site Engineer will follow the below procedure to initiate the work.
 - Site engineer will call three quotations (minimum) from material vendors, prepare a comparative statement and shortlist the LOWEST 1 vendor.
 - Project the requirement of labour for shifting of raw material, mason, plumber, painters, POP and granite work.
 - Submit all these quotations and workers projection to CPT (Central Purchase Team) for their recommendations.
 - After obtaining recommendations of the CPT and site engineer will initiate a letter to the Registrar mentioning all the work estimates for Approval.
 - After obtaining Approval from Registrar, work order/ purchase order will be released for execution of work and purchase of material from the lowest 1 vendor respectively.
 - Advance to material vendor/ contractor if any will be released after releasing the Registrar Proceedings. As per the university policy, only 25% of the work order/purchase order amount will be released to contractor/ vendor respectively. However, some vendors may insist 50%, 75% & 100% payment in advance.

- When the material received from the vendor, security gate entry on tax invoice and stock entry in the stock register is mandatory. Board of officers so detailed will carry out the physical verification of the received store and enclose their "Physical Verification Certificate" to the tax invoice.
 - Site Engineer will monitor and ensure the quality, standards, description of work mentioned in work order, progress of the work and timely completion of the work given in the work order.
 - After completion of the project (work), obtain a receipt from the store man for the balance material handed over to the store keeper.
5. Any other responsibilities/tasks related to construction works assigned by the Assistant Registrar (Maintenance) or management.
 6. The above role and responsibilities may alter, include other responsibilities subject to the requirement of the University.

Part - IV

COMPENSATION & BENEFITS

(OTHER THAN SALARY)

Compensation & Benefits (Other than Salary)

1.1 COMMON WELFARE MEASURES FOR ALL THE TEACHING AND NON-TEACHING STAFF :

- **Bus facilities at subsidized rates:** Concession on transport to all the staff availing University Bus Facility (Below ₹15,000 /- Free)
- **Free lunch facility:** Free lunch is provided to all Teaching and Non-Teaching staff
- **Subsidized accommodation (Hostel):** Accommodation is provided to the staff of VFSTR on subsidized rates on Monthly basis
- **Birthday gifts:** A birthday gift worth ₹1,500 along with a greeting card is presented to all staff members on their birthdays.
- **Free Health Insurance:** Employees are covered under a Group Health Insurance Scheme with an assured sum of ₹4,00,000 /-
- **Free accidental Insurance:** All employees are covered under accidental with an assured sum of ₹ 3,00,000/-
- **Employee State Insurance (ESI):** ESI facility is extended to eligible staff members of VFSTR whose gross monthly salary is less than ₹21,000.
- **Gratuity:** Gratuity is paid to eligible employees of VFSTR as per the provisions of the Payment of Gratuity Act, based on their completed years of continuous service.
- **Leave Encashment:** Employees are entitled to encash their Earned Leaves and Half Pay leaves as Employee Retirement Benefit.
- **Tuition fee concession in Vignan Group for Children of Staff:** Concession up to 20% of tuition fee is given to the wards of employees of Vignan Group for their education in VFSTR.
- **Employees Provident Fund facility:** Employees of the University shall be covered under the Employees Provident Fund.
- **Ex-gratia:** To strengthen social security, an ex-gratia payment scheme has been implemented to extend immediate financial assistance to the families of employees who pass away during service, with the amount determined by their length of service and salary level.
- **Free medical check-up once in a year:** Annual Free health checkup is conducted every year to the employees
- **Special leave for Self marriage (15 days):** Marriage leave to the extent of 15 days (according to their service of VFSTR) is provided to all the employees at the time of their marriage along with monetary gift.
- **In-house medical facility in the Campus:** Fully established health Centre at University Campus with requisite manpower, consisting MBBS Doctors (2 Nos.), RMP (1 Nos.) and Health officers / Nurses (3 Nos.)
- **Free Coffee / Tea / Snacks refreshments:** Refreshments are provided to all the staff of VFSTR at free of cost

- **ATM facility in the campus:** UCO Bank and Punjab National Bank ATM Centres are available
- **Canteen facility:** Canteen facility with subsidized rates are available to the staff of VFSTR
- Three additional Special Casual Leaves for women employees
- Free access to internet facility in the campus
- Free access to e-journals in the Library
- Temporary Loans to meet urgent domestic requirements

Specific welfare measures for Teaching Staff

- All regular full-time faculty of VFSTR who have completed probation are eligible for a Career Development Fund of Rs. 3,00,000/- for a block of three years. The fund supports conference participation, publications, professional memberships, online courses, and patent filings to promote a vibrant research culture and institutional collaboration.
- Cash Incentive for Swayam NPTEL Online Certification course
- Seed money for selected projects
- Research Incentives for Paper Publications (SCI / SCIE / SCOPUS / High Impact Factor Journals), Book Published / Book Chapter etc... as per the existing policy on the subject.
- Academic Leave to pursue Ph.D. / Academic related works
- Laptop to carryout Research work
- Free access to Centre of Excellence in the campus
- Special Leave to go Abroad to carryout research on the Invitation of host University
- Study leave to pursue Ph.D. / PDF for maximum duration of 3 Years both in India / Abroad
- 15% of sanctioned Govt. funded project amount to PI and Co-PI
- Share in the consultancy of revenue.

Specific welfare measures for Non-Teaching Staff

- Free Uniforms (three pairs) to all Non-Teaching staff once in two years
- Training (tailor made) for Non-Teaching staff once in a year (specific grade)
- Gifts / Cash Incentives for non-teaching staff during different occasions / festivals.
