



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/PO/AO/2020/01

Dt: 29-01-2020

### Proceeding of the Principal office

Sub: Student Admission Policy-Amendments-Reg.,

Ref: 1. Recommendations of Governing Body -Meeting held on 27.01.2020

2. Admission Policy of VIIT wide Ref. No.VIIT/PO/AO/2017/06-01 dated 22<sup>nd</sup> July 2017

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### **REVISED – STUDENT ADMISSION POLICY**

Vignan's Institute of Information Technology (Autonomous), VIIT was established in 2002 and obtained autonomous status in 2017. Institution has been offering 8 UG & 10 PG program's. The admission policy and broad guidelines for admission into different program's offered by the Institution is described below, whereas, a detailed admission procedure for individual UG and PG program's can also be obtained from the Institution website [www.vignaniit.edu.in](http://www.vignaniit.edu.in)

#### *Admission policy:*

1. To ensure admission of students based on their performance in the entrance examinations, identifying their academic competence and potentialities of high quality so that its alumni may be able to play their role in the process of nation building and social reconstruction in a meaningful manner.
2. To promote and maintain multicultural ethos and cosmopolitan feel by admitting students from diverse ethnic, linguistic backgrounds with special emphasis on encouraging students hailing from different socioeconomic sections. In tune with the admission policy of the Institution, top most priority is being given to merit in student admission process. To decide policy matters on admission and to oversee the admission process, a separate "Admissions Cell" is constituted. To frame guidelines from time to time for functioning of Admissions Cell, "Admissions Committee" is constituted with the Principal as Chairman.

### *Admission Notification:*

#### **Category-A**

Andhra Pradesh State Council of Higher Education (APSCHE), a competent authority of Government of Andhra Pradesh has been conducting a common entrance examination for admission into various UG and PG program's separately. Based on performance of the candidates, 70% of seats under category- A will be allocated through various phases of counseling. Competent Authority releases notification for entrance examination and counseling as well for UG and PG program's separately.

#### **Category-B**

As per the guidelines of APSCHE, Institution releases notification for admissions into various UG and PG program's. Institution gives wide publicity across the states regarding availability of seats and fee structure through a national daily news paper. 30% of total seats are filled under Category-B by the Institution.

### **ADMISSION PROCEDURE**

**Category-A:** 70% of total seats are filled by the competent authority through counseling based performance in the entrance examination. Competent Authority conducts entrance exams for admissions into various UG and PG program's. APEAMCET, a common entrance test for admission in UG, APECET, a common entrance test for Lateral Entry, APICET, a common entrance test for MBA and MCA, APPGECET and a common entrance test for M.Tech Admission.

**Category-B:** 30% of total seats are filled by the Institute as per the guidelines of APSCHE, a competent authority of Government of Andhra Pradesh. As per the guidelines of APSCHE, Institution releases notification to fill category-B vacancies and invite applications from the eligible candidates. Seats under this category are also filled based on performance in qualifying examination and other entrance examinations.

Upon submission of admission application by the candidate for various UG and PG program's, candidates will be short listed according to the performance in qualifying examination and other concerned entrance examinations.

After verification of eligibility criteria and authentication of qualification and certificates, the parents and the students who are ready to pay the fee, are directed to the accounts section to remit the required fee. After paying the prescribed fee and submission of copies certificates, seat is allotted by the Institution authorities.

## ADMISSION CELL

Dean – Admissions over see the activities with regard to admissions of the students into the Institution and therefore shall be responsible for the following activities.

### *Responsibilities of the Dean:*

- Convene the admission committee meetings periodically to finalize intake capacity, fee structure, scholarships, reservation policy for all the program's and programme-wise eligibility criteria.
- Preparation of budget proposal for admissions.
- Release of admission notifications for all UG and PG with prior approval of the management.
- Finalize and release of advertisements for print and electronic media.
- Preparation of common merit list and announcement of results etc.
- Maintenance of attendance, leave records of the staff under his/her control.
- Performance appraisal of staff and sending recommendation to the concerned authority.
- Appoints the staff members for admission duty with the prior approval of the Principal
- Besides the above, other functions as may be entrusted by the Principal from time to time.

### *Admission Committee:*

#### **Composition of the Admissions Committee:**

1. Principal--Chairperson
2. Dean--Admissions-- Member Secretary
3. Head of the Department-Member

The committee is empowered to co-opt any number of additional staff members as per the requirement to assist in the counseling / admission process / promotional activities.

### *Admissions Committee-Role:*

- The role of the Admissions Committee is essentially operational in nature based on the policy framework.
- Evolve guidelines with respect to minimum entry qualification, eligibility criteria, intake capacity, admission test/common merit ranking, reservation policy, etc., in line with the guidelines of the competent authority.

- Prepare merit list.
- To announce results and display on the Institution website and inform to the individual students who submitted the application for the admission into category-B.
- Implementation of closing dates of admissions to various programs.
- Schedule reporting dates of the admitted students.
- Prepare the budget proposal.
- Analyze the profiles of admitted students (merit / gender / financial status / family background etc.,)

  
Dean of Admissions



  
**Principal**  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duwada, Visakhapatnam-49

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**VIIT/PO//2020/01*****Dt: 29-01-2020***

### **Proceeding of the Principal office**

Sub: Environment and Sustainability Policy-Amendments-Reg.,

Ref: 1. Recommendations of Governing Body -Meeting held on 27.01.2020

2. Environment and Sustainability Policy of VIIT wide Ref. No.VIIT/PO/2017/08 dated 12<sup>th</sup> Nov 2017

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### **A Policy on “Environment and Sustainability”**

#### **Introduction**

A pristine and hygienic environment aids effective learning. In order to address the environmental issues, various efforts have been put forward in different parts of the world. Environmental Management System (EMS) is very popular in the industrial sector. International environmental standards do not suit the existing Indian educational system. Therefore, **Vignan's Institute of Information Technology (Autonomous)** has come up with a compatible system by developing locally-applicable techniques for sustainable environment. An indigenous system that is simple has been devised in order to monitor environmental performance of our institution. The system comes with a set of questions that are to be answered on a regular basis. Environmental conditions may be monitored from angles that are relevant to Indian requirements, without stress on legal issues or compliance. This highly innovative scheme is user- friendly and also voluntary. This monitoring system aids the institution to set environmental examples for the community and also to instruct young learners.

#### **Green and Environment audit**

Green and Environment Audit plays a vital role in the environmental sustainability and creates awareness among staff and students about suitable use of resources.

- It's a process that involves analyzing the different components of environmental diversity that includes systematic identification, quantification, recording, reporting and analysis which will lead to various establishments.
- It brings an eco-friendly inside to outside ambience through the environmental practices.
- It is crucial for the conservation of resources by making an estimate of how and where they are using the major amount of energy and water resources.
- It also works on the recycling plans in which it determines the volume and the type of the waste along with the waste minimization plan.
- It helps every individual to take part in knowing the importance of health consciousness and environmental awareness along with the ethics and values.

The environmental sustainability is paving its way in the current world and educational institutions should make their contribution towards it. Vignan's Institute of Information Technology (Autonomous) is making its own contributions towards a sustainable future.

### **Concept of a Green campus.**

VIIT believes that **Concept of a green campus** advocates a model for global environmental sustainability where all the processes and operational functions of the campus are closely knit, providing educational and practical value to the institution and the surrounding environment. Being a visionary institution with a slogan of technology with human face, the institute has initiated Green Campus' initiative measures which include biogas generation, and vermi-compost production. The Green campus embraces optimum land use, energy efficiency and conserving resources. Advancing the system in order to inculcate the Green Campus ideology for the institute leads to sustainable development. It ensures that the practices followed in the campus are according to the initiatives of the Environmental Policy of the institution.

### **VIIT Environmental Principles:**

The VIIT is committed to conserve natural environment, develop sustainable solutions, innovations and startups, promote rural technologies and control energy consumption, incorporating **Environmental principles** for building environmentally sustainable society.

The Following **Environmental principles** are guiding us in making Environmental policy decisions

- 1. The Humility Principle:** Our understanding of Nature and consequences of our actions is quite limited.
- 2. The Reversibility Principle:** Try not to do something that cannot be reversed later if the decisions turn out to be wrong.
- 3. The Precautionary Principle:** When evidence indicates that an activity threatens human health or the environment, take measures to prevent or reduce harm.
- 4. The Prevention Principle:** Whenever possible, make decisions that help prevent a problem from occurring or becoming worse.
- 5. The Integrative Principle:** Make decisions that involve integrated solutions to environmental and other problems.
- 6. The Human Rights Principle:** All people have a right to an environment that does not harm their health and well-being.
- 7. The Environmental Justice Principle:** Establish environmental policy so that no group of people bears on unfair share of the harmful risks from operations or from the education of the environmental laws, regulations and policies. Environmental justice means that every person is entitled to protection from environmental hazards regardless of race, gender, age, national origin, income, social class, or any other factor.

### **Environment policy**

An Environment policy of our institute consists of Laws, rules and regulations related to an environment problems that are developed, implemented and enforced by VIIT, includes educating students and employees on environmental concerns and sustainability; Research and Development programs that could turn an institute into a carbon-negative institute;

environment concerns in planning and decision making; encouraging collaborations among institutes & also with International environment related organization such as UNEP, WHO, UNDEP, FAO, WORLD BANK, GEP, GEF, IUCN and so on.

### **VIIT Management strategy**

VIIT is entering into a new era by shifting to something more flexible that is quite adaptable. The new model is that of a network instead of a hierarchy. In this network model, the Management is playing a vital role in leading the organization by developing the Vision, Values and Objectives for VIIT Environment policy and promoting feedback from employees, encourage innovation and adaptation, and establishing employee performance goals. An important aspect of emerging network organization is its use of adaptive management strategies to cope with new information and changing conditions, to learn from experience, and to modify plans quickly as needed. This approach uses the basic techniques of Science and Systems analysis to develop computer models for examining alternative plans and projecting possible outcomes or scenarios. The primary goal is to anticipate problems rather than simple react to them.

### **Objectives:**

- To sustain Natural resources, Environmental quality in VIIT campus includes Biodiversity, Water, Soil, Food, Renewable energy resources and Human society.
- To sustain Biodiversity by converting VIIT campus into Terrestrial Ecosystem with species approach and promoting environmental management and conservation with enhancement of awareness among students & staff of the campus.
- To develop green economy by using sustainable agriculture, building sustainable communities and eliminating poverty.
- To make an assessment, document on Green area of the campus, the waste minimization & recycling, ambient environmental condition of air, water and noise in the campus periodically and make a report on the status of the environmental compliance.

### **Methodology:**

1. **Travel & Transport:** Encouraging pedestrian concept instead of vehicles in the campus. Use of common transport like buses by the staff and students for long distance transport is advantages which are already implemented by VIIT. It can be extended to other routes also as needed and can greatly reduce individual's contribution towards pollution loads.
2. **Solid Waste Recycle & Reductions:**
  - a. **Recycling** is an important way to collect waste materials and turn them into useful products that can be sold in market place. Five major types of materials that can be recycled – Paper products (includes newspapers, magazines, office paper & card boards), glass, aluminium, steel and some types of plastics.
  - b. **Composting** bio-degradable organic waste mimics nature by recycling plant nutrients to the soil.
  - c. **Hazardous waste** is any discarded solid or liquid material that is toxic, ignitable, corrosive, or reactive enough to explode or release toxic fumes. We can burn, bury, detoxify, reuse, recycle, or not produce hazardous waste.

Develop and implement waste management practices that prioritize disposal in line with the waste hierarchy to reduce the institutions waste output to landfill.

- 3. Water Management:** We are withdrawing groundwater which is good source of water for drinking & irrigation. Advantages are: Available year-round, renewable, no evaporation losses and cheaper. Summer storage tanks can be constructed as alternative source of water during summer period. Drip & Sprinkler systems can be used to conserve the water. Treated sewage water can be used for gardening.

**Reducing water wastage** by developing landscape yards with plants that require little water, using of Drip & Sprinkler irrigation, fixing waterleaks, using water meters and charging, using waterless composting toilets (Bio toilets / Water Saving toilets), Collecting and using water to irrigate lawns & non-edible plants, purifying and reusing water for irrigation by constructing sewage treatment plants.

- Underground drainage system, Sewage Treatment Plant (STP) and Effluent Treatment Plant (ETP) to be established in the VIIT campus.

**Drinking water through RO Systems has to be periodically monitored** related to Physico-chemical & Microbiological quality at source & different distribution points.

**4. E-Waste:**

The VIIT has committed towards the maintenance of the friendly ecosystem of its campus. In order to maintain the wellbeing and healthy environment in the campus, the standard process for e-waste Management is put in practice for proper disposal of end of life, and non-functioning electronic computing equipment's after reducing, reusing and refurbishing to the maximum.

The broad policy guidelines are:

- Each department to consolidate the end of life and non-functioning electronic and computing equipment.
- To minimize the new procurement of IT Assets, the centralized IT department initiates the process for reusing through refurbishment/recycling of electronic and electrical components, replace the spares and repairing the non-functioning the IT assets to reduce the e-waste to the maximum.
- The centralized IT department to consolidate the final non-functioning electronic and computing components and put forward the proposal to purchase committee once in a year for proper disposal of e-waste without causing any environmental problems.



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## **FINANCIAL POLICY**

### ***Introduction***

Vignan's Institute of Information Technology (A) is a nonprofit organization run by a society "Lavu Educational Society". 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 and audited periodically.

### ***Policy***

The Finance department which is under control of Dean Administration who 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 is to be approved by Finance Committee and later ratified by Governing Body.

1. The Institution gets its revenue mostly from fee paid by the students and a major portion of it will be spent on salaries.
2. All the receipts are collected through banks. Cash receipts are avoided.
3. Salaries of the staff, both teaching and non teaching are credited to their bank accounts on the last working day of the month.
4. Other payments are made through crossed cheques either by NEFT or RTGS and all the cheques are duly signed by the Principal, Executive Director and Chairman.
5. Statutory payments such as TDS, EPF, ESI and Professional Tax are paid through online - payment by using net banking.
6. The financial payment powers are delegated and decentralized to ensure greater transparency and responsibility.
7. All the procurement proposals above Rs.1 lakh are recommended by the Central Purchase Committee and approved by Chairman Finance Committee.
8. The financial records are audited by two audit firms one by Statutory Auditors twice in a year and the other by the Internal committee every month.
9. Audited financial statements are displayed in the public domain i.e, in the official web site of the institution to ensure transparency.

10. The Finance Committee meets 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.



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**VIIT/PO/2020/01**

***Dt: 29-01-2020***

## **PROCEEDING OF THE PRINCIPAL OFFICE**

**Sub: Gender Policy-Amendments-Reg.,**

**Ref: 1. Recommendations of Governing Body -Meeting held on 27.01.2020**

**2. Gender Policy of VIIT wide Ref. No.VIIT/PO/2017/08-01 dated 26<sup>th</sup> June 2017**

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## **GENDER POLICY**

### **Preamble**

As a higher institution of learning, VIIT values the diverse skills and perspectives that people bring to the institution owing to their gender, age, language, ethnicity, cultural background, disability, educational level, professional skills, work and life experiences, socio-economic background, geographical location, marital status or family situation.

Being conscious of its social responsibility, the institution strives to promote an organizational culture which values equity and inclusiveness in all its activities, and strives for student transformation towards building a fair, just and harmonious society.

The institution makes concerted efforts to create a vibrant and inclusive campus environment that can provide a safe and supportive learning working space for its members of both genders.

The overarching purpose of the gender policy of VIIT is to ensure that both gents and ladies have equitable access to all resources of development. The policy shall guide all institutional practices and activities towards ensuring that no member faces any discrimination or harassment on the basis of their gender.

To achieve its outcomes, the institution also acknowledges that gender equality often requires affirmative measures for its women members in certain circumstances. VIIT is therefore committed to implement all laws of the country and that of the Government of India, which are meant for enabling its women members.

**The Institute gender policy aims to:**

- Provide equal access to education and research resources and facilities to encourage development of its lady members through capacity building program's as well as leadership training.
- Engage fairly and equitably with all students and staff members of our Institute, irrespective of their gender, in a positive, respectful and constructive manner;
- Provide awareness to girls on economic freedom and individual autonomy.
- Conduct gender sensitization program's for all its members both male and female towards fostering a spirit of cooperation and an environment of harmony.
- Organize events and program's for training women members on self-defense.
- Promote a gender-aware and gender-responsive culture throughout the organization that values gender equality and integrates gender considerations in all aspect of the institution.
- Overcome barriers to gender equality on the campus, including gender biases and gender based stereotypes;
- Ensure all employees have an understanding of gender issues and the objectives of this policy.
- Ensure all employees have equal opportunity to participate in and contribute at all levels of the institute and to receive appropriate acknowledgement and equitable reward for their participation and contribution.
- Not tolerate discrimination based on gender or any other factor.
- Not allow to further complicate gender issues with caste based or region based bias.
- Make available special provisions and welfare measures for women students and staff



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# INFRASTRUCTURE MAINTENANCE POLICY



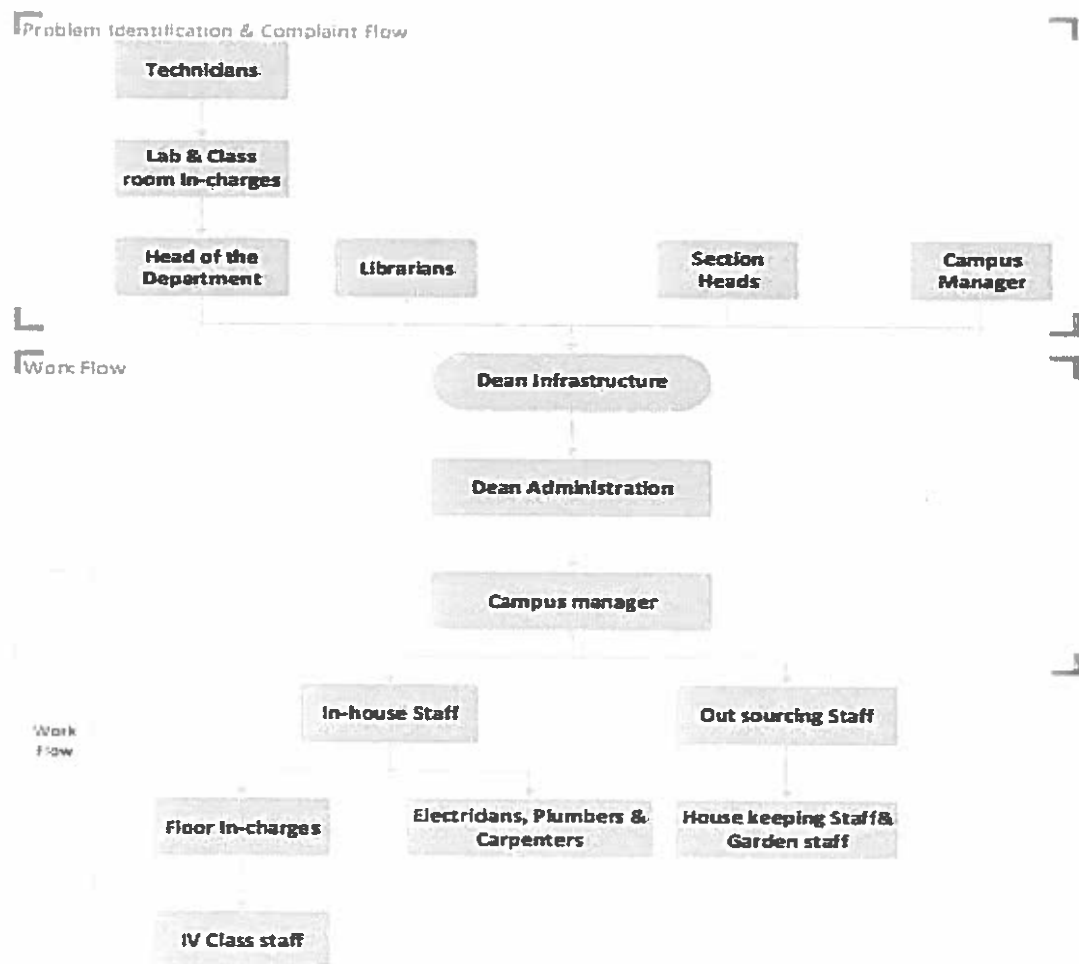
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## 1. Introduction

The Vignan's Institute of Information Technology owns and operates an elaborate infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilisation of computers, classrooms, equipment, laboratories etc. in the entire campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

### Hierarchy of Maintenance



*Figure:1 Maintenance of Physical Facilities*

## ***2. Maintenance of Physical Facilities***

The physical facilities are maintained by the Institution's Engineering Section and Hardware section, which comprises competent professionals. The Dean infrastructure and Dean administration with a team staff monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. An exclusive person is appointed as Manager to supervise the maintenance works. Housekeeping services are outsourced on annual contract basis and are made available during day time in all the days.

The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical professionals are responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The complaints can be registered through [maintenance.vjit@gmail.com](mailto:maintenance.vjit@gmail.com) and through indents.

Transport facilities are monitored and maintained by the Transport Manager and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

### ***2.1 Maintenance of Classrooms, Furniture and Laboratories***

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories.

### ***2.2 Maintenance and Utilisation of Library and Library Resources***

A well defined procedure is in place to maintain the library and its belongings. The following are the steps:

1. Arrangement of resources



2. Shelf maintenance
3. Shelving books
4. Shelf rectification
5. Process of stock verification
6. Methods of stock verification
7. Weeding out un-wanted material

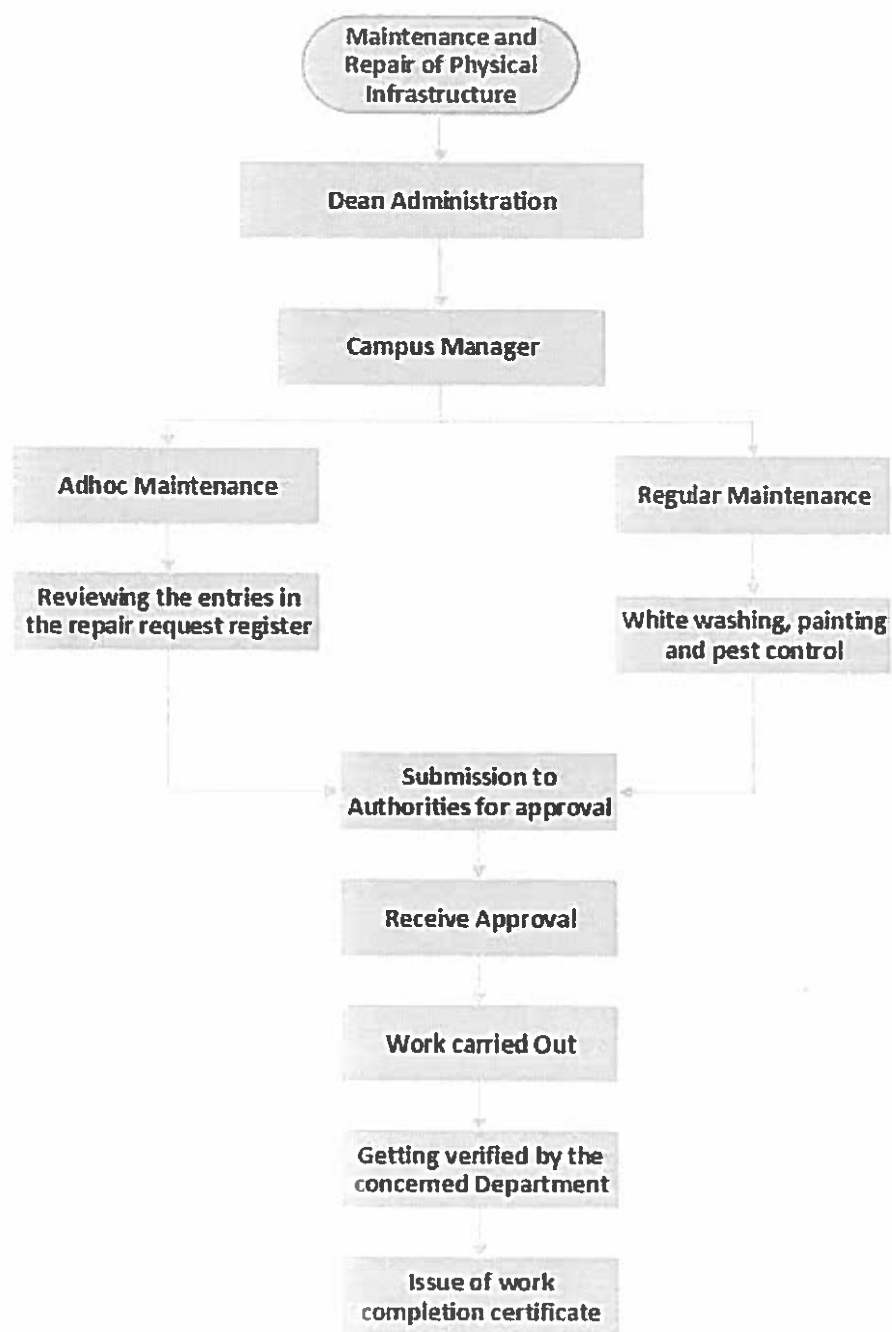
#### PRECAUTIONS TO BE TAKEN:

1. Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
2. Shelves should not be fully packed. A over filled shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
3. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and dusting should be done regularly and carefully using vacuum cleaners.
4. Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
5. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

### ***2.3 Maintenance and Utilisation of Seminar Halls and Auditoria***

Seminar halls and auditoria are under the purview of Dean Administration. Dean Administration gives instructions to campus manager time-to-time based on the indents risen from different in-charges. Floor supervisors take care of date to day maintenance. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars,

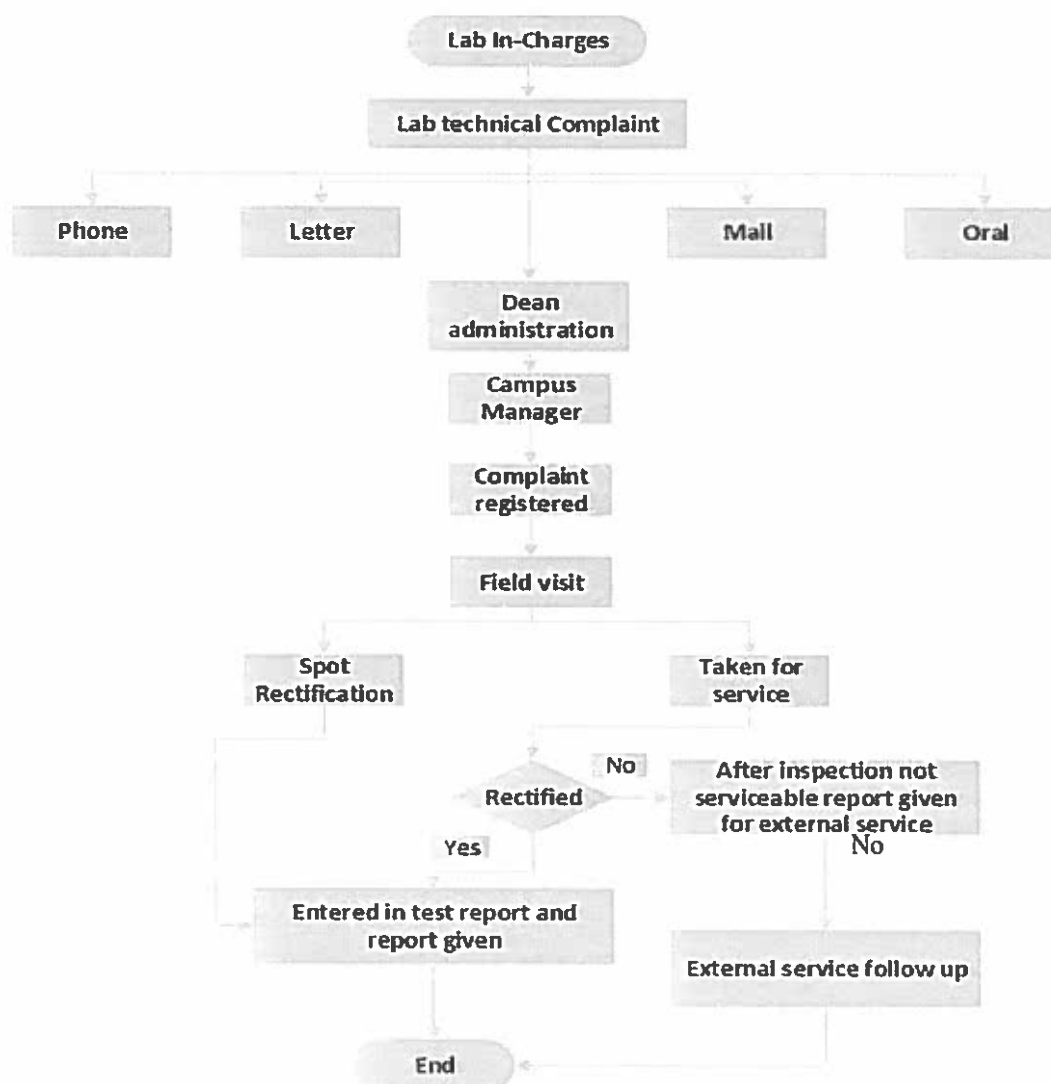
conferences and cultural events is made. For accessing the facilities and the organizing events on an indent is given by staff, through HOD to Dean and the date of event is registered and the halls are allotted on priority basis.



**Figure:2 Maintenance of Physical Facilities**

### 3. Maintenance of Electronics/Electrical Instruments

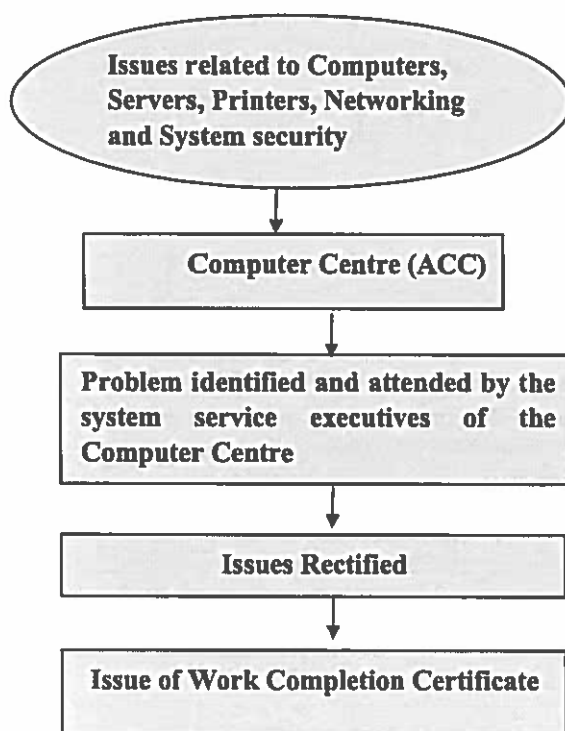
The maintenance of electrical and electronic equipment is responsibility of lab incharges. The lab Incharges with the help of Lab technicians take care of both Electrical and Instruments maintenance. Technicians with the help of floor supervisors take care of day to day cleanliness. Minor electrical and other repairs are taken by technicians and institute electricians. However major repair works are out-sourced.



**Figure: 3 Maintenance of Electrical and Electronics Instruments**

#### **4. Maintenance of ICT Facilities**

In VIIT Campus, the in-charge of Aryabhatta Center for Computing (ACC) (System Cell In-charge) and his/her supporting staff maintain the ICT facilities of whole campus. computer, Servers      The team is responsible for annual maintenance including the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is also maintained by ACC.



*Figure:4 Maintenance of Computer and Accessories*

### ***5. Maintenance of Lab Equipment***

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained in the respective laboratories to report entries and maintenance of issues.

Standard operating procedures for all high end equipments are made available to the users.

charge as the case may be and suitable measures are taken for speedy repairing of the equipment.

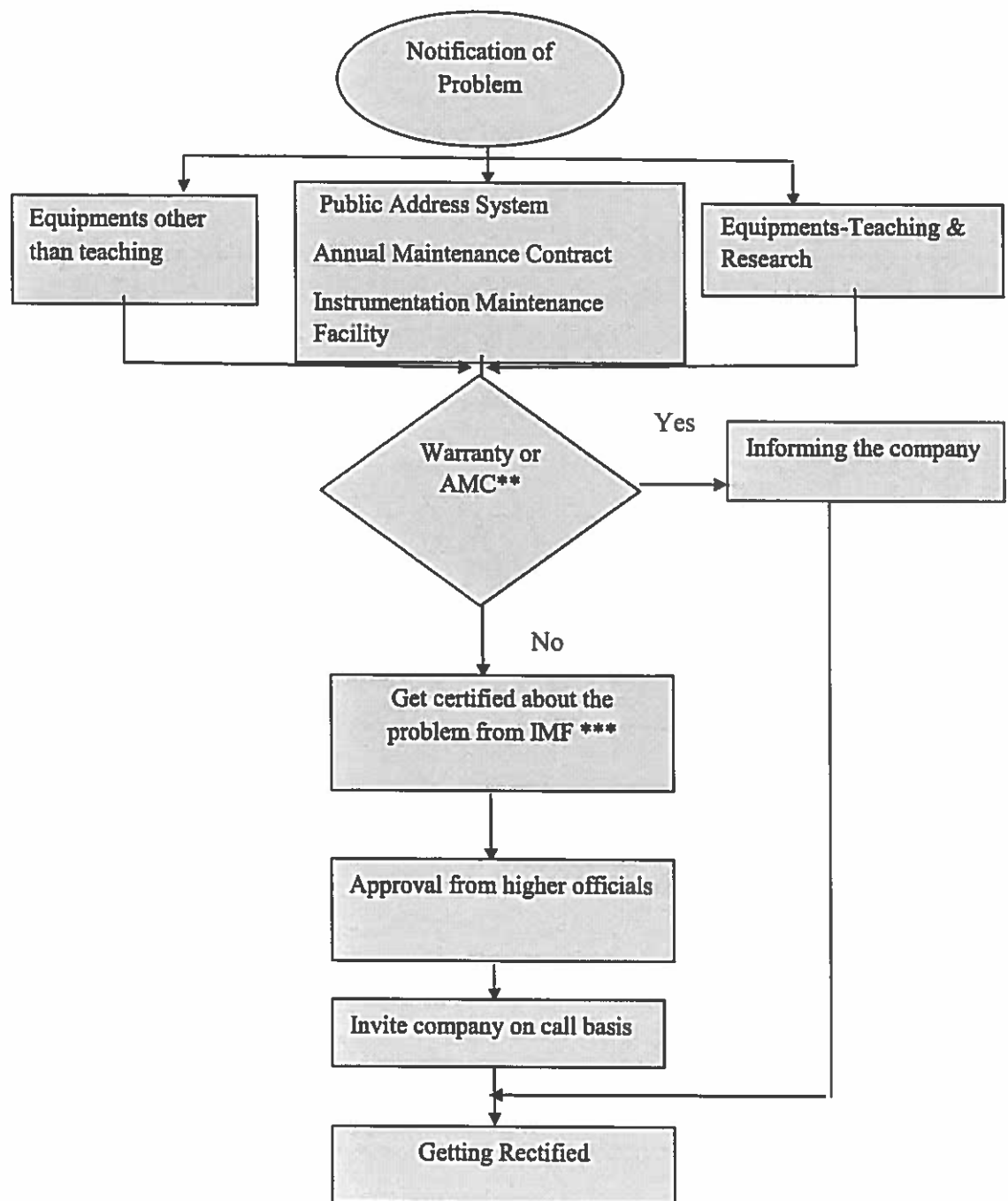
Minor repairs are attended by in-house staff. If any major repair is required external experts are called. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year.

The condemned/obsolete items are discarded by procedure after getting the report of the maintenance department and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

### ***6. Maintenance and Utilisation of Advanced Research Labs, APSSDC Lab, CFI Lab and other central labs etc.,:***

Advanced research labs housing sophisticated equipments operate for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the Head of the Department concerned on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the Institution website to the faculty in- charge. Access to equipments and service for recording analytical and computational data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users.

The following is the Flow chart of maintenance which depicts process if complaint registers to the complaints getting resolved.



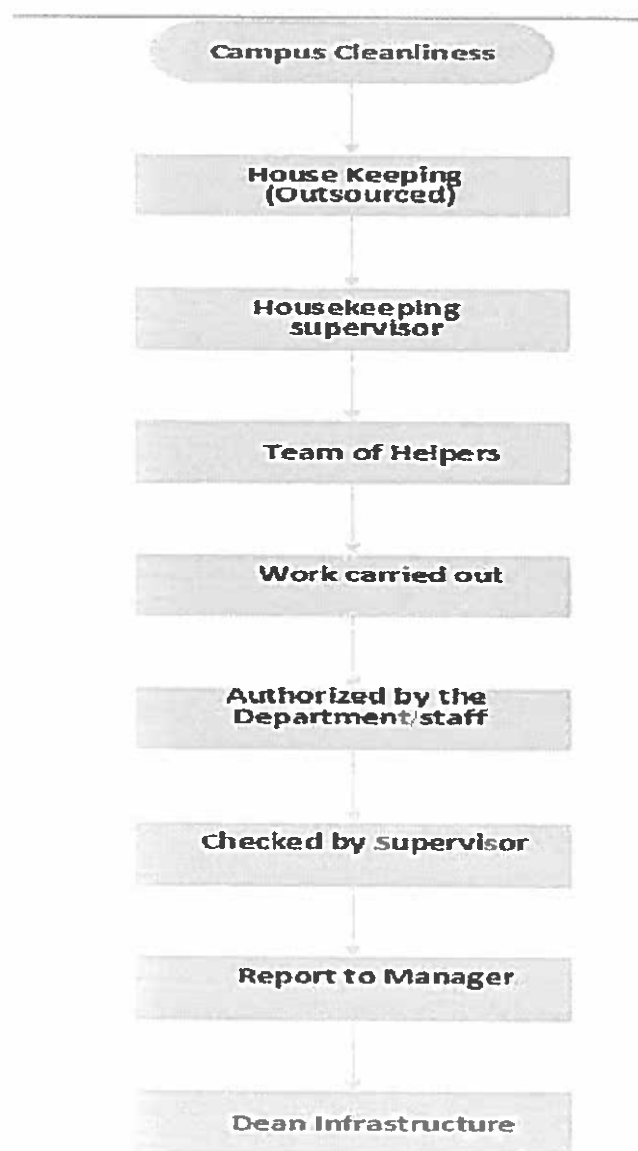
*Figure: 5 Maintenance of Equipments*

### ***7. Maintenance of Sports and Games Facility***

The sports equipments, fitness equipments, ground and various play grounds in the campus are supervised and maintained by the Physical Directors and Faculty members of Physical Education Department. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, and vendors of Sports goods jointly maintain the sports equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education Department. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

## 8. Maintenance of Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Wash rooms are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the campus manager and his assistants. Manager intern submits the reports periodically to Dean Infrastructure.



*Figure : 6 Maintenance of Campus Cleanliness*



## **9. Maintenance of other amenities**

The effluent treatment plants and rain water harvesting systems are maintained by the campus Manger and supporting staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Campus Manager. Amenities like canteen and juice shop, stationery, and ATM facilities, and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –**Garden**, the orchards, solar panels, rainwater harvesting systems, Nakshatravana (a congregation of trees and plants reared in the name of the 27 stars) in in the Campuses are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

The entire campus is under surveillance of CCTV Cameras and the facility is taken care of by the Computer Centre(ACC) through annual contract with the service providers.

## **10. Annual Stock Checking**

Annual stock checking of furniture, lab equipment, library Books, stationery, ICT facilities, sports items s done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

## **11. Replacement of Equipment/ Electronics /Computers**

The maintenance comprises:

- i) Identification of un-repairable equipment
- ii) Disposal of waste including e-waste (Using by Basket facility)
- iii) Replacement wherever is possible.

## **12. Day to Day Emergency Maintenance**

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Campus Manger and his team members.



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PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duwada, Visakhapatnam-49



**VIGNAN'S**

**INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)**

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)

Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

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**VIGNAN'S  
SCHOLARSHIP SCHEME (VSS)**



## VIGNAN'S SCHOLARSHIP SCHEME (VSS)

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**Policy:** VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (VIIT) promotes scholarship schemes to the students who are outstanding in the academics and also socially economically poor. The scholarship wing of the college guides the students to procure the benefit of scholarship schemes like MERIT SCHOLARSHIP and MEANS SCHOLARSHIP in order to motivate the deserving people for their studies.

**Objective:** - To provide financial assistance to meritorious students from low income families to meet a part of their day-to-day expenses and tuition fee while pursuing higher studies. This policy provides two types of scholarships namely, Merit scholarship and Means scholarship.

### **Category1:**

**University Gold Medalist:** The students who secured Gold Medal from the JNTU Kakinada University are eligible to get this MERIT Scholarship with a cash prize of Rs. 25,000/-.

### **Category2:**

**Department Toppers:** Students who stood as a Topper at Department level in Academic year are eligible to get this MERIT Scholarship with 50% Tuition Fee Waiver.

To provide financial assistance to meritorious students from low income families to meet a part of their day-to-day expenses. MEANS Scholarship will be sanctioned to 20 Students every year at institute level.

- Students ought to secure an aggregate of minimum **70%**.
- Student's attendance should be more than **75%**.
- Parents annual income will be less than Rs **2,00,000/-**.
- Severity of the cause which influenced on family income.

**1. Notification:**

- *Merit Scholarship:* Notification shall be given in the Month of May/Jun of every academic year.
- *Means Scholarship:* Notification shall be given in the Month of Jan/Feb of every academic year.

**2. Procedure to apply:**

- i. Applications can be downloaded from Institute Web sites

URL: "<http://www.vignaniit.com/>"

and also download from Vignan's IIT Central Information System(CIS):

"<http://cis.vignaniit.com:8080/VIITCIS/login.jsf>"

- ii. All the filled application along with necessary documents attested by HoD and forwarded to Dean Admin office within a week from the date of notification. Application must be process through the proper channel

**Necessary documents to be attached:**

- Academic Mark list till the date of Notification
- Attendance Report till the date of Notification
- Attested photocopy of the latest Income proof certificate.

The income of the students' parent will be taken into account before preparing the list. The selection committee will select the eligible students from the top of the merit list a maximum of 20 applicants. The results of scholarship scheme will be announced within two weeks from the date of notification.

<b>Format No.01</b>	<b>VIIT-ISO-AO-06</b>	<b>Date</b>	
---------------------	-----------------------	-------------	--

**SCHOLARSHIP CATEGORY\*** :  
(\*Merit/BPL/Sports/Others)

DATE:

STUDENT ID :

NAME OF THE APPLICANT :

BRANCH :

SEMESTER :

SECTION :

## Family Background

Name of the father :

Occupation :

**Annual Income:**

Name of the mother :

Occupation :

**Annual Income:**

Whether the student belongs to BPL category: YES / NO

### Students Academic Credentials

[illegible]

Merit Category(College/Department Level)	Overall Rank

I am here by declaring that the above furnished data is true with the best of my knowledge.

Date:

Signature of the student

HODs' Remarks:

Signature of HOD

Verified By

Authorised By



**Principal**

**PRINCIPAL**  
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 Beside: VSEZ, Duvvada, Visakhapatnam-49



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## **Information Technology Services Policy and Procedure Manual** (Version -2)

**Prepared by**  
**IT Infrastructure Development Committee**

**Version-1 dated, 01-06-2010**

**Version-2 dated, 14-08-2018**

**Approved by**  
**Governing Body**

# **Information Technology Services Policy and Procedure Manual**

## **(Version -2)**

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## Introduction

IT policy ensures to maintain a secure, legal and appropriate use of IT infrastructure for free flow of information and maintenance of confidentiality and integrity of the same. Access to information assets are created, managed, and regulated with the help of IT infrastructure. The VIIT(A) IT Services Policy and Procedure Manual provides the policies and procedures for selection and use of IT within the Institute which must be followed by all staff and students. It also provides guidelines to administer these policies, with the correct procedure to follow. All IT policies updated and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

The main aspects of the IT policy are to

- 1) Develop IT infrastructure and services for laboratories, research, faculty, staff and students on 24 x 7 basis, and automation of information management systems
- 2) Regular maintenance and up gradation of IT systems in line with their useful life and their obsolescence.
- 3) Budget provisions to expand ever growing digital systems and services.
- 4) Digitization of general information and learning resources and access facility through internet and intranet.
- 5) Maintenance Firewall and Antivirus for Systems security and Cyber security.
- 6) Maintenance of critical data and necessary backups.
- 7) Maintenance of separate LAN for examinations systems for additional security.
- 8) Use and promote open-source software and disposal of e-waste.

These policies and procedures apply to all employees and students.

### 1. Technology Hardware Purchasing Policy

Computer hardware refers whole or to the physical parts of a computer and related devices. Internal hardware devices include motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.

#### 1.1 Purpose of the Policy

This policy provides guidelines for the purchase of hardware for the institute to ensure that all hardware technology for the institute is appropriate and value for money

#### 1.2 Procedures

Purchase of Hardware Guidance: The purchase of all desktops, servers, portable computers, computer peripherals and mobile devices must adhere to this policy.

- **Purchasing desktop computer systems**

The desktop computer systems must be purchased as standard desktop system bundle and must be from reputed companies such as HP, Dell, Lenovo etc.,}.

The desktop computer system bundle must include:

- Desktop tower
- Monitor screen sizes
- Keyboard and mouse
- Windows OS

The minimum capacity of the desktop must be:

- 2 GHz–Gigahertz processor
- 2GB RAM
- 3 USB ports

Any change from the above requirements must be verified by system administrator and authorized by Dean Infrastructure. All purchases of desktops must be supported by 3 Years warranty. All purchases for desktops must be in line with the purchasing policy of the Institute.

Purchasing servers

- Procurement of Servers by calling Quotations and release of Purchase Order based on recommendations of CPC.
- Server systems purchased must be compatible with all other computer hardware in the institute.
- All purchases of server must be supported by 3 years warranty.
- All purchases for server must be in line with the purchasing policy of the Institute manual.

- **Purchasing computer peripherals**

Computer system peripherals include printers, scanners, external hard drives etc. Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals or when need to be replaced with defect/damaged for the systems under service/repair.

- The purchase of computer peripherals will be through system cell in-charge authorized by Dean Infrastructure with prior approval of Principal as per institute purchase policy.
- All purchases of computer peripherals must be supported by 6 months/1 year warranty and be compatible with the VIIT(A)'s other hardware and software systems.
- Any change from the above requirements must be authorized by system cell in charge.
- All purchases for computer peripherals must be in line with the purchasing policy of the Institute as in manual.

## **2. Policy for Getting Software**

### **2.1 Purpose of the Policy**

This policy provides guidelines for the purchase of software for the institute to ensure that all software used by the institute is appropriate, value for money and where applicable integrates with other technology for the institute. This policy applies to software obtained as part of hardware bundle or pre-loaded software.

### **2.2 Procedures**

**Request for Software:** All software, including non-commercial software such as open source, freeware, etc. must be approved by system cell prior to the use or download of such software.

### **2.3 Purchase of software**

The purchase of all software must adhere to this policy.

- All purchased software must be purchased through CPC on recommendations of system cell department.
- All purchased software must be purchased from authorized suppliers of companies.
- All purchases of software must be supported by at least one-year onsite support and be compatible with the institute server and/or hardware system.
- Any changes from the above requirements must be authorized by system cell in-charge.
- All purchases for software must be in line with the purchasing policy of the Institute as per institute manual.

## **Obtaining open source or freeware software**

Open source or freeware software can be obtained without payment and usually downloaded directly from the internet. In the event of open source or freeware software is required, approval must be obtained by System cell in-charge through from system admin prior to the download or use of such software. All open source or freeware must be compatible with the VIIT(A)'s hardware and software systems. Any change from the above requirements must be authorized by system cell in-charge.

## **3. Policy for Use of Software**

### **3.1 Purpose of the Policy**

This policy provides guidelines for the use of software for all employees within the institute to ensure that all software use is appropriate. Under this policy, the use of all open source and freeware software will be conducted under the same procedures outlined for commercial software.

### **3.2 Procedures**

### **3.3 Software Licensing**

All computer software copyrights and terms of all software licenses will be followed by all employees of the VIIT(A). Where licensing states limited usage (i.e. number of computers or users etc.), then it is the responsibility of respect department software programmers to ensure these terms are followed.

### **3.4 Software Installation**

All software must be appropriately registered with the supplier where this is a requirement. institute has to registered as owner of all software purchased. Only software obtained in accordance with the software policy are to be installed on the VIIT(A)'s computers. All software installations are to be carried out by system cell staff. Software upgrade shall not be installed on a system that does not support the original version of the software loaded on it.

### **3.5 Software Usage**

The software that is purchased in accordance with software policy is used in the institute. Prior to the use of any software, the user must receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.

In order to use the existing software appropriately, it is mandatory to train on all software's.

Employees are prohibited from bringing software from home and loading it on to the institute computer hardware.

Unless approval from, the principal is obtained. Software cannot be taken to home and loaded on employees' personal computer.

Unauthorized software is prohibited from being used in the institute. This includes the use of software owned by an employee within the institute.

The unauthorized copying of software is prohibited. Any employee who violates will be referred to System cell in-charge for necessary action etc. The illegal duplication of software or other copyrighted works is not condoned within this institute.

## **4. Bring Your Own Device Policy**

At institute we acknowledge the importance of mobile technologies in improving institute communication and productivity. In the view of increased use of mobile devices, staff members have requested the option of connecting their own mobile devices to institute network and equipment.

#### **4.1 Purpose of the Policy**

This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets and other types of mobile devices for institute purposes. All staff who use or access institute's technology equipment and/or services are bound by the conditions of this Policy.

#### **4.2 Procedures**

Current mobile devices approved for VIIT(A) use The following personally owned mobile devices are approved to be used for institute purposes:

- {All mobile devices such as notebooks, tablets, removable disks, mobile phones etc..}

Personal mobile devices can only be used for the following institute purposes:

- {Allowed to use services such as email access, institute internet access, institute intranet access, etc.,}

Each employee who utilizes personal mobile devices agrees:

- Not to download or transfer institute personal sensitive information to personal devices. Sensitive information includes {Personal information that considered sensitive to the institute for example intellectual property, confidential project files, yet to publish research findings, other employee details, student details etc.}
- Not to share the device with other individuals outside the institution to protect the institute data access through the device
- To abide by institute's internet policy for appropriate use and shall access internet for academic and research related purpose only.
- To notify institute immediately in the event of loss or theft of the registered device
- Not to connect USB memory sticks from an un trusted or unknown source to institute's systems/equipment.

#### **4.3 Breach of this policy**

Any breach of this policy will be referred to Committee who will review the breach and determine adequate consequences, which can include such as confiscation of the device and barring from usage of service.

#### **4.4 Indemnity**

The Institute bears no responsibility whatsoever for any legal action threatened or started due to conduct and activities of staff in accessing or using these resources or facilities. All staff indemnify institute against any and all damages, costs and expenses suffered by institute arising out of any

unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement. Legal prosecution following a breach of these conditions may result independently from any action by institute.

## **5. Information Technology Security Policy**

### **5.1 Purpose of the Policy**

This policy provides guidelines for the protection and use of information technology assets and resources within the institute to ensure integrity, confidentiality and availability of data and assets.

### **5.2 Procedures**

#### **5.3 Physical Security**

The location of servers and other network assets to be in a secured room with a proper locking and also in an Air condition environment. System cell in-charge is responsible to take care of the all-hard works. If any are breaching is liable for action. Security and safety of portable technology, such as laptops will be the responsibility of the employee to where it has been issued. Each employee is required to use security measures such as locks, passwords, antivirus updates, to ensure security of the asset issued to them. In the event of loss or damage, system cell in-charge will assess the extent of damage. If the damage is caused by an employee or student, the whole expenditure to incurred to repair is to bare.

#### **5.4 Information Security**

It is the responsibility of system admin to ensure that data back-ups are conducted once in a week and the backed-up data is kept in System cell department. Anti-virus software is to be installed where ever necessary. It is the responsibility of system Admin to install anti-virus software and ensure that this software remains up to date on installed systems used by the institute. All information used is to adhere to the privacy laws and institute's confidentiality requirements of the institute. Any employee breaching this will be treated seriously.

#### **5.5 Intranet Management Information System Access and email access**

Every employee will be issued with a unique identification code to access the institute Technology (such as e-mail, institute information system) and will be required to set a password for access. Each password is to be at-least ten characters and is not to be shared with any employee within the institute. In case if an employee forgets the password, web developer/ software developer is authorised to reissue a new initial password with which the employee logs in.

## **5.6 Network (Intranet & Internet) Use Policy**

Network connectivity provided through the Institute, referred to hereafter as "the Network", is provided through an authenticated network access connection i.e governed under the Institute IT Policy. The IT Services is responsible for the ongoing maintenance and support other Network, exclusive of local applications. Problems within the Institute's network should be reported to system cell.

**IP Address Allocation:** Any computer (PC/Server) that will be connected to the institute network, should have an IP address assigned by the system cell. Based on a systematic approach, the range of IP addresses that will be allocated to each department is decided. So, any computer connected to the network from that department will be allocated IP address only from that Address pool using DHCP.

**Internet Access (wired or Wi-Fi):** As and when a new user(faculty/staff/student) want to access internet, user can make request over maintenance service (VIMS portal) for new account creation and get the details from the system cell.

**DHCP and Proxy Configuration by Individual Departments/Sections/Users:** use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the institute. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by system cell. Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration. on- compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

## **6. Website Policy**

### **Purpose of the Policy**

This policy provides guidelines for the maintenance of all relevant technology issues related to the VIIT(A) website.

### **Procedures**

The web developer must record the following details:

- List of domain names registered to the institute.
- Dates of renewal for domain names
- List of hosting service providers

- Expiry dates of hosting {www.vignaniit.edu.in}
- Keeping the Register up to date will be the responsibility of Web Developer.
- System cell in charge will be responsible for any renewal of items listed in the Register.

### **Website Content**

All content on the VIIT(A) website is to be accurate, appropriate and current. This will be the responsibility of Web Developer. All content on the website must follow proper authentication channel in updating of information. The content of the website is to be reviewed daily. Persons authorized to make changes to the institute website: Web Developer Basic branding guidelines must be followed on websites to ensure a consistent and cohesive image for the institute.

## **7. IT Service Agreements Policy**

### **7.1 Purpose of the Policy**

This policy provides guidelines for all IT service agreements entered into on behalf of the institute.

### **7.2 Procedures**

The following IT service agreements can be entered into on behalf of the institute:

- Provision of general IT services
- Provision of network hardware and software
- Repairs and maintenance of IT equipment
- Provision of institute software
- Website design, maintenance etc.

All IT service agreements must be reviewed by System cell in charge before the agreement is entered into. Once the agreement has been reviewed and recommendation for execution is received, then the agreement must be approved by Principal. All IT service agreements, obligations and renewals must be recorded in Principal Office and System cell department. Where an IT service agreement renewal is required, in the event that the agreement is substantially unchanged from the previous agreement, then this agreement renewal can be authorized by System cell in-charge.

Where an IT service agreement renewal is required, in the event that the agreement has substantially changed from the previous agreement, recommendation required from System cell in-charge before the renewal is entered into. Once the agreement has been reviewed and recommendation for execution received, then the agreement must be approved by Principal.



## **8. Emergency Management of IT Services**

### **8.1 Purpose of the Policy**

This policy provides guidelines for emergency management of all information technology within the institute.

### **8.2 Procedures**

#### **8.3 IT Hardware Failure**

When there is failure of any of the institute's hardware, this must be referred to System admin through service request form available in departments and also register request in online maintenance service portal. It is the responsibility of System admin to assign Hardware Technician to resolve the issue in the event of IT hardware/OS failure. It is the responsibility of System admin to undertake tests on planned emergency procedures semester wise to ensure that all planned emergency procedures are appropriate and minimize disruption to institute operations.

#### **Virus or other security breach**

In the event that the institute's information technology is compromised by software virus or such breaches are to be reported to System admin immediately. System cell in-charge is responsible for ensuring that any security breach is deal within 24 hours to minimize disruption to institute operations.

#### **Website Disruption**

In the event that institute website is disrupted, the following actions must be immediately undertaken:

- Website host to be notified
- Web Developer must be notified immediately
- Correspondence with Web service provider (vender hosting website) to restore immediately.
- Data back-up to be maintained regularly (at-least once in a week) to restore immediately in case of hardware failure also.



  
Principal

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1. The first part of the paper is devoted to a discussion of the various methods which have been proposed for the determination of the rate of reaction of a substance with oxygen. The methods are classified into three groups: (a) direct measurement of the rate of reaction, (b) indirect measurement of the rate of reaction, and (c) measurement of the equilibrium constant.



**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)**

(Approved by AICTE & Affiliated to JNTUK, Kakinada)  
DUVVADA, VISAKHAPATNAM

**VIIT/PO/RDO/2020/01-01*****Dt: 29-01-2020*****Proceeding the Principal office**

Sub: Research & Development Policy-Amendments-Reg.,

Ref: 1. Recommendations of Governing Body -Meeting held on 27.01.2020

2. R&D Policy of VIIT wide Ref. No.VIIT/PO/RDO/2017/06-01 dated 2<sup>nd</sup> Nov 2017

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**REVISED - PROMOTION OF RESEARCH & INNOVATION, CONSULTANCY &  
EXTENSION SERVICES POLICY****I. Preface**

One of the important limbs of any Institution is research. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems, to invent new devices that make life easy and to meet more such objectives. Research should reflect the intellectual strength of the Institution, its response towards the problems in the locale of the Institution and vision of the Institution. For a successful progress of the Institution, it has to focus on both academics and research. Research includes scientific experiments, projects, publications, intellectual assets, collaborations and such allied activities.

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A), promoted and implemented a wide range of policy actions since its inception in 2002 to promote research. The promotional initiatives of VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) 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.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) on Promotion of Research & Innovation, Consultancy & Extension Services.

**II. Objectives**

- Place the Institution among leading Institutes in the emerging areas of research and development
- Create a conducive atmosphere for Research with simplified and encouraging policies with adequate infrastructure.
- Undertake locally relevant problems and find suitable technical solutions, through directly or indirectly collaborating with NGO's.

- Bridge the gap between industry and the academics by promoting collaborative Research Projects and consultancy.
- Improving nearby villages on knowledge transfer such as computer literacy, usage of digital application etc.

### III. Policy

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) 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.
- Factor 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.
- 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 start-up companies to evolve.
- Enable and encourage researchers to take up funded Projects involving technology development and inter disciplinary research work through research cluster concept.
- 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 Institution facilities and labs, and expertise to the Organisations and Industries as consultancy service.
- Maintain highest standards of ethics in the research activities, and utilization of research outputs.

#### **IV. Implementation:**

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) will implement and monitor the above policies through the following mechanisms:-

- Institution Research Board

VIIT (A) has established strong Research Board with eminent personalities, with their vast experience in the industry they guide and advise the faculties and students in emerging areas as well as in extension activities.

- Office of Dean, Research and Development
- Research Monitoring Committees
- Core Research faculty team

#### **V. Sponsored Research**

- All the faculty members are motivated and encouraged to generate external funds by applying research projects to various external funding agencies such as Department of Science and Technology (DST), Council for Scientific and Industrial Research (CSIR), Department of Biotechnology (DBT), Defence Research and Development Organization (DRDO), Non-Government Organizations and so on.
- Faculty members who have not completed any sponsored projects in their career have to mandatorily appear before a screening committee to present their proposal. The proposals will be submitted to the funding agency only after implementing the recommendations of the committee satisfactorily. For other faculty members applying for Govt./Non-Govt. funded project, endorsement from Principal is required before submitting the proposal.
- Faculty members obtaining project worth 10 Lakhs and above will be given relaxation teaching load based on the recommendation of Dean Research and approved by Principal.
- The project expenditure for equipment and consumables will be maintained in a separate stock register by PI. This will be randomly verified by a committee appointed by Principal.
- Collaborative projects between two or more institutes/organisations can be submitted only after the approval of respective competent authorities. The funds will be received by the host institute/organisation of the PI and the host institute/organisation will have the responsibility to transfer the funds to the collaborative institutes/organisations as specified in the project proposals.

- F. No prior sanction/approval is necessary for the purchase of chemical/consumables/books up to Rupees Twenty five thousand (Rs. 25,000/-) provided sanction from the funding agency was received for such purposes. The PI may act as self-sanctioning authority and can place order, with information to the Principal, directly to the vendors for supplying chemical etc. observing all financial rules. For expenditure of higher order, proper approval is required from the Principal.
- G. In general, the overhead charges provided by any funding agency will be fully utilized by the institution. However, a part of the overhead amount may be utilized by the Principal Investigator for his/her project with the prior approval of the institution.

## **VI. Promotion of Research**

### **i. Creation of Research Facilities**

The Institution shall create a conducive research environment for all faculty members. Support will be given by allocating space, computing and network facilities, start-up funding, use of common research equipment's and providing support for research scholars based on the merits of research proposal. Support will also be given for publications, filing patents and commercialization.

### **ii. Centralized Research Facilities:**

Faculty members, research fellows and students are entitled to use the common research facilities created such as the **Big Data Research Laboratory, AI Research Laboratory, IoT Laboratory, Functional Thin Film Research Laboratory, Advanced power electronics and Microgrid Laboratory, Vibration and Acoustics Laboratory, Advance antenna research laboratory, Advanced Signal Processing Laboratory, eYantra (Embedded systems &Robotics laboratory)**with the prior permission of the concerned Deans / Heads of Laboratory.

### **iii. Seed Money**

To promote research activities among the faculty members through resource mobilization, VIIT is providing seed money for an individual faculty as well as for the research groups based on their admissible requirement. Every year the institution earmarks a budget for this scheme. Through this scheme the state-of-the-art technology or facility can be proposed by the faculty/research groups with the proper justification through scientific proposals. The faculty member/research group indented to receive seed money has to submit a research proposal prepared as per prescribed format to the Dean R&D. The proposals will be screened by a committee once in 6 months and based on the committee recommendations the project will be awarded. Funds for the project shall be considered for sanction of grant-in-aid under the management scheme based on the direction of expert committee. The progress of the project will be periodically reviewed by a committee appointed by the Dean R&D and the Investigator(s) should submit a detailed report after the completion of the project.

## VII. Research Evaluation Metrics (REM)

<b>A. Journal Impact Factor (IF) based metrics:</b>		
S.No.	Metric	Weightage on 10 Point
1.	SCIE publication with IF above 2	10
2.	SCIE with IF 2 and below	7
3.	SCIE open access journals with author payment	5
4.	SCOPUS journals with h-index 5 to 10	1
	SCOPUS journals with h-index 10 to 15	3
5.	SCOPUS journals with h-index 15 to 20	5
6.	SCOPUS journals with h-index Above 20	7
7.	Publications in conferences sponsored by IEEE, Springer, Reed-Elsevier, Taylor and Francis.	3
8.	Publications in all other conferences	1
<b>B. Patents based metrics:</b>		
9.	National patents published	12
10.	National patents granted	8 Additional points
11.	International patents published	20
12.	International patents granted	10 additional points
<b>C. Research projects-based metrics:</b>		
13.	Getting sanction of research projects from Govt. agencies worth above 10 lakhs	20
14.	Research projects from Govt. agencies worth Rs.10 lakhs or less.	14
15.	Ongoing projects during the project period	15
16.	Industry sponsored research projects	20/10
17.	Ph.D guidelines: If Ph. D is awarded under the supervision	20
18.	Text books : a) Standard publishers like McGrail, Wily, Oxford etc.,	20
	b) Others	10
19.	Teachers awarded national / international fellowship for advanced studies/research	1
20.	Workshops/Seminars/FDP/STTP conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development per semester	3
21.	Workshops/Seminars/FDP/STTP attended on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development for one week per semester	1

22.	Ph.D Awarded under Faculty	3
23.	Ph.D's registered Under Faculty	1
24.	Research paper with Citation	Per paper citation>=3 =1 Points Per paper citation>=5 =2points And above 5 citations =3 Points
25	Conference organized	3
26	Conference Attended	1 points
28.	Scopus Indexed Book Chapters, Lecture Notes, Book Series	3 points

### VIII. Detailed Implementation Process

1. The score based on H index will be an individual score. There will be no sharing.
2. With regard to metric No's 1 to 12 the sharing of points will be as per the following fractions.
  - Single author –1.
  - Two authors – 0.6 for first author and 0.4 for second author.
  - If the first author is research scholar 0.4 to the research scholar and 0.6 to the guide.

These fractions will not change if there are some students among authors or if the paper has been written in collaboration with authors from outside VIIT.

3. Regarding metric number 13&14, the points will be shared equally by all the collaborators in the project.
4. The basis for calculating these metrics will be the calendar year.
5. The date of publication of the paper will be the criteria for all purposes. Date of communication and date of acceptance will not be taken into consideration.
6. For calculating the REM, the Impact Factors published by Clarivate Analytics will be taken into account. Same analogy applies for earlier years & in future.
7. Some journals indexed in SCOPUS data base have both Impact Factor and Cite Score. In such cases only Impact Factor will be taken into account.
8. All data will be maintained up to 2decimals.

#### iv. Application Procedure

To be considered for research incentive, a faculty member has to submit application to the Dean R&D routed through proper channel enclosing the copies of publications. The committee, constituted by the Principal will scrutinize the applications and finalize the list of faculty members who are entitled to receive incentive for research publications. The final approval will be given by the Principal.



## **v. Research Targets**

All the Doctorates publish 1 SCI Research Article and 2 Scopus Research article every year. All the Non-Doctorates publish 2 Scopus Research Article every year.

## **IX. Support to VIIT faculty**

Faculty members of VIIT are always encouraged to broaden their subject knowledge and acquire technical skills by applying to various training opportunities available world-wide in top-notch institutions and industries. This includes post-doctoral fellowships, short-term training courses, workshops, Faculty Development Programs and attending conferences. TA & DA and Registration Fee are provided by the Institution (Only two times per year). If Conference is out of country, one side Airfare is provided.

## **X. Responsibility of the Faculty**

The faculty members of VIIT, who have a doctoral degree, are expected to be involved in scholarly activities; they are expected to establish an independent research laboratory by obtaining research grants from external agencies. They have to be actively involved in research activities that leads to presentation in reputed conferences, publications in quality journals, publish books and book chapters and, to develop processes and products that are patentable and can be commercialized.

## **XI. Management of Research**

All the research activities of the institution will be coordinated by the Dean R&D of VIIT who will be reporting to the Principal. Institution Research Board (IRB) will advise the conductance of research activities in the institute. Department R&D Coordinators are responsible for the department level activities.

**XII. Ph.D Registrations:** Faculty members without having Ph.D should register within 2 years of their service.

**XIII. Professional body membership:** All the faculty members are encouraged to take membership in at least one Professional body.

**XIV. Consultancy Policy**

**Objective:** To establish a framework to support consultancy activities at Vignan's Institute of Information Technology.

### **Eligibility:**

- This policy applies to all faculty and staff of our Institute.
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the Institute.

**i. Circumstances under which consulting activity is permitted**

- The organization requiring consultancy services from faculty or the department shall write to the principal indicating the expertise required.
- The principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- A MoU signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Dean R&D through the head of the department.

**ii. Publications:**

- Publication arising from consultancy work shall include the faculty affiliation of the Institute and acknowledge for the facilities used from the Institute.

**iii. Intellectual property Rights (IPR):**

- Institute IPR may be used where not in conflict with rights of third parties or any commercialization plan.

**iv. Other Commercial Rules:**

- Institute facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in Institute premises, if necessary.
- Tax is applicable for the revenue generated through consultancy work.

**v. Policy for Revenue Sharing in Consultancy:**

- Our Institute encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. Such activities serve to link institute and its faculty members more closely to the industry.
- Consultancy work can bring financial benefits both to the institution and its employees.
- In view of encouragement, the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows:

S. No.	Particulars	Faculty	Management
1.	Use of institute space and or equipment	60%	40%
2.	For providing solutions/expertise to problems of the industry (without using Institute space & equipments)	70%	30%
3.	Faculty dedicated to consultancy work(s) and no other load	30%	70%

**vi. Price:**

- Client/organization will pay for the consultancy work on negotiation. To avoid confusion or dispute later, care must be exercised to ensure clarity as to the inclusion or exclusion of items such as travel and subsistence as well as any special charges for materials or use of facilities in the institution.

**vii. Costs:**

- Calculation can be done for internal use only to determine the costs towards faculty expertise and resources including the use of Institute space and equipment.

**A conflict of interest** is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

**viii. General Consultancy Rules:**

Consultancy work taken up by Consultants is subject to the following limits:

1. The time spent on consultancy and related assignments shall be limited to the equivalent of 50 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week in the Institute.
2. Consultancy assignments may be taken up and implemented, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal.
3. The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.
4. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provide it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.

#### ix. Consultancy Rules: Related Travel

Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department and Dean R&D.

Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Principal. It is, however, anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

  
Dean R&D



  
Principal  
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