



VIGNAN'S

Foundation for Science, Technology & Research

(Deemed to be UNIVERSITY)

-Estd u/s 3 of UGC Act 1956

SERVICE RULES, POLICIES & PROCEDURES- VFSTR

(Amendments upto September 2023 incorporated)

INDEX

	PAGE No.		PAGE No.
Vision - Mission	- 3	1.7 Policy on research incentives for quality publications	- 82
Introduction	- 5	1.8 Policy for Out of Turn Promotion for Meritorious Faculty	- 83
PART - I		1.9 Policy of VFSTR on Acceptance of Resignations of the faculty members.	- 84
Chapter - 1 : Service Rules	- 7	1.10 Policy for Faculty Recruitment Drives in Various IITs, NITs, IIITs / NIFTEM Etc...	- 85
1.1 Conduct, Discipline and Appeal Rules	- 9	1.11 Policy for Online / Offline Recruitment	- 86
1.2 Penalties and Appeals	- 15	1.12 Policy on Financial Assistance for students to pursue internship abroad	- 89
1.3 HRD - Teaching Staff	- 19	1.13 Policy on Retirement Age for Employees	- 90
1.4 Teaching Staff - Training and Counselling	- 23	1.14 Policy on Research / Seed grant for Faculty	- 90
1.5 Teaching Staff Career Growth - Opportunities	- 24	1.15 Policy on Research / Seed grant for Students	- 94
1.6 Notice Period	- 25	1.16 Policy on Reimbursement of Annual Membership fee for faculty members	- 96
1.7 Termination of Service	- 25	1.17 Revised Policy on Self Marriage Gift to all staff members (both Teaching & Non-Teaching)	- 97
1.8. Duties and Responsibilities of the Professors / Associate Professors / Assistant Professors	- 26	1.18 Policy on subsidy for staff using Bus facility	- 97
1.9. Staff Appointments	- 30	1.19 Policy on Social Security of Employees - Scheme of Ex-Gratia	- 98
1.10 Non-Teaching Recruitment	- 38	1.20 Policy on Provision of Employees Provident Fund (EPF) for the Staff	- 99
Chapter - 2 : Pay and Allowances		1.21 Policy on Honorarium to Guests for various purposes	- 99
2.1 Scales of Pay	- 43	1.22 Scholarships & Fee Structure for the Fulltime Internal Research Scholars & Fee Structure for Part Time Scholars	- 102
2.2. Draw of Pay	- 43	1.23 Policy on Personal Loan Facility to Staff	- 103
2.3 Pay Fixation	- 44	1.24 Procurement Policy	- 105
2.4 Admissibility of Allowances	- 44	1.25 Policy Over Acknowledging the Centre of Excellence (COEXAMMPC)	- 106
2.5 Increments	- 44	1.26 Faculty Promotion Policy	- 106
2.6 Re-Fixation of pay on promotion	- 45	1.27 Financial Policy	- 107
2.7 Re-Fixation of pay on Transfer from one Scale of pay to Another	- 45	1.28 Revised Consultancy Policy	- 108
2.8 VFSTR 7th Pay	- 45	1.29 Revised University Research Policy	- 111
2.9 Post-Doctoral Research	- 57	1.30 Amendment of Policy on Quality Improvement Programme (QIP)	- 114
Chapter - 3 : Employees Provident Fund	- 61	1.31 Service Conditions of Faculty (Teaching Staff) who attained the age of 65 Years and above	- 116
Chapter - 4 : Leave Rules	- 63	1.32 VFSTR Technology Business Incubator Policy	- 119
4.1 Leave rules for Teaching & Non-Teaching Staff	- 63	1.33 Reward for Unutilized compensatory Casual Leave (CCL) - Non Teaching Staff	- 120
4.2 Leave rules for Research Scholars and Research Assistants	- 70	1.34 Service Conditions to the Non-Teaching staff members who attained the age of 62 years and above-	- 121
Chapter - 5 : Consultancy Rules	- 72	PART - III Procedures	
5.1 Consultancy Rules	- 72	1.1 Recruitment	- 125
5.2 Gross Revenue	- 72	1.2 Procedure for Seeking Financial Approval and Sanction Stages of Process - Training Programmes	- 126
5.3 Expenditure	- 72	1.3 Guidelines for the Sponsorship of Faculty members to pursue Ph.D under QIP	- 126
5.4 Net Surplus	- 72	1.4 Leave Procedure	- 128
5.5 Sharing of Revenue	- 72	PART - IV Compensation & Benefits (other than Salary)	
5.6 Revenue Sharing	- 73	1.1 Common welfare Measures for all the Teaching and Non-Teaching staff	- 136
PART - II Policies			
1.1 Policy on incentives to teaching faculty for projects obtained from Govt. Agencies	- 77		
1.2 Policy for Adjunct Faculty & Adviser	- 77		
1.3 Policy on Faculty Participation in Conferences - workshops / FDP and other Short term courses	- 78		
1.4 TA & DA Rules for all Employees	80		
1.5 Policy on TA, DA, Airfare, Local Conveyance, etc. for Staff Proceeding Abroad for Admissions in Nepal & Bangladesh	- 81		
1.6 Policy on Organizing National / International Conferences, Workshops, Symposiums, Seminars, Refresher Courses and other Short Term Courses	- 82		

→ 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 2023



2023 Ranked, 75th 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.

4. Policy Components:

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

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

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

1.3.1 JOINING OF DUTIES

- I. The appointee at the time of joining has to report along with the following materials.
 1. Joining Report
 2. Two sets of photocopies of all degrees / Certificates for submission along with the originals for verification.
 3. Medical Fitness Certificate from a registered Doctor / Physician.
 4. List of Publications, if any.
 5. Ten Photographs.
- II. At the time of joining, an appointee has to report to the HR section of Registrar's Office.
- III. The HR section will direct them to the concerned department Head / Deen for completing joining formalities.
- IV. The Department / Dean would take his / her joining report along with the materials as mentioned above and would give him / her the following materials.
 1. Prescribed Application Form along with the Computer Data Sheet in duplicate.
 2. Other forms like PF nomination form, bank details, identity card details, if any; etc., in duplicate.

- V. The Department / Directorate will collect back the above details and send one copy of the following material to the Establishment Section of the Registrar :
1. Prescribed Application Form along with the Computer Data Sheet
 2. Other forms like PF nomination form, bank details, identity card details
 3. One set of copies of Degrees and Certificates
 4. Ten Photographs – one for Record and the other for the Identity Card.
 5. One copy of the Medical Certificate.
 6. One copy of the Joining report with the CV of the individual shall be sent to the Dean - AAA.
- VI. The Joining Date of an employee shall be the date of reporting for duty on the first day provided he joins by 12 O'Clock. If he joins after 12 O'Clock, then his Joining Date shall be counted from the next working day.

1.3.2 WORKING HOURS

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

1.3.3 HOLIDAYS & VACATION

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

1.4 TEACHING STAFF - TRAINING AND COUNSELLING

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

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

1. Study of Vignan Manuals to understand and identify their own role in the organization.
2. Understand the Vision, Mission of the organization and also the goals and objectives of the department to which one is posted.
3. Identify carefully the Department and other Faculty members with whom one is expected to meet and interact personally.
4. Study the Department in which one is posted in greater detail and identify immediate tasks on hand including the list of the to do items as well as get a copy of the list indicating the details of weak students who need follow up. For this purpose he/she will have to meet all the colleagues/faculty members in the department under the guidance of the HOD.
5. If a 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 - AAA
 - ii) Dean (R&D)
 - iii) Registrar
9. The HOD concerned has to take responsibility to facilitate the faculty towards updating their knowledge working under him/her and propose necessary training programmes to the Dean - AAA and Registrar.
 10. A detailed folder of each of the faculty members shall be maintained at the following five offices.
 - a) HOD
 - b) Dean - AAA
 - c) Dean (R&D)
 - d) Registrar
 11. The HODs concerned will continuously identify weaknesses and 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 - AAA and Registrar.
 14. An ambiance and a belief that the faculty who joined Vignan did so to contribute and grow will be a useful starting point to not only attract talent, but also to retain the talent.
 15. Since retention of talent is an important objective, developing the faculty members recruited in an open and objective environment becomes the first step to achieve the objective.

1.5 TEACHING STAFF CAREER GROWTH – OPPORTUNITIES

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

1.6 NOTICE PERIOD

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

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

1.7 TERMINATION OF SERVICE

Resignation

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

Explanation:

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

Termination of Service:

- (1) The services of a temporary employee of the University shall be liable to be terminated at any time without notice and without assigning any reasons thereof.
- (2) The University is empowered to terminate the services of any permanent employee for the reasons due to abolition of the post which he is holding or as disciplinary action against such employee, by giving a notice of three months or paying three months' salary in lieu thereof.
- (3) Not with standing what is contained in the above rules, it is the prerogative of the appointing authority to terminate the services of any employee, if the authority is satisfied on the report of a Medical Board appointed for the purpose that the employee is incapacitated physically or mentally and discharge his duties.

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

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

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

a) Teaching

- I. Teaching the courses (papers) allotted to him / her as per the prescribed syllabus.
- II. Strict adherence to the time-table given without causing any disruption in the teaching – learning activity
- III. Adjustment of teaching and other work with fellow – teachers to avoid disruption of the academic schedules in the institution due to his/her leave and other duties.
- IV. Preparation of an annual curricular plan, course – wise in the prescribed proforma.
- V. Announcement, in advance, of the academic schedules to the Students & Faculty as per the annual plan
- VI Coverage of syllabus as per the annual plan and conduct of extra

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 - AAA through their office within the prescribed time frame.

- iii. Preparation of question banks and other instruments of evaluation for assessment of student capabilities in accordance with the standards of evaluation as determined by ESC (Evaluation Standards Committee)
- iv. Prompt disposal of grievances of the Students & Faculty with regard to valuation procedures, marks etc.
- v. Monitoring the academic progress of the Students & Faculty regularly and submitting necessary documents to the Director through HoD to Dean Dean - AAA.
- vi. Preparation of progress reports for circulation among the parents through the Dean (Admissions) & Dean (T&P)

c) Remedial Coaching

- i. Identification of slow learners and academically backward Students & Faculty on the basis of their performance in the internal tests and other sources
- ii. Organizing remedial coaching classes so as to enable Students & Faculty to improve their performance
Encouraging merit Students & Faculty to take up study projects, participate in seminars, debates etc.,

d) Standard Feedback

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

e) Academic records

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

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

f) Research

Undertaking research projects

g) Professional growth

- i. Improving the academic qualifications wherever it is compulsory
- ii. Updating knowledge of the subject and upgrading professional skills by participating in orientation courses and refresher courses
- iii. Publication of research papers

- iv. Publication of text books, reference books etc.,
- V. Participation in the national and international seminars and conferences etc., and presentation of papers

h) Administrative assistance

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

i) Co-Curricular activities and extension work

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

j) Linkages

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

k) Miscellaneous

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

1.9 STAFF APPOINTMENTS:

1.9.1 STAFF REQUIREMENT

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

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

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

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

1.9.2 CATEGORY OF STAFF

I. Teaching Staff

Vice Chancellor, Deans, Dy. Deans, Asst .Deans, Registrar, Professor, Associate Professor, Assistant Professor, Lecturer, Assistant Lecturer, Research Assistants, Training & Placement Officer, Librarian, Workshop Superintendent, Physical Director, or such other academic posts as decided by the Board of Management from time to time.

II. Non- Teaching (Technical Staff)

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

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

1.9.3 CATEGORY OF APPOINTMENT

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

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

I. Regular Appointment

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

II. Contractual Appointment

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

III. Adhoc Appointment

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

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

IV. Appointment by Invitation

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

1.9.4 PERIOD OF PROBATION

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

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

1.9.5 ELIGIBILITY CRITERIA FOR SELECTION

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

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

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

1.9.6 HRD – TEACHING FACULTY

1. Appointing authorities:

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

Selection Committee

The following Selection Committees have been constituted:

For Appointment of a Professor

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

For Appointment of an Associate Professor

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

For Appointment of a Assistant Professor

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

1.9.7 TEACHING STAFF

Process of Selection:

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

Collection of Applications

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

Selection

- I. Selection is based on test of subject knowledge (40%); Academic Record and Experience (15%); Lecture Delivery Demo (20%); Aptitude for teaching and research (15%) and overall impression (10%).
- II. The Chairman of the Committee decides the date, time and venue for test, demonstration, interaction and interview.
- III. The HR section dispatches the call letters to the short listed candidates. The time span between the date of dispatch of call letter for the interview and the date of interview should normally be 2 weeks to ensure enough time for the receipt of the letter by the candidate & make travel arrangement.
- IV. The Selection Committee makes arrangements with the help of the concerned HODs for the conduct of the subject test and Interview.
- V. The Selection Committee starts interviewing the candidates and evaluates on Academic records and experience (15%), Lecture Delivery Demo (20%), Aptitude for teaching and research (15%); Overall impression (10%).
- VI. The Selection Committee gets the result tabulated and finalises the selection. If available, the committee may select about 50% more than the required candidates and recommend a panel. The selected panel shall remain in vogue for a period of six months to fill the vacancies which occur in the next six months.
- VII. The Committee interacts with the selected candidates and makes the offer together with terms, conditions and remuneration (negotiable) and seeks confirmation of their acceptance, and joining schedule.
- VIII. The Committee may issue a letter of offer and take his/her notional acceptance of the offer.

- IX. The detailed appointment letter is issued on their joining and completing the other joining formalities.
- X. The decision of the Selection Committee would be recorded and recommended to the Vice-Chancellor for consideration and approval of the recommendations. The appointment letter would be issued by the Registrar.

1.9.8 TEACHING STAFF OTHER CATEGORIES

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

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

Adjunct Professor / Adjunct Faculty

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

1.9.9 REAPPOINTMENT

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

1.9.10 MEDICAL CERTIFICATE OF FITNESS

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

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

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

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

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

1.9.11 RECORD OF SERVICE

The University shall maintain a 'Service Register' for each employee in which the details of the service from his date of appointment till his separation from the services of the University shall be recorded. In the Service Register, normally the information about the aspects of his service such as increments, rewards, promotions, punishments, etc., shall be recorded. Further, the Service Register shall also provide the detailed account of leaves of all types except casual leaves of the employee.

Scope of an Employee's Service:

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

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

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

1.9.13 TRANSFERS

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

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

1.9.14 SERVICE CERTIFICATE

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

Change of Address

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

1.9.15 FORWARDING OF APPLICATIONS

An employee, who desires to apply for an outside employment, shall submit his application through proper channel for forwarding the same. In no case, the employee can approach the University for forwarding more than two times in a year. However, the University reserves the right either to forward or not to forward such applications without giving any reasons.

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

1.9.16 WORK OTHER THAN THAT OF THE UNIVERSITY

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

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

1.9.17 PROMOTION

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

1.9.18 DRESS CODE

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

Teaching Staff:

Male – Formal shirt (Full / Half sleeves)

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

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

Non-Teaching Staff:

Uniform, provided by VFSTRU.

1.9.19 WORKING HOURS

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

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

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

1.10 NON-TEACHING STAFF

1.10.1 PROCESS OF SELECTION

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

Selection

- i. Selection is based on Skill Test (60%); Academic Records and Experience (20%); Aptitude for the skill (10%) and overall impression (10%). Candidate should possess skills of more than two trades and should be a Master in at least one Trade.

- ii. The Chairman of the Committee decides about the date, time and venue for the test, interaction and interview.
- iii. The HR section dispatches the interview letters to the short listed candidates. The time span between the date of dispatch of interview letter and the date of interview should normally be 2 weeks for receipt of the letter, to enable proper reservation for journey.
- iv. The Selection Committee makes arrangements with the help of the concerned persons for the conduct of the skill test.
- v. The Selection Committee starts interviewing the candidates and evaluates him/her based on academic record and experience (20%), aptitude for the skills (10%); Overall impression (10%).
- vi. The test result gets evaluated and sent to the Selection Committee.
- vii. The Selection Committee gets the result tabulated and finalises the selection.

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

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

1.10.2 NON-TEACHING STAFF (TECHNICAL) - DEVELOPMENT

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

1. A detailed study in the Laboratory to which she / he is posted, study of the equipment available with their specifications and sources of procurement.

2. The maintenance requirement of various equipment including the spare parts to be maintained.
3. A preventive maintenance schedule of the equipment in the Laboratory
4. Identifying the areas of mutual dependence of other Laboratories or Staff.
5. Study the syllabus of experiments that should be completed in the subject concerned in a given semester / year.
6. Gain a first-hand experience of all the experiments that he would be guiding for improving his own confidence and capacity.
7. The professors and other faculty members in charge of this Laboratory will provide him/her sufficient inputs for mastering the experiments and maintain the equipment.
8. The member of the non-teaching technical staff will study all the Laboratory manuals available and update them wherever necessary in consultation with the professor concerned.
9. He will prepare a statement indicating clearly his/her learning confidence, and issues thereof, if any. This statement would be discussed with the Professor in charge of the Laboratory who reviews the learning potential of the individual, identifies the areas for further improvements and makes a recommendation to the Registrar's office for placing him/her on regular duty.

1.10.3 NON-TEACHING STAFF (TECHNICAL) - PROMOTION

- I. A Laboratory Technician may be considered 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 62 years.

The Vice-Chancellor shall have the power to re-employ, as a special case, a non-teaching employee after attaining the age of superannuation for a period

not exceeding five years. However, re-employment shall be for one year at a time, on mutually agreed remuneration and terms and conditions. All such cases where VC has exercised this power shall be brought before BOM.

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

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

1.10.6. GENERAL CODE OF CONDUCT FOR EMPLOYEES

General Disciplinary Control:

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

Employees to promote the interest of the University:

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

CHAPTER - 2

PAY AND ALLOWANCES

2.1 SCALES OF PAY

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

2.2 DRAW OF PAY

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

2.3 PAY FIXATION

- i. Normally appointments shall be made on the minimum basic pay of the grade to which the appointment is made, unless the respective Selection Committee under special circumstances, recommends the grant of advance increments in individual cases, where candidates possess additional academic qualifications and / or experience in the relevant field of value to the University.
- ii. For deserving candidates, the competent authority is empowered to fix the initial pay at a stage higher than the minimum of the pay in the scale attached to it.

2.4 ADMISSIBILITY OF ALLOWANCES

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

2.5 INCREMENTS

1. Drawing of Increment

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

2. Service for Increment:

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

3. Power to withhold Increment

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

4. Reduction to a lower Grade, Post or Stage

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

2.6 RE-FIXATION OF PAY ON PROMOTION

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

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

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

2.8 VFSTR 7TH PAY

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

Differences between 7th pay and VFSTR 7th pay

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

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

Compilation of Chapters in this report

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

CHAPTER - 1

VFSTR Revised Pay Structure (VFSTR's 7th Pay) Cadre Structure and Mode of Appointment

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

Revised Pay Structure

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

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

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

CHAPTER - 2

Implementation Guide Lines

2.1 General Remarks:

Advance Increments for extraordinary candidates:

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

Higher Level for deserving candidates:

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

(level 10-), candidates may be considered under Teaching cum research Assistantship (TRA).

- VI. Level 11 incumbents are eligible for Level 13A1, if essential requirements are met.
- VII. Level 12 incumbents are eligible for Level 13A2, if essential requirements are met.
- VIII. Level 13A1 incumbents are eligible for Level 14, if essential requirements are met.
- IX. Number of faculty in Level 15 is normally limited to 10% of the total number of faculty falling in the level of 12 to 14. However, it may be relaxed in case of highly deserving candidates, if they are available.
- X. In case of deserving candidates selection committee/CAS committee may consider appendix-II in lieu of SCI Publication.

2.2 Fixation:

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

2.3 Maximum Pay and Super Annuation:

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

2.4 Career Advancement Scheme (CAS):

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

2.5 Increment:

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

2.6 DA:

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

CHAPTER - 3

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

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

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

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

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

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

APPENDIX - I

Desired Research Indices

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

APPENDIX - II

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

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

APPENDIX - III

Pay Matrix for Fixation Only

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

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

EXAMPLE FOR APPENDIX – III

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

APPENDIX – IV

Faculty performance- Below The Expected Level

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

2.9. POST-DOCTORAL RESEARCH

A. PREAMBLE

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

B. CATEGORIES OF POST-DOCTORAL FELLOWSHIPS

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

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

action plan of their research to be carried out during the course of time.

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

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

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

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

CHAPTER - 3

EMPLOYEES PROVIDENT FUND

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

CHAPTER - 4

LEAVE RULES

4.1 LEAVE RULES FOR TEACHING & NON-TEACHING STAFF

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

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

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.
 - 1) Registrar/Deans/HoDs/ Directors/ Vice-Chancellor
Finance Officer/ Workshop Supdt./
Controller of Examination.
 - 2) Asst. Registrars and all staff under Registrar
Registrar's office

- | | |
|---|--------------------------------------|
| 3) Faculty in the Depts | HoD of respective department |
| 4) Non-teaching staff under offices of Dean's | Dean concerned |
| 5) 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.
6. Vice-Chancellor is the authority to sanction Earned Leave in respect of Registrar, Finance Officer, Deans, Heads of Department and Directors.
7. Dean-AAA is the authority to sanction Earned Leave in respect of Professors, Associate Professors and Assistant Professors.
8. Registrar shall sanction Earned Leave to all other employees.
9. 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.
10. 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 HPLs 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.

a) Regular Employees

- 1) All Regular Employees are eligible for 20 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 HPLs 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 30 days at a time in a semester when there is class work.
- 6) 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.
- 7) 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 Registrar, Finance Officer, Deans, Heads of Department and Directors.
- e) Registrar shall sanction Marriage Leave to all Teaching and Non-teaching staff.
- f) In addition, marriage gift worth of Rs.2,000/- to those who have completed 06 months of service or Rs.3,000/- for having one year of service or Rs.5,000/- for having two years of service or Rs. 10,000/- for five years of service or Rs. 20,000/- for having ten or more 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 for women employees in respect of Registrar, Finance Officer, Deans, Heads of Department and Directors.
- g) Registrar shall sanction Maternity Leave to all other women employees Teaching and Non-teaching staff.
- 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 Registrar, Finance Officer, Deans, Heads of Departments and Directors to work on a holiday and declare them eligible for Compensatory leave.
- c) Registrar is the competent authority to direct the all other faculty members and 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) Dean, AAA shall be the competent authority to sanction Academic Leave to the all faculty members (other than Deans & HoDs).
- e) Vice-Chancellor is the competent authority to sanction Academic Leave to 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.
- g) Vice-Chancellor is the competent authority to sanction OD to Registrar, Finance Officer, Deans, Directors and Heads of Department.
- h) Dean-AAA shall be the competent authority to sanction OD to the all faculty members (other than Deans & HoDs).
- i) Registrar is the sanction authority for all non-teaching staff.

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 faculty members given study leave, does not exceed the stipulated percentage of faculty members 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 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.
- d) Extraordinary Leave shall be granted by the Vice-Chancellor on the recommendations of the concerned HoD through proper channel.

XI. Sabbatical Leave

- a) Permanent, whole-time faculty members of the university who have completed seven years of service as Assistant Professor/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of

increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty members.

- b) A faculty member, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the faculty member's return from previous study leave or any other kind of training programme of duration one year or more.
- c) A faculty member shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- d) A faculty member on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- e) During the period of sabbatical leave, the faculty member shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the faculty member rejoins the university on the expiry of his/her leave.

Important Note :

- a) Leave application especially EL should be submitted sufficiently well in advance and in any case for availment of EL atleast 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 atleast 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 20 HPLs (10 days) in a Calendar year on valid medical grounds, supported by documentary evidence prior to sanction of leave; Otherwise he/she should submit the medical certificate (issued by Authorized Medical Authority) at the time of rejoining duty.
- b) Half Pay Leave may be granted for a minimum period of 03 days (06 HPLs).
- c) Public holidays can be prefixed or suffixed to the Half Pay Leave.
- d) HPL cannot be combined with casual leave or any other type of leave.
- e) Registrar is the competent authority to approve HPL up to six days at a time and 10 days in a calendar year.
- f) The Vice-Chancellor is the competent authority to extend the above limit.

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

1.2 POLICY FOR ADJUNCT FACULTY & ADVISER

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

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

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

(B) Adviser :

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

1.3 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
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.
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.

Note: -

1. Only one National and one International conference (conducted abroad) will be sponsored by the University for each faculty in a calendar year. Under no circumstances, the faculty will be permitted to carry forward the lost opportunity in a particular calendar year to next year.
2. Applicable only for the person who is presenting the paper.
3. Faculty who have not availed the international conference may be considered for second National conference subject to conditions.
4. If the travel is less than 300 km then the days of conference/ seminar only will be considered as on duty. If the travel distance is more than 300 km the preceding and the day after conference/ seminar will also be considered as on duty.
5. All the Conference/ Workshop/Seminar/FDP/other short term course approvals are to be routed through Dean, R&D and approved by Vice-Chancellor only.

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	Delhi, Mumbai, Kolkata, Chennai, Bangalore	Hyderabad / Vijayawada / Vizag / Tirupati	All District head quarters	Other towns in AP	Delhi, Mumbai, Kolkata, Chennai, Bangalore	Hyderabad / Vijayawada / Vizag / Tirupati	All District head quarters	Other towns in AP	Meito Cities/ Cities and Dist. Head Quarters	Other towns in AP	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Charcellor / Vice-Chancellor / Pro Vice-Chancellor	Economy class	First A/C	Sleeper Volvo	Cab actuals	Cab actuals	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	Cab actuals	Cab actuals	Rs. 5,000/-	Rs. 4,000/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 1,250/-	Rs. 750/-	
Assoc Prof. / Dy. Directors / Associate Director (Digital Media) Dy. Registrar	-	III Tier A/C	Semi Sleeper A/C	Actuals of Cab services such as Ola and Uber only / Auto limited to Rs.800/-	Actuals of Cab services such as Ola and Uber only / Auto limited to Rs.600/-	Actuals of Cab services such as Ola and Uber only / Auto limited to Rs.400/-	Auto limited to Rs. 250/-	Rs. 4,000/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 1,500/-	Rs. 700/-	Rs. 600/-	
Asst. Prof. / Asst. Registrar / Asst. Director (Digital Media) / Asst Director (International Admissions) / W/s Supdt. / Librarian / PD / Marketing Manager / Placement Officer	-	III Tier A/C	Semi Sleeper A/C	Auto / Bus limited to Rs.800/-	Auto / Bus limited to Rs.600/-	Auto limited to Rs. 400/-	Auto limited to Rs. 250/-	Rs. 3,000/-	Rs. 2,500/-	Rs. 1,500/-	Rs. 1,200/-	Rs. 600/-	Rs. 500/-	
All other Cadres / Marketing Staff / Office Superintendent / Senior Incharge	-	II Class Sleeper	Non A/C Bus	Auto / Bus limited to Rs.700/-	Auto / Bus limited to Rs.500/-	Auto / Bus to Rs.350/-	Auto limited to Rs. 250/-	Rs. 2,500/-	Rs. 2,000/-	Rs. 1,000/-	Rs. 700/-	Rs. 500/-	Rs. 400/-	

- Note :**
1. Minimum time to claim DA is 6 hours from the start of journey.
 2. Expenditure of DA includes water bottles, snacks, beverages, breakfast, lunch, dinner etc.
 3. Train via tatkal tickets can only be booked by seeking approval from Registrar.
 4. 50% of the full DA will be paid for any additional period of 12 hours.
 5. In case of cancellation on personal grounds, the entire cancellation charges are to be borne by the individual. Cancellation charges will be reimbursed only if the journey is cancelled due to official reasons.
 6. For a distance of 120 kilo meters or less radius from VFSTR, 50% of DA charges only can be claimed.
 7. In areas such as North-Eastern states, where difficulty persists with transport, food, etc. and exclusively for the purpose of admitting students to enhance diversity, for cadres such as Assistant Registrar and above DA per day is limited to Rs.1,000/- and Cab allowances is as per actuals. Also lodging allowance per is day to Rs.4,000/- only.
 8. Other similar areas may also be considered for the same purpose but prior approval is to be sought from Registrar.
 9. In any other cases other than the ones stated above, prior approval from Registrar is mandatory.
 10. In cases of conflict(s), Registrar's recommendation is final, which may be sent to the Vice-Chancellor for ratification and final approval.

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

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

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

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

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

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

1.7 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 2020: -

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

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

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

1.8 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.

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

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

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

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

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

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

1. Every newly joined faculty should serve at least for “2 Semesters” in the institute.
2. No resignation will be accepted during this period unless resignation is sought on obtaining Govt. Job (Central / State / PSU). Proof of appointment letter mandatory.
3. In case of resignation, as per point 2 above, within the one-year period, then the faculty has to pay back 50% of the emoluments paid to them by the institute.
4. Resignation of faculty who had already served in the institute for more than 2 Semesters but less than 4 Semesters could be considered only on the following grounds: -
 - a. Obtaining Govt. job. (Proof Required)
 - b. Admission in Ph.D. / PDF Programme. (Proof Required)
 - c. If they applied for the Job or the Ph.D. / PDF Programme only on prior approval from the Institute.

5. The following Condition will, however, apply for cases mentioned at para 4(a) & 4(b) above: -

Three months' notice or money in lieu or part thereof is mandatory.

6. Resignation of faculty who had served in the institute for 2 years and above could be considered on three months' notice.

B. Existing Faculty

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.
8. 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.
9. Faculty with more than two years of service will be allowed to leave on three months' notice for whatever reason.

C. Common Policy

- 10 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.

1.10. 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.

1.11. POLICY FOR ONLINE / OFFLINE RECRUITMENT

(Amended policy incorporated from 05.10.2020)

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

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

2. Advertisement

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

3. Screening of Applications

- a) The received applications should be screened and categorised based on positions applied such as: -
 - i) Professor
 - ii) Associate Professor
 - iii) Assistant Professor
- b) and based on their qualifications such as: -
 - i) Ph.D. Awarded
 - ii) Ph.D. Thesis Submitted & awaiting Award of Degree
 - iii) Ph.D. Pursuing
 - iv) Non-Ph.D.'s
- c) All the received applications are screened for their eligibility in terms of qualifications, experience, age, etc and systemized by the Section Officer

/ In-charge at Registrar's Office.

- d) The screened applications should be forwarded to the department concerned for further screening.

4. Shortlisting of Candidates

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

5. Call Letters to Applicants

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

6. Selection Panel & Contribution

- a) Selection Panel for Online / offline Technical Round should be constituted as per regulations of UGC. One external member should be invited as External Subject expert.
- b) The ZOOM Link is shared to External Subject Expert immediately along with the schedule of Online Technical Interview with candidate profiles.

- c) The Technical Selection Committee along with External Expert Conducts Online / offline Interviews to verify their Technical proficiency & teaching skills.
- d) An Evaluation Sheet along with applicant detailed CVs are to be sent to the Panel Members well in advance before commencement of interviews.

7. Technical Selection Committee Composition

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

8. Final Round of Interviews

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

9. HR Round

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

10. Issuance of Offer Letter

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

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

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

1.12 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.

1.13 POLICY ON RETIREMENT AGE FOR EMPLOYEES OF VFSTR

Teaching staff:

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

Non-Teaching staff (Technical & Non Technical) :

Retirement age of the Non-Teaching staff will be 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.

Medical Fitness :

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

1.14 POLICY ON RESEARCH /SEED GRANT FOR FACULTY

Preamble

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

- Research startup grant for Assistant Professors (RSG): RSG is awarded for newly recruited faculty under Assistant Professor category to initiate their research work at VFSTR.
- Follow up research grant for Assistant Professors (FRG): FRG is awarded for faculty under Assistant Professor category, who has availed and

successfully completed RSG. This scheme is meant to continue their research work at VFSTR.

- Support research grant for Associate Professors and Professors (SRG): SRG is awarded for faculty in the position of Associate Professor and Professor. This scheme is intended to support faculty who are interested to initiate their research work or change his / her research area according to the thrust area of the department.
- Exclusive research grant for women faculty (ERG): Regular women faculty in any cadre can apply under this scheme to receive funds either for initiating or extending their research work at VFSTR.

Objectives

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

Awards

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

Eligibility

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

Application process

1. The call for proposals may limit research funding to the Departmental / School thrust area.
2. Plagiarism free proposals should be submitted for short-listing. A full proposal including figures and references should not exceed more than 7 pages.
3. The full proposals will be reviewed by “Committee for Institute Funded Research (CIFR)”

4. The investigator will be invited to make a presentation before the selection committee. (Refer to “assessment”)
5. Decision on the grant award will be announced.

Submission deadline

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

Selection criteria

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

Assessment

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

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

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

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

Conditions

1. RSG and FRG should be applied only by the Assistant Professors. Any faculty in the cadre higher than Assistant Professor associated with the project will be considered as mentor, rather than investigator.
2. The decision of the CIFR committee will be conveyed to the investigator who will be the contact person for all administrative matters regarding the project.
3. The investigator is responsible for the conduct of the research in accordance with the institute research policy.
4. Procurement, utilization and maintenance of equipment should be as per institute policy.
5. The seed grant money has to be utilized within the stipulated period in accordance with the approved budget.
6. Once in every six months, investigator should make a presentation of work progress in front of CIFR committee for assessment. In case it is found that proper efforts are not being made, further release of funding may be ceased.
7. At the end of first year (during 2nd review meeting), a progress report containing information about cumulative 1st year need to be furnished.
8. At the end of second year (during 4th review meeting), a progress report containing information about complete two years need to be furnished.
9. In any research communication that arises out of the funded project, the contribution of the institute should be duly acknowledged along with the sanction order number of the seed grant.
10. The investigator need to submit UC & SE at the end of every financial year (i.e., 31st March).
11. The investigator will also be required to submit project outcomes (including grants received from external funding agencies and publication/IPR arising out of the seed grant) by the end of third year from the sanctioned date of seed grant. The investigator should stay in VFSTR at least up to 6 months after third year.
12. Before the completion of the project, investigator should prepare a research proposal for submitting to external funding agency. Further, investigator should identify plan of action to collaborate with Industries / MNC's to obtain consultancy projects.
13. After investigator fulfills all the requirements, Seed Grant Project Closure Report will be sanctioned by the office of Dean R&D.
14. The seed grant will be discontinued in the absence of investigator / investigators for more than 30 days of unsanctioned leave and in such case investigator will have to return the seed grant money. If the leave is taken due to unforeseen health condition, then investigator may get special permission to continue the seed grant.
15. Under any unforeseen emergency, if one of the investigators leaves the institute before the completion of project, other investigator may assume responsibility.

16. In case the project is handled by only one investigator, if he / she wants to resign without completion of seed grant project, a punitive action may be taken against the investigator by VFSTR administration.
17. In case of Maternity Leave, investigator will be given special permission to extend their project after joining duty. However, prior permission is required in such cases.

Expected Deliverables

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

List of Annexures

- Application Form
- Assessment Proforma
- Declaration from the Investigator
- Progress Report
- Utilization Certificate
- Statement of Expenditure

1.15 POLICY ON RESEARCH / SEED GRANT FOR STUDENTS

Preamble

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

Objectives

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

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

Mentorship

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

Award

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

Eligibility

- Undergraduate students, Post graduate students and Research scholars.

Application and selection process

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

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

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

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

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

Submission deadline

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

Selection criteria and conditions

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

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

List of Annexures

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

1.16 POLICY ON REIMBURSEMENT OF ANNUAL MEMBERSHIP FEE FOR FACULTY MEMBERS

1. All the Faculty members are hereby encouraged to get Annual Membership in any standard / reputed professional bodies relating to their discipline.

2. 50% of the Annual membership fee will be reimbursed to the faculty members on production of receipt or bill once in every Academic Year.
3. HoDs are to encourage the faculty towards this objective so as to establish connect with the faculty of other institutions to exchange ideas and knowledge.
4. Claim for reimbursement of subscription with documentary evidence be forwarded to Registrar's office by the faculty through their HoD.

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

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

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

NOTE :

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

1.18 POLICY ON SUBSIDY FOR STAFF USING VFSTR BUS FACILITY

The Subsidy for staff using VFSTR Bus facility has been revised (w.e.f. 01.04.2021) as follows: -

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

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

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

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

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

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

6. The ex-gratia amount shall be paid to the legal heir(s) of the deceased employee after obtaining documentary evidence. In case of any dispute, the decision of the sanctioning authority is final.
7. As soon as the death is reported, an amount of Rs.5,000/- (Rupees five thousand only) shall be paid towards funeral expenses to the person performing the funeral rites. The balance shall be paid to the legal heir(s) after obtaining the documentary evidence.
8. The claim for ex-gratia shall be submitted by the legal heir(s) with proper documentary evidence, to the Registrar. The sanctioning

authority is the Vice-Chancellor.

9. The expenditure shall be debitable to the University's funds under a minor head "social security"
- b) This scheme may be circulated to all the employees by the supervising officers concerned.
- c) This order issues with the approval of the competent authority.

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

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

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

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

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

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

- b) **Employer's contribution.**

Same amount of contribution that of employees.

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

1.21 POLICY ON HONORARIUM TO GUESTS FOR VARIOUS PURPOSES

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

S. No.	Details	Revised Norms	Remarks
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1	Honorarium to invited Guest Lectures	<ol style="list-style-type: none"> Honorarium to Vice-Chancellors of Universities/Scientists (Minimum 'G' Category & above from R&D organizations & Project funding agencies – Rs. 10,000/- per session. (1.5 hrs) <ul style="list-style-type: none"> TA (I AC Train fare/Economy Air fare) + Local hospitality Honorarium to Faculty (minimum designation Assoc. Professor and above) from reputed institutes (IIT/NIT/ Central Universities) Rs. 5,000/- per session. Other than above categories Rs. 3,000/- per session. <ul style="list-style-type: none"> TA (II AC train fare) + Local hospitality 	<ul style="list-style-type: none"> Experience, merit, stature, etc should be kept in mind Minimum Associate Professor from institutions, senior executives from industries Approval should be obtained well in advance from the VC for air travel, if any, for non-entitled category of personal.
2	University Guests for special functions such as Teachers day, Engineers day, Independence day etc.	<ol style="list-style-type: none"> Travel, local hospitality and mementoes/gift to be arranged. No honorarium 	<ul style="list-style-type: none"> Mode of travel will depend on the status of the Guest. Approval of VC is mandatory for Air travel
3	Guests Invited by departments for department functions.	<ol style="list-style-type: none"> An amount of Rs.25/-per student subject to a minimum of Rs.5,000/- An amount, not exceeding Rs.5,000/- honorarium and travel exp. of guest. 	
4	Statutory bodies: <ol style="list-style-type: none"> Board of Management Finance Committee Academic Council URB/Scientific Advisory committee Planning & Monitoring Board 	<ol style="list-style-type: none"> Honorarium -Rs.20,000/- for BOM Members and Rs.10,000/-for other statutory body Members. Local Conveyance at their places as per actuals Actual Travel Expenditure Local hospitality Gift/Memento 	
5	BoS Members: <ol style="list-style-type: none"> UG, PG Ph.D 	<ol style="list-style-type: none"> Honorarium –Rs.5,000/- Local Conveyance at their places as per actuals II AC Train Fare/Air Fare Local hospitality 	Airfare approval only by VC
6	Doctoral Committee	<ol style="list-style-type: none"> Honorarium Rs.3,000/- per student and Max Rs. 5,000/- per day Local Conveyance at their places as per actuals II AC Train Fare/Air Fare Local hospitality 	Airfare approval only by VC
7	External Experts invited for Faculty selection	<ol style="list-style-type: none"> Honorarium –Rs.5,000/- Local Conveyance at their places as per actuals I AC/II AC/Economy Air fare Local hospitality 	Airfare approval only by VC

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

1.22 SCHOLARSHIPS & FEE STRUCTURE FOR THE FULLTIME INTERNAL RESEARCH SCHOLARS & FEE STRUCTURE FOR PART TIME SCHOLARS

Based on the recommendations of an expert committee, the Scholarship and fee structure for the Fulltime Internal Research Scholars has been fixed as given below: -

I. Internal candidates (Full time scholars)

(a) Contractual Assistant Professor (CAP)

Candidates who are pursuing Ph.D will be offered Contractual Assistant Professor (CAP) positions. They would undertake Teaching and Learning process in the concerned departments for 3-4 hours per day or 16-18 hours per week (five days).

CAP will be offered for CSE& IT scholars based on the workload requirements. If any other department has acute requirement, such a department may also be considered.

(b) Teaching cum Research Assistantship (TRS)

Candidates who are pursuing Ph.D will be offered Teaching cum Research Assistantship (TRA). They will be assigned with only teaching responsibility in a stipulated slot of 1.5 -2 hours per day or 10-12 hours for five days in a week.

(c) Exclusive Research Assistantship (ERA)

ERA will be offered for the interested scholars who would participate in the teaching and learning process minimally as warranted to be carried out by a research scholar, which is for a duration of about 1.5 hrs per day totaling up to 6-8 hrs for 5 days in a week.

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

S. No.	Research Position	1st Year (Rs.) PM	2nd Year (Rs.) PM	3rd Year (Rs.) PM	4th Year (Rs.) PM	Remarks
1.	CAP	40,000	42,000	44,000		Rs.20,000/- may be given as contingency for each candidate per year
2.	TRA	32,000	34,000	36,000		
3.	ERA (Engineering)	26,000	28,000	30,000	NA	
4.	ERA (Bio Technology with M.Sc)	20,000	22,000	24,000	26,000	
5.	ERA (Science & Humanities)	20,000	22,000	24,000	26,000	
6.	ERA for Management Studies (B.Tech + MBA)	26,000	28,000	30,000	NA	
7.	ERA for Management Studies (B.Sc/B.Com/B.A or equivalent + MBA)	20,000	22,000	24,000	26,000	
8.	ERA with B.Tech Qualification	24,000	26,000	30,000	30,000	

III. Fee structure for Ph.D scholars

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

IV. Conditions for Financial support

1. CAP will be offered for CSE& IT scholars based on the workload requirements. If any other department has acute requirement, such a department may also be considered.
2. TRA will also be offered for each department based on workload requirement.
3. ERA will be offered to all the selected Ph.D scholars.
4. Candidates who are offered financial support must be a full time internal candidate attached to the campus.
5. Renewal of annual scholarship offered to internal category candidates purely depends on their progress certified by the Doctoral Committee periodically.
6. Renewal of scholarship after three years will be decided by Vice chancellor purely on merits of each case. It could be for maximum of one year and paid on ERA terms.
7. Contingency covers conference registration fee, travel grant, purchase of components, chemicals etc.

This scheme will be applicable to the Fulltime Internal Research scholars and part time external scholars admitted for the academic year 2022-23 onwards.

1.23 POLICY ON PERSONAL LOAN FACILITY TO STAFF

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

Policy

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

Scope

This policy applies to all the regular teaching and non-teaching staff. It does

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

Humanitarian Grounds on which Loan request considered

- i. Emergency – An emergency is defined as an unforeseen event that calls for an immediate action, in this case, include but not limited to the following examples:
 - The expenses related to the medical needs of the employee or his/her close family members
 - Expenses related to the funeral of a close family member.
- ii. Non-Emergency:
 - Inability to pay the routine expenses and recurring bills
 - Any other reason, other than hospital or family support.
 - Supplement the educational expenses of the children.
- iii. Close Family Member of employees are as follows: -
 - Spouse
 - Child
 - Sibling (in case he/she is dependent on the employee directly)
 - Parent
 - Grandchild
 - Grandparent
 - In-laws in the above relationships

Amount of Loan

The maximum eligibility of loan is given below: -

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

Terms & Conditions:

1. The loan amount shall be repaid in EMIs not exceeding 10 instalments.
2. Loan may be availed once in four years.

3. If the amount of the previous loan is due, the employee shall not be entitled for applying for another loan.

Note:

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

1.24 PROCUREMENT POLICY

Purchase Process in VFSTR

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

When the purchase value exceeds the budgetary allocation

1. VC under his discretionary powers can sanction the purchases, in consultation with the Finance Officer and place the same in the next FC meeting for ratification.
2. After due sanction of a proposal for purchase, Registrar prepares

proceedings and sends to the concerned department and Finance section. Registrar also prepares the relevant purchase order, in consultation with the department and sends to the supplier, with copies to the department and Finance department.

3. Finance department makes the payments as per the terms mentioned in the purchase order.

1.25 POLICY OVER ACKNOWLEDGING THE CENTRE OF EXCELLENCE (COEXAMMPC)

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

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

1.26 FACULTY PROMOTION POLICY

1. Screening process:

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

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

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

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

3. Interaction with selection committee

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

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

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

1.27 FINANCIAL POLICY

Introduction

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

Policy

- The Finance Department which is under control of Finance Officer manages all day to day financial operations within the policy constraints. Finance department maintains all the financial books and records which are open to review by statutory and internal auditors.
- Institution is operated with in the allotted budget approved by the Finance Committee prior to the beginning of every financial year. Any payment in excess of budget will be approved by Vice Chancellor and later ratified by the Finance Committee.
- The Institution gets its revenue mostly from fees paid by students and a major portion of it will be spent on salaries to the staff.

- All the receipts are collected through banks. Cash receipts are avoided.
- Salaries of the staff, both teaching and non teaching, will be credited to their bank accounts on the last working day of the month.
- Other payments will be made through crossed cheques either by NEFT or RTGS and all the cheques are duly signed by the Registrar and the Finance Officer.
- Statutory payments such as TDS, EPF, ESI and Professional Tax are paid through online payment by using net banking.
- The financial payment powers are delegated and decentralized to ensure greater transparency and responsibility.
- All the procurement proposals above Rs.1 lakh are recommended by the Central Purchase Committee and approved by Vice Chancellor.
- The financial records are audited by two audit firms one by Statutory Auditors M/s. Punnaiah & Co twice in a year and the other by the Internal Auditor M/s. Shridhar and Sivarama every month.
- Audited financial statements are displayed in the public domain i.e. in the official web site of the institution to ensure transparency.
- The Finance Committee will meet twice in a year and approves the annual budget of the Institution, adopts the audited financial statements, review the financial resources and approve the recommendations of Finance department if any.

1.28 REVISED CONSULTANCY POLICY

1. Introduction

Considering the vision and mission of Vignan's Foundation for Science, Technology & Research (VFSTR), one of the major research policies includes consultancy assignment apart from active research and teaching. The VFSTR strives to promote and enhance the external profile and the societal impact of the institute includes the expertise and research inclination of the faculty members. This creates mutually beneficial opportunities for collaborative research and consultancy services. The consultancy projects and services enrich and broaden the professional experience and knowledge of the teaching faculties. Consultancy services in an academic environment functions as a tool for contributing to the national economic growth.

2. Definition of Consultancy Services and Projects

This includes an assignment or job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey. The faculty member of the VFSTR or the department involved in consultancy are referred as consultant and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiary.

3. Objectives

- To provide technical solutions to problems
- To improve efficiency of operations and to provide specialized trainings.
- To upgrade the processes and systems
- To provide specialized equipment and testing facilities available with the institute
- To provide research expertise and optimize programming solutions to the App based consultancy works.

4. General Principles of Consultancy

- A consultancy work may be undertaken by the faculty in their area of specialization.
- The consultancy services should be undertaken only with prior permission of the VFSTR.
- It should not interfere with the prime duties of the consultant - the faculty member or the department.
- Consultancy services should not be in conflict with the interest of the VFSTR.
- In the context of consultancy services, the consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
- The two types of consultancy are individual consultancy and institutional consultancy.
- Individual consultancy is offered by a faculty member in his/her individual capacity. Institutional consultancy is offered by a team of faculty members from the same discipline or different discipline of the VFSTR.

5. Proposal Screening and Progress Report

- Consultancy proposal should be received (from the beneficiary) by the consultant (individual faculty member or department)
- The proposal is to be submitted to the Dean R&D through the Head of the Department.
- The charges on each consultancy service is decided on a case by case basis by the Dean R&D.
- Dean R&D will examine the proposal and submit their recommendations to the Registrar.
- The higher authorities will consider the following aspects before recommending the proposal
 - Extent to which the consultancy work will be undertaken by the faculty or the department in addition to their normal duties and work load.

- During the days of institutional commitments, the consultants should not neglect their duties and concentrate on consultancy work alone.
- The consultancy fee should be carefully proposed in the budget submitted by the beneficiary.
- The entire consultancy service or project should be focused on the interest of the VFSTR in the long run.
- All issues related to the execution of the consultancy work, handling of the budget amount and the stipulated time frame should be legally discussed with the competent authorities and should be mentioned in the agreement.
- The Registrar will issue approval letter after getting consent from the Vice- Chancellor.
- The consultant has to submit final report along with audited statement, utilization certificate and completion certificate from the client in the office of Dean R&D at the time of completion of consultancy project.

6. Policy for Revenue Sharing in Consultancy

In view of encouragement, the net revenue generated from the consultancy services will be shared between employee(s) and the Institute in the ratio of 70:30.

The revenue sharing with the concerned executives is a continuing process based on completion of works, realization of amounts etc.

7. Standard Terms and Conditions

Reports: Any test or other consultancy report given by VFSTR will be based on work performed according to available standards. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from VFSTR.

Payment: The payment of consultancy work to VFSTR is to be made in advance and in full before the start of the project, through online transfer / DD / cheque. The charges will also include any applicable tax as prescribed by the Government of India from time to time.

Termination: The consultancy project work may be terminated by either party by giving the other party a notice period of 30 days.

Intellectual Property Rights: All rights pertaining to any intellectual property generated / created / invented in the execution of the project, will be the joint property of VFSTR and the consultant(s). Licensing for commercial use of IPs resulting from consultancy works will be jointly decided. The cost for patent filing, examination and protection shall be decided agreed upon mutually. In a case where the client is not willing to undertake the commercial exploitation for a period of two years from the date of development of the technology, VFSTR shall have the right to transfer the IP to a third party for commercial use.

Publication: Publication from consultancy work shall include the faculty affiliation and acknowledge the facilities used from the VFSTR.

Royalty: Out of the sales made for a patent emerging from consultancy work, an annual royalty of a fixed percentage (to be decided by the VFSTR and client) will be paid to the VFSTR by the client.

Resolution of Disputes: Any disputes arising out of the project shall be amicably settled by both the organizations. The arbitration power shall lie with Registrar, VFSTR in case of any dispute and the decision taken by the Vice-Chancellor shall be final.

1.29 REVISED UNIVERSITY RESEARCH POLICY

1. Preamble

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

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

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

i) Human Resources

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

ii) Institutional Framework

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

iii) Infrastructure and Funding

- Centres of Excellence with state-of-the-art facilities and equipment
- Attractive research fellowship provided to full-time scholars.

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

iv) Industry – Academia Linkages

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

v) Research and Societal Connect

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

vi) Research Ethics

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

2. Objectives

- Place the University among leading Institutes in research and development
- Create a conducive atmosphere for Research with simplified and encouraging policies with adequate infrastructure.
- Promote quality research among faculty, scholars and students.
- Establish Centres of Excellence to conduct cutting edge research, and improve the infrastructure relevant to research.
- To widen the spectrum of research areas, through faculty with Ph.D. in diversified domains.
- To encourage and enable publication of research work and dissemination of knowledge.

- To enhance the IP strength of the University.
- Undertake locally relevant problems and find suitable technical solutions.
- Bridge the gap between industry and the University by promoting collaborative Research Projects and consultancy.

3. VFSTR - Research Promotion Support Schemes

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

- Resource mobilization to carryout various research activities through budget allocations and by attracting research grants through funding agencies.
- Establish specialized labs and Centres of Excellence with appropriate equipment, tools and software.
- Capacity building through human resource development to reach a critical mass level for quality research.
- Fostr the research excellence into career promotion opportunities to the faculty.
- Provide incentives, and waivers from the academic and administrative activities to the potential faculty researchers.
- Special incentives for researchers and faculty for achieving State, National and International recognitions / awards.
- Encourage and enable publication of research work through papers / articles in quality journals, International conferences, National conferences and Workshops.
- Encourage participation of researchers and faculty in international, national conferences through appropriate grants and funds.
- Encourage organizing international and national conferences in the Institute to generate new ideas and concepts, and to network experts in relevant domains.
- Create a strong doctoral programs leading to award of Ph.D in different disciplines of Science, Engineering and Management.
- Encourage fulltime research scholars through financial assistance and scholarships.
- Encourage the researchers to file applications for patents in the case of novel process and product development, and to encourage the same through sharing of Intellectual Property Rights.
- Create technology and Technology business incubation centres to enable startup companies to evolve.

- Enable and encourage researchers to take up funded Projects involving technology development and inter disciplinary research work.
- Encourage the researchers through incentives to take up and successfully complete Projects.
- Provide seed money for initial development of concepts into viable proposal and activities.
- Identify and carryout research on the latest industry / technology problems.
- Carryout applied and inter-disciplinary research in focused areas in collaboration with relevant industries.
- Work with local communities to identify the urgent and real life problems which can be solved by induction and adoption of technologies.
- Identify and focus on the challenges in the rural environment and occupations, and to carryout research on the relevant problems.
- Offer specialized University facilities and labs, and expertise to the Organizations and Industries as consultancy service.
- Maintain highest standards of ethics in the research activities, and utilization of research outputs.

4. Implementation

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

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

1.30 AMENDMENT OF POLICY ON QUALITY IMPROVEMENT PROGRAMME (QIP)

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

1. The faculty member (herein called the candidate) should have an M.Tech. degree in the relevant discipline and a minimum three years of teaching experience in Vignan's University as Assistant Professor or equivalent to be eligible to apply for Ph.D under QIP.

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

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

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

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

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

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

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

- m) As regards Earned leaves (ELs) accumulated till the age of superannuation i.e 65 years of age, the management may take a liberal view on case to case basis and they may be permitted to utilize accumulated ELs or a part of the same during the tenure of Visiting Professorship/Facultyship period beyond 65 years of age. However, the accumulated ELs should not serve as a cause to seek extension. Further, fresh ELs will not be admissible during the Visiting Professor/Visiting Faculty tenure.
- n) On attaining the age of 65, the faculty shall be allowed to work till the last working day of the month, although they may be completing their service during any day of the month.
- o) As a very special case, faculty may be allowed till end of the current semester.

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

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

- i) After completion of contract period, service file shall be closed.
- j) If administrative load is assigned, then each Visiting Professor/Visiting Faculty has to follow the guidelines of an otherwise full time faculty in the corresponding level. However, they will be eligible for availing all types of leaves except Earned Leaves and Summer Vacation.

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

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

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

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

1.32 VFSTR TECHNOLOGY BUSINESS INCUBATOR POLICY

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

- Promote interaction among faculty and Startups to provide an academic ambience as well mentorship, and to encourage students to eventually emerge as entrepreneurs.
- Incubating novel technology and business ideas into viable commercial products or services.

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

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

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

1.33 REWARD FOR UNUTILIZED COMPENSATORY CASUAL LEAVE(CCL) - NON TEACHING STAFF

The un availed Compensatory Casual Leaves (CCL) will be rewarded for all the Non-teaching staff members as per below details: -

- A. On completion of 08 regular working hours per day, every extra hour will be considered as Over Time and calculated for suitable compensation (mentioned in below paragraphs). The usual regular working hours followed are: - Slot 1: 8am to 4pm; Slot- 2: 9am to 5pm.
- B. Compensation method for Over Time:
 - i. The first extra hour on completion of regular working hours per day i.e., the 9th hour shall be taken for conversion into CCL. Every eight extra first hours are accumulated, and converted into a CCL and credited accordingly in the respective employee's leave account. The CCLs sanctioned for Sundays and other public holidays and Bandhs declared by the Govt., & influential groups, shall be considered only as CCL. These CCLs will be valid up to one year from the date of its credit and lapses immediately after the due date.
 - ii. From every second extra hour, the hours/minutes spent per day shall be taken into CCL (reward) account of respective employee. The method of accumulating these are similar to the one followed for CCL calculation. The accumulated CCLs (reward) are compensated monetarily as given below: -

S.No	Name of the reward	No. of Unutilized CCLs (reward)	Reward (Rs.)
1	Silver	30 to 44	15,000/-
2	Gold	45 to 60	25,000/-
3	Diamond	60 and above	40,000/-

- C. These CCLs (reward) account shall become null and void at the end of every calendar year.
- D. Dean, Technology Development has to ensure updation of the portal accordingly.

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

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

- I. Rules applicable to employees after attaining the age of 62 years:
 - a) Age of superannuation of non-teaching staff in VFSTR will be 62 years subject to the following conditions:

A month prior to attaining the age of 60 years, non-teaching staff will have to appear before a committee constituted by Vice Chancellor, who will assess the merit of the case based on their previous contributions along with their passion in contributing further to the growth of the department/ division and institute as a whole. In addition to this, they will also be assessed for their physical and mental fitness. If all the conditions are met, continuation of service happens, otherwise non-teaching staff shall superannuate at the age of 60 years.
 - b) As soon as the non-teaching staff is about to attain the age of 62 years, Office of Registrar should notify the concerned non-teaching staff, Head of the Division or Department atleast six months in advance so that alternative arrangements can be made to transfer their responsibilities.
 - c) No-due form shall be submitted by the concerned non-teaching staff one week prior to the date of superannuation. On the day of superannuation, closure of service register takes place with both the signature of non-teaching staff and Registrar. Superannuation will always be on the last working day of the month in which the staff was born.
 - d) Plaque with details commemorating their services will be prepared by Office of Registrar and given on the day of superannuation by Registrar, concerned Dean and HoD.
 - e) In case, the authorities feel that services of non-teaching staff are still required, VFSTR may offer contractual employment for a period not exceeding three years, with every six months extension provided during the said period subject to satisfactory performance. For this concerned Head of the division along with the non-teaching staff will have to make a presentation about how the services of the non-teaching staff be essentially required by the university. The presentation has to be made in the presence of a committee comprising of Registrar, Head of the Department / Division, Assistant Registrar and either internal expert of the division or external Technical expert.
 - f) Health fitness of the non-teaching staff pertaining to vision, cardiorespiratory endurance, etc need to be assessed by an In-house Registered Medical Practitioner and report shall be submitted. In case, in-house medical practitioner is not available for assessing some of the health parameters, VFSTR may seek the opinion of external Registered Medical Practitioners. This should be done prior to the offer letter being issued.

- g) Office of Registrar has to ensure that the tenure of contract be clearly mentioned.
 - h) If hired, they will be placed on a consolidated pay as decided on case to case basis and will not be eligible for any fringe benefits such as Dearness allowance (DA), House rent allowance (HRA), Provident fund (PF) and any other emoluments applicable to regular employees. VFSTR will not contribute any amount towards Health insurance, ESI, PF etc., of the contractual employee.
 - i) Their commitment to work and other aspects will be assessed once in every six months. If the management intends to retain them for an additional period of time, renewal can be done every six months and until the age of 65 years only in the presence of a committee proposed by the Registrar and approved by the Vice Chancellor.
 - j) Non-teaching staff re-employed with the aforementioned conditions will be prefixed with the word "Contractual".
 - k) Even, in case, the management has decided to offer them administrative positions, the designation issued to them remains the same. In other cases, the word 'Contractual' will be pre-fixed.
 - l) Regarding Earned leaves (ELs) accumulated till the age of superannuation i.e 62, the management may take a liberal view on case to case basis and they may be permitted to utilize accumulated ELs or a part of the same during the tenure of Contractual Employment i.e beyond 62 years. However, the accumulated ELs should not serve as a cause to seek extension. Further, fresh ELs will not be admissible during the Contractual employment period.
 - m) They will be eligible for 4 Casual Leaves during a period of 6 months. No other type of leaves such as Medical Leaves, Earned Leaves, Summer Vacation and all other types of leaves other than Casual Leaves are permissible. However, they may be eligible to earn Compensatory Casual Leave (CCL) as per the conditions laid in the University policy for grant of CCL.
 - n) A new Employee ID will be issued commensurate with duration of employment.
 - o) Service register shall not be maintained and only service file will be maintained. Office of Registrar shall strictly enforce this.
 - p) After completion of contract period, service file shall be closed.
- II. Rules applicable after attaining the age of 65 years, in case if any:
- a) While 62 years is the age of superannuation, VFSTR might have sought the services of Non-teaching staff by another 3 years.
 - b) In general, VFSTR does not expect to disturb any Non-teaching staff to serve beyond 65 years of age.
 - c) In case, any of the non-teaching staff is serving VFSTR after attaining the age of 65, they are obliged to serve until December, 2023 only and then take a formal relief. Office of Registrar shall enforce this.

Part - III
PROCEDURES

PROCEDURES

1.1 RECRUITMENT

The rules and policies regarding recruitment and promotion are as per UGC/AICTE and Vignan's Foundation for Science, Technology & Research(VFSTR).

The UGC/AICTE VI pay scales are implemented periodically.

Additional increments are given to staff members who excel in academics and research.

Recruitment Procedure:

1. Vacancy position: Total vacancy positions department wise should be collected
2. Advertisement: In leading News Papers requesting the eligible candidates as per UGC/AICTE norms to apply within a given time.
3. Applications: The Resumes and supporting documents will be collected from the candidates for verification.
4. Listing: After the applications are received, a list will be prepared highlighting the eligibility, Qualification and experience.
5. Shortlisting: Will be prepared as per the requirements of the individual department.
6. Expert Body: An expert panel consisting of Vice-Chancellor, Registrar, HOD, one Internal subject expert and External subject expert nominated by University will be formed.
7. Call Letters: Eligible Candidates will be called for interview.
8. Interview: Discussions with the candidates to know their potentials, strengths, teaching skills etc., will be conducted.
9. Selection: Based on the performance and requirement, selection list in the order of merit will be prepared.
10. Offer Letters: Offer Letters are issued to selected candidates.
11. Appointment Letters: Appointment Letters will be issued to the candidates accepted Offer Letters.
12. Duty report: Selected Candidates should report to the duty on or before the given time.

1.2 PROCEDURE FOR SEEKING FINANCIAL APPROVAL AND SANCTION STAGES OF PROCESS – TRAINING PROGRAMMES VFSTR

There is dire need to develop a culture of taking up cases on file and processing the same through various stages of approval. Keeping the above in view, a set of guidelines has been formulated. Though the guidelines can be adopted for any case which needs the approval of higher authorities namely the Vice-Chancellor, Chairman, as the case may be, the undermentioned eight stages of process needs to be adopted henceforth, scrupulously, for conduct of any training programme in the University: -

- Stage I : Detailed justification of the training programme be made by the Training Dept. along with various other components of training namely selection of vendor, budget, etc.
- Stage II : Discuss the programme in the DDH meeting and seek the approval.
- Stage III : Submit the case after incorporating the necessary charges, if any, recommended in the DDH meeting, to the Vice-Chancellor for approval, through the Registrar.
- Stage IV : Obtain sanction of the Registrar.
- Stage V : Conduct of Programme, as per schedule and record of events day wise and a consolidated statement / report prepared by Dean-Training & Placement.
- Stage VI : Measurement of outcomes of the training program by the Training department
- Stage VII: Submission of the outcomes of the programme to the Vice-Chancellor through the Registrar and discuss the same, threadbare, in DDH meeting.
- Stage VIII: The lessons learnt should be incorporated in the next training programme, as and when it is scheduled, with the approval of the Vice-Chancellor.

1.3 GUIDELINE FOR THE SPONSORSHIP OF FACULTY MEMBERS TO PURSUE PH.D. UNDER QUALITY IMPROVEMENT PROGRAMME (QIP)

1. The faculty member (herein called the candidate) should have an M.Tech. degree in the relevant discipline and a minimum three years of teaching experience in Vignan University as Assistant Professor or equivalent to be eligible to apply for Ph.D under QIP.
2. The application should be submitted to the Director, DET. The Director, DET shall scrutiny the applications on the basis of merit, experience and the requirement. He/She shall submit then to the Registrar with his recommendation. The registrar shall forward the shortlisted applications

to the respective QIP centres of IITs. The applications of the short-listed candidates will be forwarded by the University to the QIP Office.

3. The candidate called or the interview by the institution approved as QIP centre by competent authority will be permitted to appear for the interview on official duty.
4. The selected candidate by the QIP centre will be sponsored by the University for a maximum period of three years at the institution where the candidate offered admission for Ph.D.
5. During the sponsoring period of three years, the candidate will be paid 50% of the gross emoluments drawn by the candidate at the time of his/her joining in Ph.D. Programme every month. Besides this, the candidates will receive a specified additional amount from the institute where the candidate is admitted.
6. The remaining 50% of the salary per month for three years during which the candidate is pursuing research will be paid to the candidate after successfully completing Ph.D. and has joined back in the University. The amount will be paid every month over a period of three years together with the salary he/she is entitled after his/her re-joining in the University.
7. The candidate will submit the progress reports for every six months to the Director-Research of the University with the approval of the guide at the QIP institute.
8. If the candidate discontinues from Ph.D. Programme for any reason whatsoever, he/she will have to return the entire amount paid to him/her by the University during the period of sponsorship and other commitments from the University become null & void.
9. If the candidate could not complete Ph.D. within the stipulated period of three years at the QIP institute due to valid reasons, he/she may join in the University on the recommendation of the guide that the candidate will be in position to complete Ph.D. in reasonable period of time in the University. In Such case he/she is entitled to draw his/her regular salary as per the prevailing rules.
10. The candidate, after successful completion of Ph.D. is entitled to get increments as per the UGC guidelines. However, the candidate cannot demand for the promotion to higher position immediately after acquiring Ph.D degree. The candidate will be considered for the next higher position as per the UGC guidelines through the regular process of assessment.
11. The candidate will serve the University for a period of four years in wherever position he/she is appointed from time to time after successful completion of Ph.D.

12. If the candidate does not join the University after acquiring PhD or leaves the University after his/her re-joining and before agreed period of 4 years, the candidates has to compensate the University the amount incurred towards his/her sponsorship for Ph.D with interest including the opportunity cost the candidate is likely to derive due to acquiring of Ph.D degree.
13. The Opportunity cost may be estimated based on the acute position of availability of qualified PhDs especially from the reputed institutes and demand for them.
14. The amount of compensation payable to the University by the candidate if the candidate does not serve the University for a period of four years, may be estimated by taking into account the following:
 - a) Salary paid for three years of sponsorship including the amount paid by the QIP institute with interest.
 - b) Salary difference between the emoluments paid to the candidate before acquiring Ph.D and after his/her re-joining till he/she left the University.
 - c) Opportunity cost (the difference he/she would have been received unduly from other institution and the amount he/she would receive as per the UGC guidelines) estimated for four years.

The candidate and the University will enter into a legal agreement by including all the above aspects on a non-judicial stamp paper registered with the competent authority.

1.4 LEAVE PROCEDURE

All staff (Teaching & Non-teaching staff) of VFSTR may avail their leave as per the procedure given below by following leave rules: -

I. Casual leave (CL)

1. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
2. He/she has to take work adjustment by duly taking signature of consent.
3. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
4. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
5. The leave will be approved by the Competent Authority as per norms.

II. Earned leave (EL)

1. Leave application especially EL should be submitted sufficiently well in advance and or atleast one week before.

2. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
3. He/she has to take work adjustment by duly taking signature of consent.
4. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
5. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
6. The leave will be approved by the Competent Authority as per norms.

III Half Pay Leave (HPL)

1. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
2. He/ she should provide all copies of medical treatment such as In-patient & Out-patient records, diagnosis reports, medical bills, OP form and other relevant documents to prove the authenticity of illness. The correctness of the medical certificates will be assessed by the medical officer of University.
3. In case of emergency, the spouse or relatives of the employee shall apply for leave at the earliest opportunity through email or SMS to the superior authority of the employee.
4. Disciplinary action will be taken against those who indulge in submitting false claim/ report and such cases will be treated as leave on "Loss of Pay".
5. He/she has to take work adjustment by duly taking signature of consent.
6. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
7. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
8. An employee who wants to avail HPL on medical grounds, should submit medical certificate for the period and also fitness certificate at the time of reporting duties.
9. The leave will be approved by the Competent Authority as per norms.

IV Marriage Leave (MAL)

1. The incumbent has to write a written application along with proof of Wedding Invitation.
2. He/she has to take work adjustment by duly taking signature of consent.

3. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
4. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
5. The leave will be approved by the Competent Authority as per norms.

V Maternity Leave (ML)

- i) The incumbent has to write a written application by stating first or second issue to avail 90 days of Maternity leave.
- ii) Maternity Leave may also be granted in case of miscarriage including abortion for not more than 30 days.
- iii) She has to take work adjustment by duly taking signature of consent.
- iv) She has to take recommendations of her immediate Supervisor/HoD concerned.
- v) The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by her in the VIMS portal.
- vi) In excess of above limits, Maternity leave can be combined with EL, HPL or Extraordinary Leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- vii) The leave will be approved by the Competent Authority as per norms.

VI Compensatory Casual Leave (CCL)

1. The incumbent has to furnish the required details in the prescribed leave format as he/she was directed by the Competent Authority to attend to official work (more than 5 hours).
2. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
3. The concerned DEO/Jr.Asst/ Sr.Asst will check application and will be updated by him/her in the VIMS portal.
4. The leave will be approved by the Competent Authority as per norms.

VII Academic Leave (AL)

- a) The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
- b) He/she has to take work adjustment by duly taking signature of consent.
- c) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.

- d) The concerned DEO/ Jr.Asst/ Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
- e) The leave will be approved by the Competent Authority as per norms.

VIII. On Duty (OD) Leave

- a) The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
- b) He/she has to take work adjustment by duly taking signature of consent.
- c) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
- d) The concerned DEO/ Jr.Asst/ Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
- e) The leave will be approved by the Competent Authority as per norms.

IX. Study Leave (SL)

- a) The incumbent who have a minimum of 02 years of continuous service in VFSTR, has to write a written application along with supporting proof of document evidence.
- b) He/she has to take work adjustment by duly taking signature of consent.
- c) He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
- d) The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
- e) The leave will be approved by the Competent Authority as per norms.

X Extraordinary Leave (EoL)

1. The incumbent has to write a written application along with proof evidence.
2. He/she has to take work adjustment by duly taking signature of consent.
3. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
4. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
5. The leave will be approved by the Competent Authority as per norms.

XI. Sabbatical Leave

1. Permanent, whole-time faculty members of the university who have completed seven years of service as Assistant Professor/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty members.
2. The incumbent has to write a written application along with proof evidence.
3. He/she has to take work adjustment by duly taking signature of consent.
4. He/she has to take recommendations of his/her immediate Supervisor/HoD concerned.
5. The concerned DEO/Jr.Asst/Sr.Asst will check the availability of leave and will be updated by him/her in the VIMS portal.
6. The leave will be approved by the Competent Authority as per norms.

XII. The Leave procedure for Research Scholars and Research Assistants.

The procedure of Casual leave (CL), Half Pay Leave (HPL), Compensatory Casual Leave, On Duty (OD) Leave and Academic Leave of faculty members of VFSTR are remain same to all Full-time Research Scholars and Research Assistants (RA/SRF/JRF, Project Assistants).

Part - IV
COMPENSATION & BENEFITS
(OTHER THAN SALARY)

Compensation & Benefits (Other than Salary)

1.1 COMMON WELFARE MEASURES FOR ALL THE TEACHING AND NON-TEACHING STAFF :

- **Bus facilities at subsidized rates** : Concession on transport to all the staff availing University Bus Facility (Below Rs. 15000/- Free)
- **Free lunch facility** : Free lunch is provided to all Teaching and Non-Teaching staff
- **Subsidized accommodation (Hostel)**: Accommodation is provided to the staff of VFSTR on subsidized rates
- **Birthday gifts** : A gift voucher worth of Rs. 1000/- with Greeting Card is presented on birthday of all staff members
- **Free Health Insurance** : Employees are covered under Group Health Insurance scheme for a assured sum of RS. 3 Lakhs
- **Free accidental Insurance** : All employees are covered under accidental insurance for a sum assured SUM of Rs. 3 lakhs
- **Employee State Insurance (ESI)** : ESI facility is provided to the eligible staff of VFSTR who are drawing Gross salary of Rs. 21,000/- per month.
- **Tuition fee concession in Vignan Group for Children of Staff** : Concession up to 20% of tuition fee is given to the wards of employees of Vignan Group for their education in VFSTR.
- **Employees Provident Fund facility** : Employees of the University shall be covered under the Employees Provident Fund.
- **Free medical check-up once in a year** : Annual Free health checkup is conducted every year to the employees
- **Special leave for Self marriage (15 days)** : Marriage leave to the extent of 15 days (according to their service of VFSTR) is provided to all the employees at the time of their marriage along with monetary gift.
- **In-house medical facility in the Campus** : Fully established health Centre at University Campus with requisite manpower, consisting MBBS Doctors (2 Nos.), RMP (1 Nos.) and Health officers / Nurses (3 Nos.)
- **Free Coffee / Tea / Snacks refreshments** : Refreshments are provided to all the staff of VFSTR free of cost
- **ATM facility in the campus** : UCO Bank and Punjab National Bank ATM Centres are available
- **Canteen facility** : Canteen facility with subsidized rates are available to the staff of VFSTR

- Three additional Special Casual Leaves for women employees
- Free access to internet facility in the campus
- Free access to e-journals in the Library
- Interest free personal loan for Teaching and Non-Teaching Staff on purely humanitarian grounds.

Specific welfare measures for Teaching Staff

- Reimbursement of membership fee in Professional bodies / Societies to extent of 50%.
- Cash Incentive for Swayam NPTEL Online Certification course
- Seed money for selected projects
- Research Incentives for Paper Publications (SCI / SCIE / SCOPUS / High Impact Factor Journals), Book Published / Book Chapter etc... as per the existing policy on the subject.
- Financial support for attending National / International conferences
- Academic Leave to pursue Ph.D. / Academic related works
- Laptop to carryout Research work
- Free access to Centre of Excellence in the campus
- Special Leave to go Abroad to carryout research on the Invitation of host University
- Study leave to pursue Ph.D. / PDF for maximum duration of 3 Years both in India / Abroad
- 15% of sanctioned Govt. funded project amount to PI and Co-PI
- Share in the consultancy of revenue.

Specific welfare measures for Non-Teaching Staff

- Free Uniforms (three pairs) to all Non-Teaching staff once in two years
- Training (tailor made) for Non-Teaching staff once in a year (specific grade)
- Gifts / Cash Incentives for non-teaching staff during different occasions / festivals.