



CHAPTER-15

DEAN

(ACADEMICS)

Academic Affairs

There shall be a Dean (Academics). The Vice-Chancellor shall nominate one of the senior professors for a specific period as the Dean (Academics). He shall be assisted by three Assistant Deans nominated by the Vice-Chancellor from among the teaching Faculty for a specific period.

Dean (Academics) shall look after the academic regulations relating to all courses of study offered by the University & HRD of Teaching and Non-teaching (Technical Staff). He shall arrange the Board of Studies (BOS) meetings of all departments and process the files to be placed before the appropriate bodies for their approval and communicate the resolutions to concerned departments.

The Dean (Academics) shall be responsible for the following activities.

- (a) Academic Programmes
- (b) Time Table
- (c) Monitoring of Teaching
- (d) HRD of Teaching Staff
- (e) HRD of Non-Teaching Staff (Technical).

There will be two Associate Deans (Academics) to support the following broad functions :

- a) Assistant Dean - Academics
- b) Assistant Dean - Monitoring of Teaching

Academics, Monitoring & HRD Sections (3 sections): These Sections consist of one Superintendent, one Senior Assistant, one Data Entry Operator and one Attendar each . They deal with the regulations and syllabi of various courses offered by the University. It further deals with the matters relating to constitution and convening the meetings of the Boards of Studies (BOS) and shall be responsible for the implementation of various resolutions of such Boards. They also deal with HRD matters relating to both teaching as well as non-teaching (Technical Staff) besides monitoring.

This Section shall also discharge such other functions as may be entrusted to them by the competent authority from time to time.

Responsibilities of the Dean (Academics)

- I. Deciding the number of sections, batches for each theory and lab. courses.

- II. Preparation of time table.
- III. Launch of new academic programmes, up gradation of existing programme structure, course content, etc.
- IV. Adherence of academic rules by all teaching faculty.
- V. Regular and effective conduct of classes by teaching faculty.
- VI. Follow up of evaluation system in its true spirit and maintain liaison with Dean (Evaluation & Academic Registration).
- VII. Transparency in Evaluation System.
- VIII. Students' Feedback - collection, analysis and proper action.
- IX. Maintaining the attendance, leave records of the staff under his/her control.
- X. Development of human resources teaching and nonteaching technical.
- XI. To prepare the Budget Proposal.
- XII. To participate and contribute in the Committees for which they are ex-officio, nominated or elected members.

ACADEMIC ACTIVITY

Academic Programmes

The Dean (Academics) would receive the recommendations (proposals) from the Board of Studies (BOS) on the academic matters regarding number of seats, introduction of new academic programmes, upgradation of the existing programme structure, course description, amendment of Academic rules, etc. duly approved by the Academic Council. The Dean after verifying its feasibility, correctness and uniformity shall submit its comments to the Programme Committee for their consideration and necessary action.

Time Table Committee

The Time Table will be prepared by a committee, called Time Table Committee. The Dean (Academics) will draw teaching faculty from various departments to form the committee and shall provide necessary infrastructure, secretarial help etc. to the committee.

Monitoring

The monitoring of teaching / instruction will be done by a Committee, called Course Monitoring Committee. The Dean (Academics) will draw teaching faculty from various departments to form the committee.

Report will be filed daily and monthly as per the annexures provided at the end of the manual.

Role of the Monitoring Committee is to ensure

1. Conduct of regular and effective classwork.
2. Conduct of Evaluation System effectively and with full transparency.
3. Collection of feedback from the students on the teaching and evaluation by the teachers.
4. Analyzing the feedback and submitting the same to the Dean (Academics) for consideration and further action.

The responsibilities of monitoring committee would be handled by the Assistant Dean - monitoring. Monitoring Committee will meet once in 15 days for review and further advice.

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Chapter - 16

Human Resource Development (HRD)

- *Teaching Staff*
- *Teaching Staff (Teachers Manual)*
- *Non-Teaching*
- *Pay and Allowances*
- *Leave Rules*
- *TA and DA Rules*
- *Provident Fund, Medical and Other Benefits*
- *General Conditions of Service*



HUMAN RESOURCE DEVELOPMENT

HRD - TEACHING STAFF

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.

- Determining what type of people should be hired
- Recruiting prospective employees.
- Setting performance standards
- Compensation and performance incentives to employees.
- Evaluating performance and providing career opportunities.
- Counselling of employees.
- 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.

1. Applicability of the policy

1. Teaching Staff
2. Non-Teaching (Technical Staff)
3. 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)

2. 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 VFSTR.

Policy Components :

- a) ATTRACTING TALENT (RECRUITMENT)
- b) DEVELOPING TALENT (TRAINING , COUNSELLING ETC.,)
- c) CAREER GROWTH OPPORTUNITIES
- d) A SYSTEM OF PERFORMANCE LINKED INCENTIVES
- e) EFFECTIVE IMPLEMENTATION MECHANISM
- f) PERIODICAL REVIEW OF THE POLICY

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

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

a) ATTRACTING TALENT (RECRUITMENT PROCESS) :

To meet the medium and long term objective of creating several centers of excellence in various disciplines and ultimately become a leading University in the Country, it becomes essential to recruit highly talented and experienced faculty with National and International repute. Therefore a proper recruitment policy is evolved to meet these objectives.

RECRUITMENT PROCESS

STAFF REQUIREMENT

The VFSTR 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:

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.

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.

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.

ELIGIBILITY CRITERIA FOR SELECTION

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

The Eligibility Criteria is given in the attached ANNEXURE.

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

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) One nominee of the BOM
- (c) Dean (Academics)
- (d) Three External Experts - nominated by the Chairman of the Institute.
- (e) Registrar - Member Secretary

For Appointment of an Associate Professor

- (a) Vice Chancellor - Chairman
- (b) One nominee of the BOM.
- (c) Dean of the Faculty.
- (d) Dean (Academics) - Member Secretary
- (e) Two External Experts - nominated by the Chairman of the Institute.
- (f) Registrar

For Appointment of a Assistant Professor

- (a) Vice Chancellor or his nominee - Chairman
- (b) Dean of the Faculty for which recruitment is sought.
- (c) Dean (Academics) - Member Secretary.
- (d) One subject Expert.
- (e) Registrar

- I. Vice Chancellor shall request the Chairman to nominate a person for the selection of Professor and Assistant Professor.
- II. The HOD of the concerned Department, in consultation with Dean (Academics), shall prepare a panel of 5 subject experts and submit the same to the Vice Chancellor through the Director of his faculty.
- III. The Registrar puts up the panels before the Vice Chancellor and finalises the Selection Committee.

TEACHING STAFF - PROCESS OF SELECTION

Issue of Advertisement :

- I. The HOD reviews the faculty position of his/her Department and discusses the vacancies with the Director of its Faculty and then brings it to the knowledge of the Dean (Academics).
- II. Dean (Academics) if convinced, records it and collects such requirements of other Departments and consolidates the list of total vacancies of teaching faculty.
- III. Dean (Academics) discusses the matter with the Vice Chancellor and prepares a suitable Advertisement for the news media for the appointment of teaching faculty and sends it to the Registrar for issuing it to the media.
- IV. The Registrar releases the advertisement in the news media covering the entire country and inviting applications with a detailed CV through post, fax or email.

Collection of Applications

- I. The applications of suitable candidates can also be collected through personal contacts.
- II. The Registrar collects the applications and gets them sorted discipline wise and sends them to the HOD of the concerned Discipline for scrutiny and short listing.
- III. The HOD short lists the applications, appraises the Dean (E&M), prepares the detailed list and sends the short listed applications with the detailed list to the Registrar for further action. (*Suggested short listing ratio is 10 for each vacancy*).

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 Secretary 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 3 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 (normally two hour duration) of 40% weightage.
- V. The candidates arrive for test and interview on the scheduled date and time and the test starts.
- VI. 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%).
- VII. The test scripts are evaluated and the result is sent to the Selection Committee.
- VIII. 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.
- IX. 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.
- X. The Committee may issue a small letter of offer and take his/her notional acceptance of the offer.
- XI. The detailed appointment letter is issued on their joining and completing the other joining formalities.
- XII. 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 with his signature with recommendations of the Selection Committee to the Board of Management for their record and concurrence.
- XIII. The Selection Committee may, for reasons to be recorded, consider the case of a candidate in absentia.

TEACHING STAFF OTHER CATEGORIES

Visiting Professor / Visiting Faculty- Appointment by Invitation

- I. Teaching positions can also be offered to retired people from the same or other organization as Visiting Professor 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* 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 to teach a full course or even a partial course as a part time employee. Such persons would be appointed 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.

Appointment in Urgency

- I. In case of emergency when no time can to be spent in the formal way of selection, e.g., leaving of a person suddenly, long sickness of an employee, etc., the Vice-Chancellor may permit the selection and appointment of a suitable candidate through the following Adhoc Selection committee:
 - 1) Vice-Chancellor / Nominee of Vice Chancellor - Chairman
 - 2) Dean concerned
 - 3) Dean(Academics) - Member Secretary
 - 4) One subject Expert - nominated by the Vice Chancellor
 - 5) Registrar, Member
- II. The Selection Committee shall interview and on finding a suitable person appointment him / her with immediate effect.
- III. Appointments made thus are termed *Adhoc Appointments* and the candidates shall have to appear before the full fledged Selection Committee in near future.
- IV. The duly constituted Selection Committee may regularize the appointment (then the word Adhoc would be dropped) or may discontinue his / her services, if not found suitable.
- V. The Candidate appointed on Adhoc basis be told clearly the terms of appointment at the time of his/her selection.

FRESH APPOINTMENT AS ASSISTANT PROFESSOR

- I. The eligibility criteria for the appointment as Assistant Professor in Engineering & Technology discipline are higher degrees like M.E. / M. Tech.; M.B.A. in Management Discipline and Ph.D. in the disciplines of humanities and social sciences.
- II. A candidate not meeting the above qualifications and experience may be appointed as Assistant Professor (Probation) with a condition of his pursuing the higher studies, like M.E. / M. Tech. / Ph.D. and for which the candidate would be admitted for the programme.

- a. On obtaining the higher degree, he/she would become qualified and eligible for Assistant Professorship. He would then be considered and promoted to the position of a Lecturer provided his/her performance in teaching and other duties assigned to him/her, if any, is satisfactory.
- b. The faculty so admitted would be required to pay 50% of tuition fees each semester / year, which would be refunded to him on obtaining the degree and continuation of his services with the Institute.

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.

JOINING OF DUTIES

- I. The appointee at the time of joining has to report along with the following materials.
 1. Joining Report
 2. Two Photocopies of all Degrees / Certificates for submission along with the originals for verification.
 3. Medical Fitness Certificate from a registered Doctor / Physician.
 4. List of Publications, if any.
 5. Three Photographs.
- II. At the time of joining, an appointee has to report to the Registrar.
- III. Registrar would then assign him / her to the Department / Dean where he / she has to report and work.
- IV. The Department / Dean would take his / her joining report along with the materials as mentioned above and would give him / her the following materials.
 1. Prescribed Application Form along with the Computer Data Sheet *in duplicate*.
 2. Other forms like PF nomination form, bank details, identity card details, if any; etc., *in duplicate*.
- V. The Department / Directorate will collect back the above details and send one copy of the following material to the Establishment Section of the Registrar :
 1. Prescribed Application Form along with the Computer Data Sheet
 2. Other forms like PF nomination form, bank details, identity card details
 3. One set of copies of Degrees and Certificates
 4. Two Photographs - one for Record and the other for the Identity Card.
 5. One copy of the Medical Certificate.
 6. One copy of the Joining report with the CV of the individual shall be sent to the Dean (Academics & HRD).

- VI. The Joining Date of an employee shall be the date of reporting for duty on the first day provided he joins by 12 O'Clock. If he joins after 12 O'Clock, then his Joining Date shall be counted from the next working day.

Working Hours

There shall be six instruction periods of one hour duration on each working day starting from 8.00 a.m. to 3.45 p.m. with one hour lunch break.

The Institutes shall be closed on Sundays and gazette holidays, but it shall be left to the discretion of the Dean (Academics) to arrange for the holding of extra classes if he deems necessary on those days.

Both the teaching and non-teaching staff shall be required to work as per duty hours prescribed by the University from time to time and also after office hours whenever required to do so depending on the exigency of work.

Workload

Workload of a teacher shall not be less than 40 hours a week, of which teaching-contact hours shall be as follows.

Professor	-	14 hours per week
Associate Professor	-	14 hours per week
Assistant Professor	-	16 hours per week

For the above stipulations, two tutorial hours / two laboratory hours shall be counted as one teaching hour. However, relaxation of two hours in the work load may be given to Professors who are actively involved in Research, Extension and Administration.

In the case of Professors and Associate professors who are also Heads of Departments, the workload may be reduced by two hours per week.

Teachers shall be present in the Institution during the working hours unless they are engaged in official work outside.

Invigilation work at the University examinations shall be a part of the duty of the teachers. All the teachers i.e, Professors, Associate Professors & Assistant Professors have to do invigilation work except those who are holding administrative positions.

However, in all the above cases, UGC norms and recommendations will be taken into consideration from time to time and implemented.

Teaching Days

As per AICTE / UGC norms, the University Institutions shall work for a minimum of 30 working weeks i.e. 180 teaching days in an academic year consisting of two semesters (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room / laboratory contact teaching days, and shall not include days of examinations, tours, sports, etc.

There shall be an Academic Calendar for all the University Institutions which shall be prepared each year taking into consideration the required teaching days, examinations, holidays, vacation, , etc., in consultation with all the Principals / Directors of University Institutions.

The academic calendar year shall be implemented scrupulously by the University Institutions and compliance report be sent to the Registrar at the end of each semester / year. The academic calendar shall be prepared in the following format :



VFSTR UNIVERSITY

UG / PG ACADEMIC CALENDAR FOR THE ACADEMIC YEAR _____

Courses	Commencement of instruction	Date of Cosure of Instruction	Starting of examinations
UG - Engineering			
UG - Non-engineering			
M.Tec h			
MCA, MBA			
Winter Vacation	: from _____ to _____		
Summer Vacation	: from _____ to _____		
	(By Order)		

Sd/-
RDA



VFSTR University

UG / PG ACADEMIC CALENDAR FOR THE ACADEMIC YEAR _____

Month	Working Days		Holidays / Vacation	
	Details	Number	Details	Number
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
TOTAL :				

(By Order)

Sd/-
RDA

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 University Institutions shall normally have two types of vacation i.e. Winter & Summer.

The out station students shall be given railway/air concession forms duly signed by the respective Dean (Student Affairs) to enable them to proceed to their native places on concession fares.

In Summer vacation the University hostels shall be normally closed for annual repairs, as such all the students except Research Scholars have to vacate their rooms and handover the keys to the Warden.

The 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.

The non-teaching staff including the Lab Technicians working in the Academic Institutions and Library Staff shall not be entitled for any vacation.

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 orientation cum training immediately as given below :

1. Study of thorough Vignan Manuals to understanding 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 grater detail and identify immediate tasks on hand including the list of the to do items as well as get a copy of the list indicating the details of weak students who need follow up. For this purpose he/she will have to meet all the colleagues/faculty members in the department under the guidance of the HOD.
5. If a recruit is a professor or senior professor he/she will acquaint with the teaching methodology, evaluation procedures, students concerns and the counseling methods that are being adopted at the institution. This is to enable the new recruit to take-off from there for further improvements rather than trying to attempt something as if it is a clean slate. . This helps in maintaining continuity of the systems and procedures.
6. Teachers who are fresh recruits, with less than 10 years of experience will attend the formal training programmes organized by the University for the teaching Faculty.

7. The initial Orientation, as mentioned in points 1-5 may take about two weeks where as the training indicated in point-6 above would take about 3-4 weeks depending on the batch and size.
8. At the end of the orientation / training each of the new faculty members shall prepare a list of personal goals and objectives for his/her position which should contain
 - a) His/her approach to teaching
 - b) The targets and goals for the current semester
 - c) The work to be done for preparing teaching material and handouts to students.
 - d) The time that he/she would like to spend for writing articles in National and International journals.
 - e) His/her approach towards the students while addressing their issues.
 - f) Any specific support that would be required from the Department / Management .

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

 - i) Dean (Academics)
 - ii) Dean (E&AR)
 - iii) Dean (R&D)
 - iv) Registrar
9. The HOD concerned has to take responsibility to facilitate the faculty towards updating their knowledge working under him/her and propose necessary training programmes to the Dean (Academics) and Registrar.
10. A detailed folder of each of the faculty members shall be maintained at the following five offices.
 - a) HOD
 - b) Dean (Academics)
 - c) Dean (E&AR)
 - d) Dean (R&D)
 - e) Registrar
11. The HODs concerned will continuously identify weaknesses and in adequacies of various faculty members and enable the faculty members to effectively contribute to quality teaching and maintaining those standards.
12. Every Faculty member should also realize that a teacher is always a learner and without his/her willing participation to the process, improvements would be difficult to make.
13. The HOD and the Faculty together will have to understand this so that these issues can be properly dealt within their own Dean and through joint efforts by Dean (Academics), Dean (E & AR) 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.

TEACHING STAFF CAREER GROWTH - OPPORTUNITIES

1. Providing to ensure career growth is always a challenge to organizations since this involves a commitment of future revenues from the point of view of organization without an assurance of commitment by the employees.
2. Keeping the above in view the following career policy is adopted in VFSTR.
3. All faculty members who join with Post graduation can be expected to get at least one promotion in six years if his/ her performance cumulatively gets at least four As and two B+ in their annual assessments.
4. No faculty member will become a professor with a simple Post graduation programme. However faculty members who are recruited from outside for their exceptional experience or academic achievements and have not less than a minimum of 20 years of experience can be considered for the post of Professor.
5. Internally faculty are encouraged to do Ph.D programmes so that they improve their career opportunities.
6. Once a candidate has a relevant Ph.D in the disciplines in which he/she is teaching and has a Post Graduation, the University gives at least 2-3 promotions in the course of their stay in the University basing on their continued high level of performance.
7. Normally promotion from one level to another is in not in less than six years. In exceptional circumstances this will be reduced to four years for the reasons to be recorded in writing by the Promotions Committee in a transparent and objective way.
8. Every deviation from the normal is always viewed with suspicion and people attribute the same to nepotism.
9. A culture should be developed in which employees' aspiration to grow is not only respected but encouraged. However growth cannot come without the commensurate hard work, commitment and honesty. Therefore this could be stated in pure mathematical terms given below :
Hard work + Commitment + Honesty = Growth
10. The HODs, various Deans and other levels of officials will work committedly towards creating this type of positive environment which will go a long way in retaining the employees who are not only good but are motivated.
11. Dishonesty, lack of commitment and tendency to shirk work has to be differentiated from others and suitable measures to deal with them will be taken as given below.
 - I) Counseling by an immediate superior followed by the HoD's counselling.
 - II) A detailed interview by the Dean concerned so as to give him/her opportunity to explain his/her version of the situation.

III) If things do not improve a committee consisting of the Dean concerned, Dean (Academics), Dean (E&AR) and Registrar shall discuss with the individual in detail. Further action would be taken basing on the recommendations of the committee including termination.

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

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 one month for Teaching and Non Teaching staff during the period of probation. After the period of probation i.e., on confirmation the Notice Period would be 3 months for every employee.

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) A permanent employee of the University shall give three months notice in case he desires to be relieved on resignation or shall pay three months' salary in lieu thereof.
- c) A probationer shall give one month's notice for resignation or shall pay one month salary in lieu thereof.
- d) 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.

- e) 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.
- f) When the employee is on leave, the resignation shall come into effect from the date of communication of the orders of "acceptance of resignation".
- g) 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.
- h) An employee who is in occupation of residential accommodation provided by the University shall vacate it immediately on being relieved from the University service.
- i) 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.
- j) 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.
- k) 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.

Consequences of Resignation

- (1) If an employee of the University resigns to his post for which he was appointed, he shall forgo not only the services rendered by him in that post but also the previous service including the services rendered in additional / honorary posts held by him at the time of resignation.
- (2) If an employee of the University resigns to any additional posts / honorary positions held by him for the time being, he shall forego only the services rendered in that additional / honorary post.

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.

TEACHING STAFF - PERFORMANCE LINKED INCENTIVES

A proper recruitment process, a professional method of inducting new faculty members in the organisation and a proper career policy are also incentives for the employees. However it is felt that there is also a need to consider incentives for specific individual performances which should be done with systematic regularly, so that the employee feels motivated by the recognition of his/her contribution and maintains good morale. Results of promotion policies are in the distant future. Incentives are immediate rewards. However, capturing the spirit of incentive scheme requires a fast track mechanism to identify the performance and propose the incentives. The following incentives are applicable to various categories of performance by faculty members.

All the proposals of incentive awards shall be initiated by the HOD concerned on a claim by the Faculty member or suo-moto by the HOD and all these proposals would be placed before the committee headed by the Vice-chancellor and the Directors as members. After receiving approval of the committee, action would be taken immediately or as appropriate. However the proposals / recommendations would be placed before ensuing Board of Management for information.

Performance Criteria	Incentive details
1) Achievement of annual /semester results as per the goals set in the beginning of the Academic year/ Semester which are agreed to by the Dean concerned and notified to the Faculty member.	1. a) Three annual increments if it is a yearly performance and one increment each of after each semester. This incentive is given once in every year. b) One time cash award of 5000/- at the end of year
2) 80% of the achievement of the goals as agreed to and set by the Dean concerned.	2. Two increments and a cash award of 3000/-
3) Waiver of fee for children of Faculty members.	3. If children of faculty members study in any of the Technical Institutions of the Vignan they would get a waiver of 25% of annual fee that is charged by the University/Institution to any normal candidate.
4) Study of Ph.D.	4.a) If a Graduate Faculty member studies Ph.D. on full time basis in the Vignan Institutions they will be paid 50% of their salary drawn prior to admission and a waiver of 50% of the prescribed fee subject to the condition that they attend to certain tutorial work in the College as assigned by the HOD concerned.

	b) Gives a bond to the University that he/she would serve for a minimum of three years after obtaining the Post Graduation Degree.
5) On obtaining the Ph.D. Degree.	5) Any faculty member who obtains a Ph.D. Degree would immediately be given the Assistant Professor Scale and given an additional increment besides the Assistant Professor Scale.
6) Incentive for paper presentation on behalf of VFSTR At National or International level conference / seminar within in India	6) Traveling Allowance(T.A) : It is limited to II class sleeper / equivalent by shortest route on production of original tickets for the faculty member of Assistant Professor rank. For the faculty member at Associate Professor rank the facility is extended to III A.C / A.C Chair Car / equivalent by shortest route on production of original tickets. For the faculty at Professor / Dean rank, II A.C / equivalent is permissible by shortest route on production of original tickets. Daily allowance (D.A) for more than 24 hours stay : It is limited to Rs.500/- or Rs. 800 (Metropolitan cities) per day on production of original bills. For the faculty at Professor / Dean rank, Rs.1000/- or Rs.1500 (Metropolitan cities) per day is permissible on production of original bills. D.A includes boarding and lodging and local conveyance charges. If the registration fee is inclusive of accommodation / travel / boarding, then the faculty is not entitled to claim for T.A and D.A.

	On duty leave : If the travel distance is less than 500 K.M, then only the days of conference / seminar will be considered as on duty. If the travel distance is more than 500 K.M, the day preceding and the day after the conference / seminar will also be considered as on duty. Registration fee would be reimbursed.
7) At International level conference / seminar	7) 50% of Registration fee + 50% of T.A + on duty leave Travelling Allowance (T.A) : It is limited to economy class of Airplane by shortest route on production of original tickets. On duty leave : The day preceding and the day after the conference / seminar will also be considered as on duty.
8) Incentive for faculty who attend for workshops / short term courses	8) Registration fee + TA + DA + On duty leave (Maximum two times in a calendar year for each faculty member and applicable to faculty members who completed one year of service in Vignan University) Travelling allowance (T.A) : It is limited to II class sleeper / equivalent by shortest route on production of original tickets. D.A includes boarding and lodging and local conveyance charges. If the registration fee is inclusive of accommodation / travel / boarding, then the faculty member is not entitled to claim for T.A and D.A D.A includes boarding and lodging and local conveyance charges. On duty leave : If the travel distance is less than 500 K.M, then only the days of workshop will be considered as on duty. If the travel distance is more than 500 K.M, the day preceding and the day after the workshop or course will also be considered as on duty.
9) Incentive for Research Patents	For each patent - Rs. 25,000/- Cash Incentive.

10) Provision of Housing	10) Outstation teachers particularly those who are recruited from non-telugu community would be provided leased accommodation which would be subsidized for the employee up to 50% basing on the recommendations of the selection committee at the time of recruitment.
11) Research Projects	11) An incentive of 10-15% of the cost of the project sanctioned by Government agencies and other agencies would be paid as incentive to the team of faculty members together or individually basing on the recommendations of the Research board which works under the Directorate of Research.
12) Consultancies	12) Faculty members who take up consultancy would be permitted to take certain amount of consultancy charges earned by him/her as per the detailed guidelines provided under the consultancy topic in the Director of Research and consultancy.
13) Best teacher award	13) It is proposed to constitute a Best Teacher Award to top three teachers every year and it would be presented on September 5 th , in the Teachers day Celebrations. The award will consist of a cash award of Rs.5000/- besides a citation.
14) Best mentor /Counsellor Award	14) Teachers who are identified as best mentors/counsellors of the students would be awarded three prizes consisting of cash award Rs.5000/- and citation which would also be presented on September 5 th .
15) Other awards / rewards	15) There may be certain occasions where an individual Faculty member has shown an exemplary initiative, courage or solved a major problem or contributed to fabricating machinery and instruments used in the Laboratories or any other duty which is far beyond the call of normal duty would also be awarded a medal and a cash award beside a citation. A cash award may be up to Rs.10000/-.

1. Responsibilities of the Head of the Department(HoD)

1. To maintain the required faculty strength and meet the requirement of qualified staff in consultation with the Dean (Academics & HRD).
2. To provide necessary infrastructure and stationery to the faculty members for discharging their duties.
3. To encourage research activities in the Department.
4. To monitor the following:
 - Conduct of regular and effective class work by its faculty members.
 - Research activities of the Department.
 - Timely and proper conduct of evaluation components in the Department.
 - Maintenance of Laboratories and Departmental Library.
5. To provide necessary input to the Librarian for keeping its section well equipped and updated.
6. To maintain the attendance of its staff.
7. Development of Human Resources, Teaching as well as Non-teaching.
8. Evaluate the Staff and send recommendations to the Dean and Dean (E&AR).
9. To prepare Budget Proposal for their respective school.
10. To participate and contribute in the Committees for which he/she is ex-officio, nominated or elected member.
11. To coordinate the Academic work of all the faculty members working under him / her.
12. To act as a Chairman of the Board of studies for the subject.
13. To assess and allocate work to each faculty member to optimize the resources.
14. To prepare the annual / semester goals and get then approved at the appropriate levels.
15. To continuously monitor the quality of special instruction to weak students.
16. Maintain liaison with various industries / institution to send students for industrial orientation.
17. Arrange guest lectures from industry & other institutions on various topics.
18. Organise industrial tours for students.
19. Ensure that internal arrangement / evaluation processes are complied with.
20. Initiate research activity, publications in his / her discipline.
21. To act as a member in various committees.

Powers :

1. Assess the performance of faculty members and make recommendation of incentives.
2. Finalise the teacher evaluation as per the evaluation system in his department and forward it to Dean (E&AR)) through his office.
3. Suspension of students for indiscipline.

6. 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 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 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 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.
- 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 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 to undertake assignment work, study projects, project works, survey etc., to develop a research aptitude
- XV. Organizing bridge courses for the students wherever such courses are found necessary to cover the gaps in knowledge levels of the students.
- XVI. Inclusion of additional curricular inputs in the curricular plans to cover the gaps in the syllabus.

