



VIGNAN'S

Foundation for Science, Technology & Research

(Deemed to be UNIVERSITY)

-Estd u/s 3 of UGC Act 1956

SERVICE RULES, POLICIES & PROCEDURES- VFSTR

(Extract from VFSTR Manual of 2017 & As Updated Periodically)

INDEX

	PAGE No.		PAGE No.	
Vision - Mission	- 3	PART - II Policies		
Introduction	- 5			
PART - I			1.1 Policy on incentives to teaching faculty for projects obtained from Govt. Agencies	- 65
Chapter - 1 : Service Rules	- 7		1.2 Policy for Adjunct Faculty & Adviser	- 65
1.1 Conduct, Discipline and Appeal Rules	- 9		1.3 Policy on Faculty Participation in Conferences - workshops / FDP and other Short term courses	- 66
1.2 Penalties and Appeals	- 15		1.4 TA & DA Rules for all Employees	67
1.3 HRD - Teaching Staff	- 19		1.5 Policy on research incentives for quality publications	- 68
1.4 Teaching Staff - Training and Counselling	- 23		1.6 Policy for Out of Turn Promotion for Meritorious Faculty	- 68
1.5 Teaching Staff Career Growth - Opportunities	- 25		1.7 Policy of VFSTR on Acceptance of Resignations of the faculty members.	- 69
1.6 Notice Period	- 26		1.8 Half Time Research Assistance (HTRA) - Policy	- 71
1.7 Termination of Service	- 26		1.9 Policy for Faculty Recruitment Drives in various IITS, NITS, IITS / NIFTEM ETC..	- 71
1.8 Duties and Responsibilities of the Professors / Associate Professors / Assistant Professors	- 28		1.10 Policy on Financial Assistance for students to pursue internship abroad	- 72
1.9. Staff Appointments	- 31		1.11 Policy on Retirement Age for Employees of VFSTR	- 73
1.10 Non-Teaching Staff	- 40	1.12 Policy on Research Grant	- 73	
Chapter - 2 : Pay and Allowances		1.13 Policy on Social Security of Employees - Scheme of Ex-Gratia	- 73	
2.1 Scales of Pay	- 45	PART - III Procedures		
2.2. Draw of Pay	- 45	1.1 Recruitment	- 77	
2.3 Pay Fixation	- 45	1.2 Procedure for Seeking Financial-Approval and Sanction Stages of Process - Training Programmes	78	
2.4 Admissibility of Allowances	- 46	1.3 Purchase of Equipment	- 78	
2.5 Increments	- 46	1.4 Guidelines for the Sponsorship of Faculty members to pursue Ph.D under QIP	- 79	
2.6 Re-Fixation of pay on promotion	- 47	1.5 Leave Procedure	- 81	
2.7 Re-Fixation of pay on Transfer from one Scale of pay to Another	- 47			
Chapter - 3 : Employees Provident Fund	- 49			
Chapter - 4 : Leave Rules	- 51			
4.1 Leave rules for Teaching & Non-Teaching Staff	- 51			
4.2 Leave rules for Research Scholars and Research Assistants	- 58			
Chapter - 5 : Consultancy Rules	- 60			
5.1 Consultancy Rules	- 60			
5.2 Gross Revenue	- 60			
5.3 Expenditure	- 60			
5.4 Net Surplus	- 60			
5.5 Sharing of Revenue	- 60			
5.6 Revenue Sharing	- 61			

→ Awards and Accolades

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.



Accredited by NAAC with 'A' Grade in 2015



2016 & 2017 Ranked, 88th 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.

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.

1.1.1 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 overstays 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.

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 employees defense 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.

Policy Components:

1. ATTRACTING TALENT (RECRUITMENT)
2. DEVELOPING TALENT (TRAINING, COUNSELLING ETC.,)
3. CAREER GROWTH OPPORTUNITIES
4. A SYSTEM OF PERFORMANCE LINKED INCENTIVES
5. EFFECTIVE IMPLEMENTATION MECHANISM
6. PERIODICAL REVIEW OF THE POLICY

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

The Dean (Academics & HRD) will be responsible for implementing this policy in respect of Teaching and Nonteaching(Technical) staff.

a) ATTRACTING TALENT (RECRUITMENT PROCESS):

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 is evolved to meet these objectives.

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 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. Three Photographs.
- II. At the time of joining, an appointee has to report to the Registrar.
- III. Registrar would then assign him / her to the Department / Dean where he / she has to report and work.
- 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. Two 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 (Academics & HRD).
- 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 3.45 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 (Academics) 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 recruitee 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 recruitee 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 (Academics)
 - ii) Dean (E&AR)
 - iii) Dean (R&D)
 - iv) 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 (Academics) and Registrar.
 10. A detailed folder of each of the faculty members shall be maintained at the following five offices.
 - a) HOD
 - b) Dean (Academics)
 - c) Dean (E&AR)
 - d) Dean (R&D)
 - e) Registrar
 11. The HODs concerned will continuously identify weaknesses and inadequacies 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 (Academics), Dean (E & AR) 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 policy is adopted in VFSTR.
3. All faculty members who join with Post graduation can be expected to get at least one promotion in eight years if his/ her performance cumulatively gets at least four As and two B+ in their annual assessments through Career Advancement Scheme(CAS).
4. Internally faculty are encouraged to do Ph.D. programmes so that they improve their career opportunities.
5. A culture should be developed in which employees' aspiration to grow is not only respected but encouraged. However, growth cannot come without the commensurate hard work, commitment and honesty. Therefore, this could be stated in pure mathematical terms given below:

Hard work + Commitment + Honesty = Growth

6. The HODs, various Deans and other levels of officials will work committedly towards creating this type of positive environment which will go a long way in retaining the employees who are not only good but are motivated.
7. Dishonesty, lack of commitment and tendency to shirk work has to be differentiated from others and suitable measures to deal with them will be taken as given below.
 - I) Counseling by an immediate superior followed by the HoD's counselling.
 - II) A detailed interview by the Dean concerned so as to give him/her opportunity to explain his/her version of the situation.
 - III) If things do not improve a committee consisting of the Dean concerned, Dean (Academics), Dean (E&AR) and Registrar shall discuss with the individual in detail. Further action would be taken basing on the recommendations of the committee including termination.
8. Career growth through promotions necessitates keeping a proper record on the performance of the individual faculty members. This record should include the following documents.
 - a) Feedback reports from the students
 - a) Self-evaluation reports of the Faculty

- b) Peer and HOD evaluations
 - c) Evaluation based on results of End semester exam.
 - d) Actual work as reported by faculty and corroborated by the HOD.
 - e) Performance or contribution of the individual in maintaining Evaluation standards prescribed by the Director Evaluation.
 - f) Details of any other incident or event in which the individual has come to adverse notice.
 - g) Likewise if an individual has to be terminated, an equally detailed record should be kept so that the affected individual would not have a grievance that his case has been decided arbitrarily and in a non-professional manner.
9. From the above it can be seen that the HOD becomes a crucial element in building of the team and taking charge of their development and growth.
 10. A transparent policy of career growth and a process clearly laid down will help in the retention of talented and motivated employees.

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 classes to 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 (AR & E) 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 (Academic & HRD) and Dean (E&AR).
- 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 (E&AR) 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 (E&AR) and forward them to the Dean(E&AM) 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 given in the attached ANNEXURE.

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) Rector- Member
- (c) Registrar – Member
- (d) Dean (Academics)- Member
- (e) Dean R&D- Member
- (f) Two External Subject Experts -Members
- (g) HoD Concerned- Member

For Appointment of an Associate Professor

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

For Appointment of a Assistant Professor

- (a) Vice Chancellor – Chairman
- (b) Rector- Member
- (c) Registrar – Member
- (d) One Senior Professor from concerned department - Member
- (e) Two External Subject Experts -Members
- (f) 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, Engineering and Management.
- II. Dean, Engineering and Management 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.
- III. The HOD short lists the applications, appraises the Dean (E&M), prepares the detailed list and sends the short listed applications with the detailed list to the Registrar for further action.

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 PA to Registrar 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 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

For Teaching Staff : 8.00 am – 5.00 pm

For Non-Teaching Staff : 9.00 am – 6.00 pm

Identity Card

Employees shall be supplied with identity card, which shall be carried by the employees at all times while on duty.

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 (Academics) 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 PA to Registrar 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 minuted along with the terms and conditions 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 i.e., 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 60 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.

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.

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.

Other Terms & Conditions

- 3.5. The other terms and conditions for payment of gratuity are as laid out in the Group Gratuity Scheme Master Policy of LIC to which the University subscribes.

Other Benefits

3.6 Personal Accident Insurance Policy:

As a welfare measure, VFSTR is covering all the students, staff and one parent under the Personal Accident Insurance Policy for Rs.3,00,000/-.

CHAPTER - 4

LEAVE RULES

4.1 LEAVE RULES FOR TEACHING & NON-TEACHING STAFF

I Casual Leave (CL)

- a) 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.
- b) However, employees with less than two years of service shall be sanctioned Casual Leave on prorata basis. It means they shall be eligible for a maximum of one and half days of Casual Leave for every 2 months of completed service subject to a maximum of 8 days in a calendar year. This condition shall not be applied to employees with more than two years of service.
- c) Un-availed Casual Leave shall not be carried over to the next calendar year. It means the Casual Leave shall not be accumulated.
- d) Casual Leave can be sanctioned for half-day also.
- e) Casual Leave can be combined with public holidays and Compensatory Casual Leave, but not with any other kind of leave or vacation.
- f) 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.
- g) Casual Leave cannot be claimed as a matter of right. It cannot be availed without obtaining prior sanction.
- h) Sanction of Casual Leave shall be subject to work adjustment.
- i) Casual Leave to the following employees shall be sanctioned by the authority mentioned below against each category.
 - i) Rector/ Registrar/Deans/HoDs/ Directors/ Vice-Chancellor
Finance Officer/ Workshop Supdt./
Controller of Examination.
 - ii) Asst. Registrars and Registrar
all staff under
Registrar's office
 - iii) Faculty in the Depts HoD of respective department
 - iv) Non-teaching staff under Dean concerned
offices of Dean's
 - v) Non-teaching staff HoD of respective department/ office

II Earned Leave (EL)

a) Employees on probationary period

1. All employees on probationary period are eligible for 3 days of Earned Leave per every calendar year.
2. Un-availed summer vacation will be converted into Earned Leave on equal ratio as per the norms of existing Summer Vacation.
3. Earned Leave cannot be combined with Casual Leave or Compensatory Casual Leave, but can be combined with vacation, OD, Academic Leave, Medical Leave and all other kinds of leave.
4. Public holidays can be prefixed and suffixed with Earned Leave.

b) Regular Employees

1. All Regular employees are eligible for 06 days of Earned Leave per every calendar year (03 ELs in January and 03 ELs in July will be credited).
2. Un-availed Summer Vacation will be converted into Earned Leave on equal ratio as per the norms of existing Summer Vacation and will be credited in the month of September.
3. Earned Leave can be accumulated up to 300 days.
4. Earned Leave cannot be combined with Casual Leave or Compensatory Casual Leave, but can be combined with vacation, OD, Academic Leave, Medical Leave and all other kinds of leave.
5. Public holidays can be prefixed and suffixed with Earned Leave.

c) Vice-Chancellor is the authority to sanction Earned Leave in respect of Rector, Registrar, Finance Officer, Deans, Heads of Department and Directors. Rector is the authority to sanction Earned Leave in respect of Professors, Associate Professors and Assistant Professors.

d) Registrar shall sanction Earned Leave to all other employees.

e) The maximum Earned Leaves that may be sanctioned at a time shall not exceed 60 days in a calendar year. Earned Leave exceeding 60 days may, however be sanctioned in the case of higher studies or training or leave with medical certificate or when the entire leave or a portion thereof, is spent outside India.

f) In excess of the above limits shall however be sanctioned by the Vice-Chancellor.

III Half Pay Leave (HPL)

a) Employees on Probation Period

- 1) All employees on Probation Period are eligible for 10 days of HPL for every completed year of service.
- 2) Half Pay Leave can be commuted into leave on full pay on medical

certificate. In such case, double the number of days 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 certificate, 10 days shall be debited from his/ her Half Pay Leave account.

- 3) Half Pay Leave may be granted for a minimum period of 03 days (06 HPLs).
- 4) Public holidays can be prefixed and suffixed to the Half Pay Leave or commuted leave
- 5) 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 at a time in a semester. In excess of the above limits leave shall however be sanctioned by the Vice-Chancellor.

b) Regular Employees

- 1) All Regular Employees are eligible for 20 days of Half Pay Leave for every completed year of service.
 - 2) Half Pay Leave can be commuted into leave on full pay on submission of medical certificate. In such case, double the number of days of commuted leave sanctioned, shall be debited to his/her half pay leave account. It means if a employee is sanctioned 5 days of commuted leave on medical certificate, 10 days shall debited to his Half Pay Leave account.
 - 3) Half Pay Leave can be accumulated up to 240 days.
 - 4) Public holidays can be prefixed or suffixed to the half pay leave or commuted leave.
 - 5) 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 at a time in a semester when there is class work.
- c) Registrar is the authority to sanction Half Pay Leave for all teaching and non-teaching staff up to 30 days of HPL on medical grounds.
- d) In excess of the above limits 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 submit medical certificate for the period and also fitness certificate at the time of reporting duties.

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 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. It may be noted that 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".

IV Marriage Leave (MAL)

- a) All employees are eligible for Marriage Leave
- b) Employees on Probation period are eligible for 10 days of Marriage Leave provided they complete 6 months of service as on the date of application for such leave.
- c) Regular employees are eligible for 15 days of Marriage Leave
- d) Vice-Chancellor is the authority to sanction Marriage Leave in respect of all faculty members.
- e) Registrar shall sanction Marriage Leave to all other staff.
- f) In addition, marriage gift worth of Rs. 2,000/- to those who have completed 06 months of service or .3,000/- for having one year of service or Rs.5,000/- for having two years of service.

V Maternity Leave (ML)

- a) All women employees on Probation Period (6 months of service) are eligible for 60 days of Maternity Leave.
- b) All women employees not on Probation are eligible for 90 days of Maternity Leave.
- c) An employee is eligible for Maternity Leave only twice in her entire service.
- d) Maternity Leave may also be granted in case of miscarriage including abortion for not more than 30 days.
- 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 in respect of all women faculty members.

- g) Registrar shall sanction Maternity Leave to all other women employees.
- h) In excess of the above limits leave shall however be sanctioned by the Vice-Chancellor on case by case basis.

VI Compensatory Casual Leave (CCL)

- a) All employees are eligible for Compensatory Casual Leave whenever they are directed by the Competent Authority to attend to official work.
- b) Vice-Chancellor is the competent authority to direct the Rector, Registrar, Finance Officer, Deans, Heads of Departments, Directors and all faculty members to work on a holiday and declare them eligible for Compensatory leave.
- c) Registrar is the competent authority to direct the non-teaching staff of the university to work on holidays and declare them eligible for Compensatory leave.
- d) CCL can be sanctioned for half-day also.
- e) An employee is eligible for Compensatory Casual Leave if he/she works for not less than 5 hours on any holiday under orders of the competent authority. Proof of Biometric attendance is mandatory.
- f) No employee except those working under the Examination cell, Training & Placement Cell, Admissions Cell, Library and Registrar's office shall be asked by the competent authority to work for more than 10 holidays in a calendar year. The maximum limit for the employees of Examination cell, Training & Placement Cell, Admissions Cell, Library and Registrar's office is 20 days in a calendar year.
- g) In excess of the above limits shall however be sanctioned by the Vice-Chancellor.
- h) Un-utilized CCLs maximum of 03 (Three) may be carried forward to next calendar year.

VII Academic Leave (AL)

- a) Only Deans, Directors, Heads of the Departments and those faculty members who have completed minimum of 06 months of service in VFSTR are eligible for Academic Leave. For fresher, Academic Leaves may be granted if it is for thesis submission and oral defence for Ph.D. with the approval of Vice-Chancellor only.
- b) The maximum limit of Academic Leaves for a faculty in calendar year is 15 days only.
- c) Academic Leave may be sanctioned for attending conferences, seminars and workshops etc. which help the faculty achieve professional growth. If faculty members pursuing Ph.D. desire to meet their Research

Guide at the final stage of finalization of their thesis or dissertation for guidance, they can avail Academic Leave during semester breaks with the recommendations of Dean, R&D.

- d) Rector shall be the competent authority to sanction Academic Leave to the all faculty members (other than Deans & HoDs). Vice-Chancellor is the sanctioning authority for Rector, Registrar, Finance Officer, Deans, Heads of Department and Directors.

VIII. On Duty (OD) Leave

All teaching and non-teaching staff can avail On Duty Leave (OD) with a limit of 10 days per semester. However, this restriction does not apply for campus recruitment, industry interaction, collaboration work etc. They can be permitted to go on OD for the following: -

- a) Visits to industries/ other institutions to participate in official meetings to discuss collaborations or research projects and internships etc.
- b) Visits to offices of UGC, AICTE, Govt. of India Departments and Govt. of AP Depts. to attend meetings called by them or suggested by the university authorities for official purpose.
- c) Participation in meeting of Board of Studies and Spot Valuation of autonomous colleges or universities recognized by the UGC / AICTE, in the capacity of its members.
- d) Participation in the meetings convened by recognized universities and government institutions regarding Text Book writing / developing learning resources etc.
- e) 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.
- f) Any outside work entrusted by the University Authorities.

Vice-Chancellor is the sanctioning authority for Rector, Registrar, Finance Officer, Deans, Directors and Heads of Department. Rector shall be the competent authority to sanction OD to the all faculty members (other than Deans & HoDs).

IX. Study Leave (SL)

- a) Study Leave may be granted after a minimum of 02 years of continuous service, to pursue a special line of study or research directly related to his or her work in University or to make a special study of the various aspects of University organization and methods of education. Study Leave is granted without any financial implication to the University.

- b) The period of Study Leave may be for a duration of 03 years, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department decided by the HoD.
- c) Study Leave shall be granted by the Vice-Chancellor on the recommendations of the concerned HoD.
- d) Study Leave shall not be granted to a faculty who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of the Study Leave.
- e) A faculty availing Study Leave should serve the University for a continuous period of at least 03 years to be calculated from the date of his/her resuming duty after expiry of Study Leave.
- f) Study Leave may be granted not more than twice during one's career. However, the maximum Study Leave admissible during the entire service should not exceed 05 years.
- g) A faculty who is selected to a higher post during Study Leave, will be placed in that position and get the higher scale only after joining the post.
- h) Study Leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- i) The faculty shall submit to the Registrar, six monthly reports of the progress in his or her studies from his/her supervisor or Head of Institution. This report shall reach the Registrar within one month of the expiry of every 06 months of the Study Leave.

X Extraordinary Leave (EoL)

- a) A Regular Employee may be granted Extraordinary Leave when;
 - 1. No other leave is admissible; or
 - 2. No other leave is admissible and the employee applies in writing for the grant of Extraordinary Leave.
- b) Extraordinary Leave shall always be without pay and allowances. Extraordinary Leave shall not count for increment except in the following cases:
 - 1. Leave taken on the basis of medical certificate.
 - 2. Cases where the Vice-Chancellor/ Rector is satisfied that the leave was taken due to causes beyond control of the faculty.
 - 3. Leave taken for pursuing for higher studies and
 - 4. Leave granted to accept an invitation to a faculty post or fellowship or research-cum teaching post or an assignment for technical or academic work of importance.

- c) Extraordinary Leave may be combined with any other leave except Casual Leave, 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.

Important Note: -

- a) Leave application especially EL should be submitted sufficiently well in advance and in any case for availment of EL at least one week notice in advance to the competent authority for approval is mandatory.
- b) 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.
- c) If an employee avails any leave of 45 days (Except CL/CCL) or more in a semester, then his/her leave account will not be credited for any EL during the semester.
- d) 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.
- e) Employees on contract are eligible only for CL & CCL.
- f) Summer Vacation: Employee who have availed the Summer Vacation leave should serve the institute at least for a period of six months on completion of the vacation.

4.2 LEAVE RULES FOR RESEARCH SCHOLARS AND RESEARCH ASSISTANTS

The following leave rules for full time Research Scholars and Research Assistants (RA/SRF/JRF, Project Assistants) working in University are applicable: -

Casual Leave

- a) All full time Research Scholars and Research Assistants are eligible for 15 days of Casual leave in a Calendar year on pro-rata basis.
- b) Un-availed leave shall not be carried over 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) The Principal Investigator /Head of the Department is the competent authority to approve the Casual leave.

Half Pay Leave (HPL)

- a) All full time Research Scholars and Research Assistants are eligible for 10 days (20 HPL) of Half Pay Leave 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 re-joining 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 a calendar year.

Compensatory Casual Leave

- a) Research Scholars and other Research 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) Vice-chancellor 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 five 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, Research Scholars and Research Assistants (RA/SRF/JRF, Project Assistants) are eligible to avail Academic Leave and On Duty leaves as per norms applicable to faculty members of the University. 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.) 15 % of the sanctioned project amount (PI: Co-PI= 65:35) with a ceiling of Rs. 1.5 lakh per year up to the project period.
- b.) In case there is no Co-Principal Investigator, Principal investigator will get only his share of the amount.

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 POLICY ON FACULTY PARTICIPATION IN CONFERENCES/ WORKSHOPS/FDP AND OTHER SHORT TERM COURSES.

Participation in Conferences/Workshops/Faculty Development Programmes and other short term courses is a pre requisite for any faculty to progress in the Academic Domain in a Higher Educational Institution.

As per recommendations of the committee constituted with Rector as the Chairman, the existing TA/DA norms as well as the entitlement of faculty for attending Conferences/Workshops has been revised as given below:

A) Conferences/Workshops/Seminars etc.,

S.No.	Details	Revised Entitlement	Remarks
1.	National Conferences & International Conferences (with in India)	1. Registration fee: i. 100% reimbursement for the conferences held in IITs, NITs, IIITs and Central Universities. ii.) If the papers are going to be published in quality Scopus indexed journals (To be assessed by a committee headed by Dean R&D), then 100% reimbursement. iii.) Any other National Conference 75% will be paid by the University. 2. TA/DA as per entitlement. 3. On Duty Leave 4. Once in a Year.	Note : Only one National and One International Conference (conducted abroad) will be sponsored by the University for each faculty in a calendar year.
2	International Conferences (Outside India)	1. 50% of Registration Fee 2. TA- 50% of Air Fare by Economy Class 3. DA- Equivalent of USD 70 per day in INR for the actual period of Conference. 4. On Duty Leave	
3	National Level Workshops/Short term courses	1. Registration fee with a ceiling of Rs. 5000/- once in a semester. 2. No TA/DA 3. Academic Leave	
4	International Workshops/Short term Courses (within& outside India)	1. Vice-Chancellor will decide based on the merits of each case.	

1.4 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	Hyderabad / Vijayawada / Vizag / Tirupati and similar cities in other states	Other towns in AP	Delhi, Mumbai, Kolkata, Chennai, Bangalore	Hyderabad / Vijayawada / Vizag / Tirupati and similar cities in other states	All District head quarters	Other towns in AP	Cities and Dist. Head Quarters	Other towns in AP
1	2	3	4	5	6	7	8	9	10	11	12
Chancellor / Vice-Chancellor / Pro-Vice-Chancellor	Economy class	First A/C	Sleeper Volvo	Cab actuals	Cab actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Registrar / Deans / Professors / CoE / FO	Economy class	II Tier A/C	Sleeper Volvo	Cab actuals	Cab actuals	Rs. 4,000/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 1,500/-	Rs. 1,000/-	Rs. 600/-
Assoc Prof. / Assoc Dean / Dy. Directors / Dy. Registrar	-	III Tier A/C	Semi Sleeper A/C	Auto limited to Rs. 300/-		Rs. 3,000/-	Rs. 2,000/-	Rs. 1,500/-	Rs. 1,000/-	Rs. 600/-	Rs. 400/-
Asst. Prof. / Asst. Registrar / W/s Supdt. / Librarian / PD / Marketing Professionals / Marketing Manager	-	III Tier A/C	Semi Sleeper A/C	Auto / Bus limited to Rs. 300/-	Rs. 100/-	Rs. 2,000/-	Rs. 1,500/-	Rs. 1,200/-	Rs. 800/-	Rs. 500/-	Rs. 300/-
All other Cadres & Marketing Staff	-	II Class Sleeper	Non A/C Bus	Auto / Bus limited to Rs. 300/-		Rs. 1,500/-	Rs. 1,000/-	Rs. 700/-	Rs. 500/-	Rs. 400/-	Rs. 300/-

Note:

- Travel and other expenses regarding placements and admissions are to be treated separately.
- Prior approval of Registrar has to be obtained for air travel by all employees of VFSTR University who are not eligible for air travel while proceeding on duty. Such approval will be given based on merits of each case.

1.5 POLICY ON RESEARCH INCENTIVES FOR QUALITY PUBLICATIONS

1. 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 2019: -
 - (a) All the faculty will submit a copy of the publication for incentive by filling a proforma and letter addressed to Registrar through Rector. Proforma will be circulated by Rector.
 - (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.

Details of Research Incentives for SCI / SCIE / Scopus

Research Incentives for SCI / SCIE / Scopus

Sl. No	Criteria		Un paid Publication	Paid Publication (Peer reviewed)
1	Engineering	IEEE (Transactions), ASCE, ASME	Rs. 10,000	---
		Impact Factor - >2	Rs. 7,500	Rs. 2500
		Impact Factor – 0 to 2	Rs. 5,000	Rs. 2500
2	S&H / MBA	Impact Factor >6	Rs. 7,500	Rs. 2500
		Impact Factor 0 to 6	Rs. 5,000	Rs. 2500
3	Book Chapters		Rs. 5,000	
4	Books Published with publishing houses		National – Rs. 5,000	International – Rs. 10,000/-
5	Research Supervisor (For each Ph.D awarded)		Rs. 5,000	

1.6 POLICY FOR OUT OF TURN PROMOTION FOR MERITORIOUS FACULTY

1. 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.
2. The broad policy guidelines are given below: -
 - (a) Star Performers rating in the University.
 - (b) Outstanding Research contribution.
 - (c) Any National level recognition.

3. The Process:

The under-mentioned process will be followed for selection of candidates for out of turn promotions: -

- a) Concerned HoD to propose the candidate (to be kept confidential)
 - b) Vice-Chancellor refers the candidature to three other Deans / HoDs (to be kept confidential)
 - c) Atleast two out of three Deans/ HoDs should agree with the proposal.
 - d) A committee under the Chairmanship of the Vice-Chancellor with Registrar, DEM, Dean – R&D and 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 out of turn promotion.
 - e) The committee will meet on as required basis.
4. The above Policy has been approved in the recently concluded BoM Meeting held on 27.12.2017.

1.7 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 will be implemented henceforth.

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: -
 - a. 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

7. 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.

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.

Faculty with more than two years of service will be allowed to leave on three months' notice for whatever reason.

C. Common Policy

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.

1.8 HALF TIME RESEARCH ASSISTANCE (HTRA) – POLICY

The Half Time Research Assistance (HTRA) policy of the Institute for Full Time Research Scholars has been revised with immediate effect subject to the following conditions: -

The Full Time Research Scholars should have completed two years from the date of admission.

They should have paid full tuition fee for the two years.

They should have completed the course work prescribed by the Doctoral Committee (DC) during initial one or two semesters (completed a minimum of four courses, Viz., a) Research Methodology b) Two core courses related to research topic and c) Technical writing with a minimum attendance of 75% per subject and minimum of 60% marks in each course.

They should have submitted at least one research publication in referred Journal (SCI / SCP – E / Scopus).

The scholar should obtain a satisfactory progress evaluation report from the DC and submit it to Dean R&D.

Once the above conditions are fulfilled, the Full Time Research Scholars admitted in 2016-17 odd Semester, 2016-17 even semester and 2017 – 18 odd Semester are entitled for enhancement of HTRA from Rs. 25,000/- to Rs. 0,000/- per month in Engineering and from Rs. 18,000/- to Rs. 25,000/- in Science streams for the next two years or until submission of thesis, whichever is earlier.

The Full Time Research Scholars admitted in 2017-18 even semester and 2018 – 19 odd Semester and even semester are entitled for enhancement of HTRA from Rs. 25,000/- to Rs. 35,000/- per month in Engineering Stream and Rs. 18,000/- to Rs. 25,000/- per month in Science, Management and Humanities streams for the next two years or until submission of thesis, whichever is earlier.

An Uniform HTRA of Rs. 25,000/- for Engineering Streams and Rs. 18,000/- for Science, Management and Humanities streams will be provided for a duration of 4 years from the date of admission with effect from the academic year 2019-20 odd semester Ph.D. admissions onwards.

After completion of 4 years from the date of Ph.D. admission, no HTRA or any other financial assistance will be provided by the Institute.

1.9 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.

1.10 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.

1.11 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:

Retirement age of the Non-Teaching staff will be 60 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.

1.12 POLICY ON RESEARCH GRANT

1. Project should yield a result in the form of one Scopus cited journal publication and a device which is useful to the society.
2. Project grant may be sanctioned for a minimum amount of Rs. 2 Lakh up to a maximum of Rs. 5 Lakh.
3. If the sanctioned amount is more than Rs. 3 Lakh, a separate committee may be constituted to review the outcome of the project. However, this committee suggests that two Scopus cited Journal publications and a good project module may be developed.

Parameters to be considered:

1. Previous work/publications in the related filed by the researcher.
2. Minimum 6 months' experience in the institution.
3. Whoever is granted this assistance should continue in the institution at least for a couple of years.
4. Committee should also access the usefulness of the proposed equipment for the other faculty members in the department/institution.

1.13 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 hereby 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
 4. The scheme applicable to the families of all employees of Vignan University whose gross salary is less than Rs. 75,000 and who have not completed 60 years as on the date of death.
 5. The amount of ex-gratia shall be as based on the length of the service of the employee as specified below:-

3 months and above, but less than 6 months	Rs. 5,000/-
6 months and above, but less than 2 years	Rs. 10,000/-
2 years and above, but less than 5 years	Rs. 15,000/-
5 years and above, but less than 10 years	Rs. 20,000/-
10 years and above, but less than 15 years	Rs. 30,000/-
15 years and above	Rs. 35,000/-
 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.

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, Rector, 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 PURCHASE OF EQUIPMENT:

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. 50,000/-, Registrar accords the sanction, subject to availability of approved budget.
 - For purchases valued more than Rs. 50,000/- and up to Rs. One

Lac, Registrar sends the proposal to the Rector for accord of 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 with the CPC recommendations for approval.
- VC accords the administrative approval/Sanction.

When the purchase value exceeds the budgetary allocation

1. VC under his discretionary powers shall 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 concerned department and Finance department.
3. Finance department makes the payments as per the terms mentioned in the purchase order.

1.4 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 scrutinize 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.

1.5 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 leave will be approved by the Competent Authority.
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. Any Casual leave to be sanctioned with prior written approval. In any emergency/ unforeseen situations.

II. Earned leave (EL)

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.
6. Vice-Chancellor is the authority to sanction Earned Leave in respect of Rector, Registrar, Finance Officer, Deans, Heads of Department and Directors. Rector is the authority to sanction Earned Leave in respect of Professors, Associate Professors and Assistant Professors.
7. Registrar is the authority to sanction Earned Leave to all other employees.
8. Leave application especially EL should be submitted sufficiently well in advance and in any case for avilment of EL at least one week notice in advance to the competent authority for approval is mandatory.

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 ie. a) Registrar is the authority to sanction Half Pay Leave for all teaching and non-teaching staff up to 30 days of HPL on medical grounds b) In excess of the above limits HPL shall however be sanctioned by the Vice-Chancellor.

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 ie.,
 - a) Vice-Chancellor is the authority to sanction Marriage Leave in respect of all faculty members.
 - b) Registrar shall sanction Marriage Leave to all other staff.

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) He/she has to take work adjustment by duly taking signature of consent.
- iv) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
- v) The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/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) Vice-Chancellor is the authority to sanction Maternity Leave in respect of all women faculty members and Registrar shall sanction Maternity Leave to all other women employees.
- viii) In excess of the above limits leave shall however be sanctioned by the Vice-Chancellor on case by case basis.

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. Vice-Chancellor is the competent authority to direct the Rector, Registrar, Finance Officer, Deans, Heads of Departments, Directors and all faculty members to work on a holiday and declare them eligible for Compensatory leave.Registrar is the competent authority to direct the non-teaching staff of the university to work on holidays.

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 ie.,Rector shall be the competent authority to sanction Academic Leave to the all faculty members (other than Deans & HoDs). Vice-Chancellor is the sanctioning authority for Rector, Registrar, Finance Officer, Deans, Heads of Department and Directors.

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) Vice-Chancellor is the sanctioning authority for Rector, Registrar, Finance Officer, Deans, Directors and Heads of Department. Rector shall be the competent authority to sanction OD to the all faculty members (other than Deans & HoDs).

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) Study Leave shall be granted by the Vice-Chancellor on the recommendations of the concerned HoD as per entitlement.

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. Extraordinary Leave shall be granted by the Vice-Chancellor on the recommendations of the concerned HoD as per entitlement.
- 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.

XI. 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 (RA/SRF/JRF, Project Assistants).

