

HUMAN RESOURCES POLICIES AND PRACTICES

An Administrative Manual for Self Management



VIGNAN

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

(Approved by AICTE & Affiliated to JNTUK-Kakinada)

PREFACE

SHAPING A NEW GENERATION OF TEACHERS

It is true that all the surveys, studies and research agree on one point unanimously- be it a manufacturing industry, information industry or more particularly an educational institution- that success does not merely depend upon infrastructure or financial strength; but primarily on people working for that institution and their own development. Having observed this vital phenomenon in many dimensions, most of the institutions take every care at the recruitment level in selecting proven people, thereby linking talent with the benefits offered.

However, very few institutions really care to put them in the right place for the right purpose and also their self development. A successful person in one system need not be successful in another. We witness this many a times when people shift from one job to the other, where different systems are in operation.

Therefore, whatever may be the experience, strength and records of success they have, they are successful and happy only when there are proper systems, clear objectives and a detailed road map to reach the set goals.

Keeping this background in view, here is a comprehensive enough attempt, though not exhaustive, to develop young enthusiastic graduates and post graduates as efficient change agents to transfer knowledge effectively in the shortest time possible and also to develop lasting human values among the students. This manual covers critical aspects such as the importance of human resource, the care to be taken at the time of recruitment, developing a new graduate into an excellent teacher, the salary structure, the incentives for good work and other service rules.

We hope and wish that this manual will serve its purpose and that it generates interest towards the teaching professional love, affection and genuine concern towards the students in the staff members; who are the real assets of not only this institution, but also for the neighbouring institutions. With such frame of mind, the teaching community can happily share the process of building a global generation to make India still stronger and validate the slogan – “**the country is built within the classrooms**”.

Dr. L. Rathaiah
Chairman, Vignan Group of Institutions

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VISION, MISSION AND CORE VALUES

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1. VISION, MISSION AND CORE VALUES

1.1. VISION OF VIIT:

We envision to be a recognised leader in technical education and shall aim at national excellence by creating competent and socially conscious technical manpower for the current and future Industrial requirements and development of the Nation.

1.2. MISSION OF VIIT:

VIIT seeks to realize its vision by:

- i. Undertaking Research & Development in thrust areas.
- ii. Introducing Innovative Practices of teaching learning.
- iii. Continuously collaborating with Industry.
- iv. Promoting strong set of ethical values.
- v. Serving the surrounding region and Nation at large.

1.3. CORE VALUES OF VIIT:

Excellence: Commitment to Innovation and Continuous Learning to ensure we keep striving for the best outcomes in all facets of life.

Ethical Conduct: Integrity, fairness, honesty and transparency in all actions.

Global Outlook: VIIT welcomes and encourages diverse ideas, beliefs, and cultures.

Promote Leadership: VIIT believes that leaders create leadership skills in others, thus igniting a virtuous cycle of growth.

Collaboration and Inclusiveness: Developing a symbiotic community of faculty, students, alumni, industry, government bodies, and other universities/center of learning.

The Institute is committed to its core values and expects all stakeholders (faculty, students etc.) to embrace them. It has zero tolerance towards any deliberate violation of the core values. Strict disciplinary as well as legal actions will be taken against any staff or student in cases of violation such as providing false information, manipulation of facts, financial irregularities etc.



HUMAN RESOURCE PHILOSOPHY

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2. HUMAN RESOURCE PHILOSOPHY:

We believe that Human Resources at VIIT is an asset which need constant grooming and must be nurtured to for a lifelong commitment in teaching, research and administration.

- i. We believe that equitable and fair treatment of people at work leads to harmonization and the entire policy has to be based on performance oriented assessment of competence, commitment and flexibility which is necessary for organizational effectiveness.
- ii. We value and respect each person as an individual and encourage diversity of cultures, thought and behavior circumscribed only by the code of ethics and performance.
- iii. We view the faculty as core to our being, repository of our vision, competence and values.
- iv. We look forward towards talented, experienced and vibrant individuals suffused with values and commitment.
- v. We seek those who are passionate about academic and administrative roles and towards the overall development of students into good human-beings.
- vi. We expect commitment to continuous learning and application of knowledge to contribute towards the development of society and nation at large.





EXTENT OF APPLICATION

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3. EXTENT OF APPLICATION:

Name:

These rules, contained in this administrative manual, shall be called the “**VIGNAN’S INSTITUTE OF INFORMATION TECHNOLOGY, Duvvada, Visakhapatnam, Rules – 2002**” (Governing the service conditions of teaching and non- teaching staff)

Application:

- i. These rules shall apply to all the employees of **VIGNAN’S INSTITUTE OF INFORMATION TECHNOLOGY, DUVVADA, VISAKHAPATNAM.**
- ii. In respect of matters not specifically provided for in these rules, the Governing Body of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.
- iii. Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body, whose decision shall be final.

3.1. DEFINITIONS:

3.1.1. “Institute” or “College” or “VIIT” means the institute known as “VIGNAN’S INSTITUTE OF INFORMATION TECHNOLOGY, Duvvada, Visakhapatnam”.

3.1.2. Governing Body: “Governing Body” means the Governing Body of the Institute.

3.1.3. Chairperson of GBM: “Chairperson” means the Chairperson of the Governing Body of the Institute.

3.1.4. Chairman of LES: “Chairman” means the Chairman of Lavu Educational Society (LES).

3.1.5. Academic council means the statutory body of institute academic executive council.

3.1.6. CEO: “CEO” means the Chief Executive Officer of the Institute.

3.1.7. Principal: “Principal” means the Principal of the Institute.

3.1.8. Employee: “Employee” means an Employee of the Institute.

3.1.9. “Authorities”, “Deans” and “Professors” respectively mean the Authorities, Deans and Professors of the Institute.

3.1.10. “Appointing Authority” means the authority empowered to make appointment to a post i.e., the Chief Executive Officer of the Institute.

3.1.11. Permanent appointment means “Appointment to a post on regular basis” : A person is said to be “appointed regularly” to a post when (in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be) he/she discharges for the first time, the duties of the post commencing the probation, instruction, or training prescribed thereof, after receiving an order from the CEO.

3.1.12. Appointment on Adhoc means an “Appointment to a post on a temporary basis” : A person is said to be “appointed to a post on temporary basis” when he/she is appointed as such in the order appointing him/her.

3.1.13. “Duty” : A person is said to be on “Duty” for the purpose of service benefits, when he/she is performing the duties of the post to which he / she is appointed, or is undergoing probation, instruction, or

training prescribed for the post, provided that the performance of such duties is followed by confirmation.

OR

He/she is absent from duties on authorized holidays, or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Body, having been on duty immediately, before and after such absence.

OR

He / She being a teacher, is absent during vacation.

OR

He / She is attending a conference of learned societies on deputation by the Institute.

OR

He / She is absent from Head Quarters attending to work not connected with his / her usual routine but assigned to him / her by a competent authority.

3.1.14. “Lien” means the title of an employee to hold substantively either immediately or on Termination of a period or periods of absence, a regular post, including a tenure post to which he / she has been appointed substantively.

3.1.15. “Officiate”: An institution employee officiates in a post when he / she performs the duties of a post on which another person holds lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds lien.

3.1.16. “Pay” means the amount drawn monthly by an employee as: The pay (other than special pay granted in view of his / her personal qualifications) which has been sanctioned for a post held by him / her substantively, or in an officiating capacity, or, to which he / she is entitled by reason of his / her position in a cadre, and special pay and Personal pay, and any other emoluments, which may be specially classified as pay by the Governing Body.

3.1.17. “Regular Post” means a post carrying a definite scale of pay sanctioned by the Governing Body, or in the order of appointment.

3.1.18. “Period of Probation” means the period of probation prescribed by the Governing Body or specified in the order of appointment.

3.1.19. “Probationer” means an employee who has not completed the period of his / her probation.

3.1.20. “Personal Pay” means an additional pay granted to an Institute employee, to save him / her from loss of substantive pay in respect of regular post other than a tenure post due to revision of pay, from any such reduction of substantive pay other than as a disciplinary measure;

Or

In exceptional circumstances on other personal considerations.

3.1.21. “Special Pay/Allowances” means an addition to the pay of an employee, granted in consideration of the specially arduous nature of the duties, a specific addition to the work responsibilities.

3.1.22. “Subsistence Grant” means a monthly grant made to an employee under suspension, who is not in receipt of pay or leave salary.

3.1.23. “Substantive Pay” means the pay other than special pay and personal pay drawn in a post held in regular capacity.

3.1.24. “Tenure Post” means a regular post, which an individual employee may not hold for more than a limited period.

3.1.25. “Time Scale of Pay” means pay, which, subject to any conditions prescribed in these rules, rises by a periodical increment, from a minimum to a maximum.

3.1.26. “Teaching Staff”: The teaching staff shall comprise the following categories.

- i. Principal
- ii. Professors
- iii. Associate Professors
- iv. Assistant Professors
- v. Teaching Assistants
- vi. Any other category of post declared by the Governing Body as Teaching Staff.



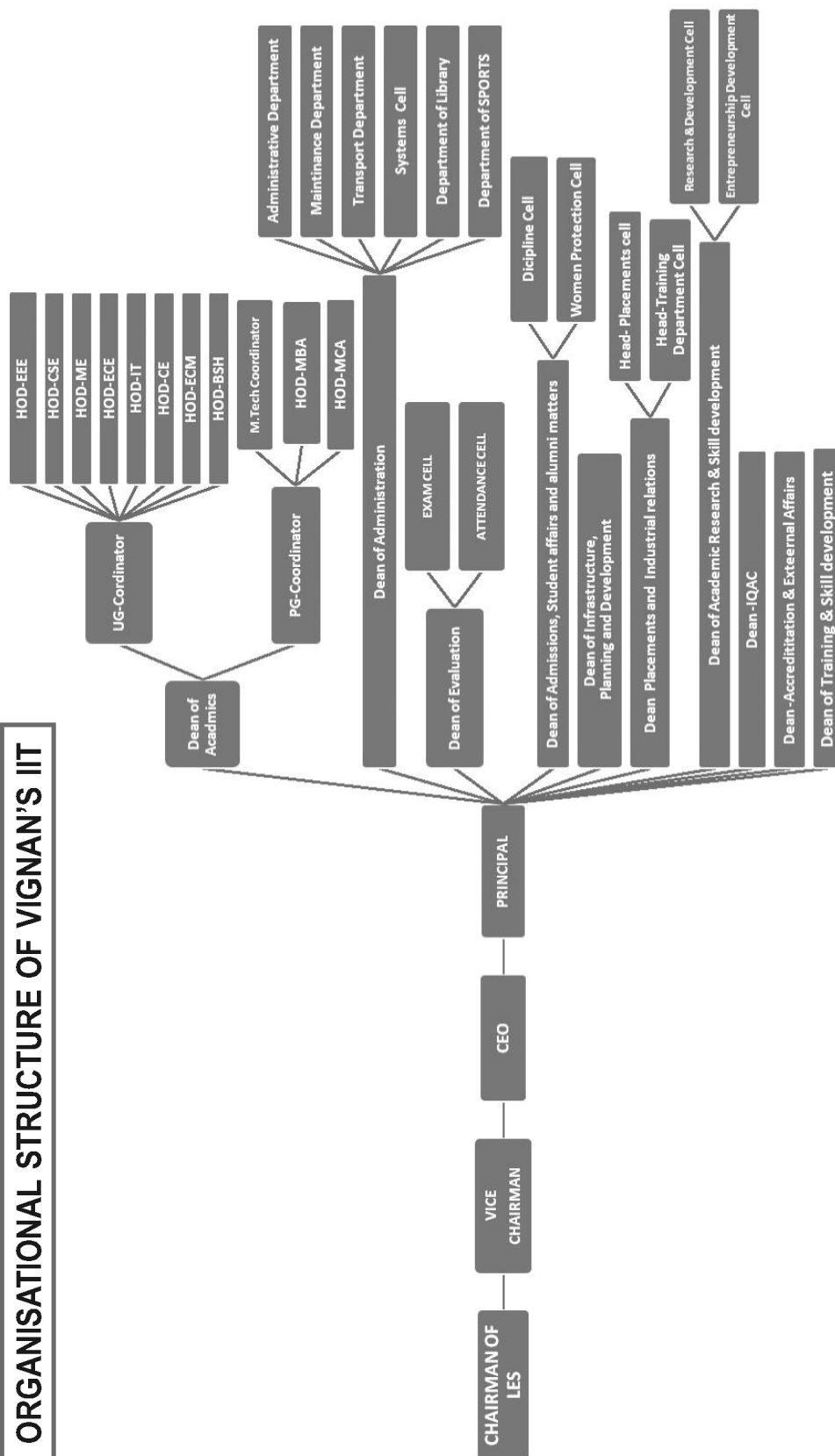
3.1.27. “Administrative staff”: The administrative staff shall comprise the following categories:

- i. Principal
- ii. Deans
- iii. HODs
- iv. Cell In-charges

3.1.28. “Non-Teaching Staff”: All employees who do not come under the category of teaching staff shall be deemed to be non-teaching staff.

3.1.29. Organisation structure means the overall organisationl structure of **VIGNAN’S INSTITUTE OF INFORMATION TECHNOLOGY**, Duvvada, Visakhapatnam.

ORGANISATIONAL STRUCTURE OF VIGNAN'S IIT



EXTENT OF APPLICATION



ROLE AND RESPONSIBILITIES OF ADMINISTRATIVE HEADS

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4. ROLE AND RESPONSIBILITIES OF ADMINISTRATIVE HEADS:

4.1. DUTIES AND RESPONSIBILITIES OF PRINCIPAL:

The Principal is a person who heading the institute and he/she is mainly focused on the following objectives:

- i. To conduct meetings of the Board of Governors as per stipulated guidelines.
- ii. To hold Academic Council meetings as per norms.
- iii. To coordinate and motivate the faculty, administrative authorities and supporting staff, so that they discharge their respective roles more effectively.
- iv. Shall work for the over arching goal of providing effective technical education and guidance to enable the students to carve out promising careers and lifelong learning.
- v. Be the spokesperson of the institution and take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- vi. The Principal, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic Council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be further categorized as

A. *Academic Administration:*

- i. On academic matters the Principal is generally guided by the rules and regulation, as well as the norms laid down by Andhra University, AICTE, UGC, State Government and the Governing Body of the college.
- ii. Will be assisted by various Deans, Heads of the Departments, Cell In-Charges, senior faculty members and various Committees mentioned in the manual.
- iii. In matters related to general administration, Principal will be assisted by Dean Administration along with all HODs/In-Charges of various departments/Cells.
- iv. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- v. In matters related to academic work, he will be guided by the CEO, Chairman, Board of Studies.
- vi. An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavour, Dean Academics, along with the coordinator of time-tables and the various Heads of the Departments are to extend support to the Principal.
- vii. Shall closely monitor the class work as per the time tables and the almanac with assistance of Class Work Coordinators and other Faculty in-Charges.
- viii. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- ix. Shall hold meetings of Heads of Departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- x. If necessary, shall instruct the Class Work Coordinators and Heads of the Departments to conduct remedial classes to academically support the slow learners.
- xi. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis and detained

candidates, Principal will be assisted by Controller of Examinations and Additional Controllers of the college.

xii. In matters related to student attendance, drop outs and condonation, Principal shall be assisted by Dean Academics / concerned HoD.

xiii. The principal shall plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.

xiv. Principal shall also ensure quality assurance, assisted by Director, IQAC.

xv. Shall monitor, evaluate research, development and consultancy activities, assisted by Director, R&D. Shall advise the faculty members to get sponsored research projects from various funding agencies.

xvi. The Principal shall promote Industry-Institute Interaction for better employability of the students.

xvii. Shall look after overall welfare of staff and students.

xviii. Shall build close rapport between staff, students and management for effective functioning of the college.

xix. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

xx. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of Technical Education, Department of Technical Education authorities etc.

xxi. Shall involve faculty members at different levels for various institutional activities.

B. General Administration:

On general administrative matters, Principal shall be assisted by Director (Admn), Controller of Examinations, Coordinator IQAC, Heads of Departments, Functional Heads etc.

i. Shall make proposal for appointment to all posts of all cadres including contract, part- time, adhoc, and daily wage employees.

- ii. Shall make regularization of services, declaration of probation, and release of increments.
- iii. Arrange performance appraisal of faculty and supporting staff.
- iv. Shall have power to sanction any kind of leave up to the level of Heads of Departments, except himself.
- v. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay of whole or part of pecuniary loss to the college.
- vi. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Principal.
- vii. Campus Maintenance Cell shall work under the instructions of Principal.

C) Financial Administration:

- i. Principal is assisted by the Finance Committee in financial administration.
- ii. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- iii. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- iv. All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- v. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- vi. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject

to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

vii. Shall countersign T.A bills

4.2. DUTIES AND RESPONSIBILITIES OF DEANS

4.2.1. ROLE OF DEAN - ACADEMICS:

A. Purpose: The purpose of this policy is to establish the duties and responsibilities of Academic Deans.

B. Persons Affected: This policy applies to Academic Deans.

C. Policy: The principle duty of the Academic Dean at VIIT is to assure and promote the academic quality, integrity, and effectiveness of teaching, research, and service, including outreach, consistent with the mission of the college as an institution of higher learning.

D. Definition: Dean Academic means chief academic head of a college division or academic unit.

E. Responsibilities: *Dean of Academics is responsible for the following:*

- i. Coordinating the assessment and development of academic programs within the academic unit as per the instructions given by principal.
- ii. Maintaining an environment of congeniality and shared governance as per directions of Management.
- iii. Preparing and revising academic program plans for the academic unit as per the guidelines made by BOS meeting, as necessary.
- iv. Promoting and serving as a model for teaching effectiveness, professional achievement and professional service.
- v. Leading strategic planning and assessment efforts towards improvement of academic performance.(Dean has to coordinate with HODs' to take student feedback periodically and adjudicate it and submit the final report to principal after evaluation of the results).
- vi. Promoting the welfare of the college in concert with institute vision and strategic goals.

- vii. Leading fundraising and outreach efforts for the academic unit to the community, industry, and government.
- viii. Overseeing all faculty affairs, like day-to-day requirements, preparation of evaluation and promotion reports.
- ix. Maintaining congenial and effective working relationships with faculty, assistant/associate deans, the administration, and staff in all academic and non- academic areas.
- x. Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the academic unit, with other academic unit personnel, and with the administration.
- xi. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies.
- xii. Ensuring adherence to the ordinances as approved by GOB/Board of studies.
- xiii. Issuing necessary directions for implementation of the ordinances in academics and other decisions of Principal/CEO.
- xiv. Advising all HODs regarding the Academic rules and also articulate college policy and procedures to all members of the academic unit
- xv. Ensuring that the academic unit's policies and practices are consistent with those of the College;
- xvi. Conducting SWOT analysis of the institute periodically and helping the director and the board in identifying the areas of priority.
- xvii. Preparing the institute academic calendar and plan expansion of academic programmes.
- xviii. Working for Internationalization/ National Collaborations in the field of academics.
- xix. Maintaining academic records as per the requirement under rules.
- xx. Creating of more Centers of Excellence.
- xxi. Evaluating of annual performance of Teaching staff and administer the promotion policy as per the management guidelines.
- xxii. Fulfilling additional responsibilities as assigned by Principal/ CEO.

4.2.2.ROLE OF DEAN - ADMINISTRATION:

A. Purpose: The purpose of this policy is to establish the duties and responsibilities of Administrative Deans.

B. Persons Affected: This policy applies to Administrative Deans.

C. Policy: The principle duty of the Administrative Dean at VIIT is to assure and promote the administrative quality, integrity, transparency and effectiveness of services.

D. Definitions: Dean of Administration means administrative dean who is a chief administrative officer of a college or division (academic unit).

E. Responsibilities: *Dean of Administration is responsible for the following:*

- i. Ensuring adherence to the ordinances as approved by GOB/Board of studies/ Chairman/ CEO.
- ii. Issuing necessary directions for implementation of the ordinances and other decisions of Principal/CEO.
- iii. Overseeing all personnel matters involving academic and non-academic employees including notification, recruiting, appointment, reappointment; termination, and dismissal.
- iv. Maintaining service records and supervise the process updating personal files of both teaching and Non- Teaching staff.
- v. Maintaining congenial and effective working relationships with all deans, HODs, faculty, assistant/associate deans, and staff in all administrative affairs.
- vi. Communicating effectively with relevant constituencies within the College, surrounding community and State regarding the academic unit.
- vii. Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the academic unit, with other academic unit personnel, and with the administration.
- viii. Articulating and advocating for the budgetary and other resource needs of the academic unit, and overseeing the allocation and expenditure of resources.

- ix. Coordinating the use of facilities assigned to the academic unit and overseeing that all divisions within the academic unit comply with institutional reporting requirements related to administration.
- x. Reviewing fiscal policy every year or sooner if necessary by the following Stakeholders: HOD, various Cell In-Charges, and Deans, Principal, CEO.
- xi. Advising all the HODs regarding the administrative rules.
- xii. Monitoring financial affairs and ensure sponsoring of financial support for attending conference/ workshops/seminars/ any other academic events which are approved by Principal/ CEO.
- xiii. Administering the preparation of monthly salary statements in-time and submit the same to the concerned approval.
- xiv. Monitor the administrative affairs of the transport department and ensure adequate transport facilities where ever is required for smooth functioning.
- xv. Upkeep and upgradation of Library and Sports Department as per the day-to-day requirements. Also administer the administrative affairs in the Department of Sports and Library.
- xvi. Ensure virtuous infrastructural maintenance with the help of Campus Manager and his staff.
- xvii. Confirm smooth and transparent functioning of office administrative affairs with the help of Administrative Officer and his staff.
- xviii. Up-keep of administrative records/files to meet academic requirements as per JNTUK/AICTE.
- xix. Evaluation of annual performance of Non-teaching staff and administer the promotion policy as per the management guidelines.
- xx. Fulfilling additional responsibilities as assigned by principal/ CEO.

4.2.3.ROLE OF DEAN -INFRASTRUCTURE, PLANNING AND DEVELOPMENT:

A. Purpose: The purpose of this policy is to establish the duties and responsibilities of Dean-Infrastructure, Planning and Development.

B. Persons Affected: This policy applies to Dean-Infrastructure, Planning and Development.

C. Policy: The principle duty of the Dean-Infrastructure, Planning and Development at VIIT is to assure and promote the infrastructure quality and services.

D. Definitions: Dean-Infrastructure, Planning and Development means a chief infrastructure officer of a college or division (academic unit).

E. Responsibilities: *Dean-Infrastructure, Planning and Development are responsible for the following:*

- i. Ensuring adherence to the ordinances for infrastructure development as approved by GOB/Board of studies/Chairman/ CEO.
- ii. Issuing necessary directions for implementation of the ordinances and other decisions of CEO/ Chairman.
- iii. Planning the expansion and diversification of the institutional infrastructural activities and preparation of all developmental proposals as per the roadmap.
- iv. Monitoring the physical targets and utilization of funds with respect to all corporate plans and other developmental schemes, preparation of relevant papers for submission of progress reports.
- v. Monitoring Campus development and renovation works as per the guideline made by the management.
- vi. Licensing and maintainaning of commercial establishments (Shops, canteens).
- vii. Preparation of strategic plan for the institution and fixing priorities of various civil works.
- viii. Maintenaning adequate records for movable and immovable fixed properties at college premises.

- ix. Up-keeping infrastructural facilities as per the AICTE requirement and assist in preparation annual budget for infrastructure development.
- x. Fulfilling additional responsibilities as assigned by Principal/CEO.

4.2.4.ROLE OF DEAN – ADMISSIONS, STUDENT AFFAIRS & ALUMNI MATTERS :

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean - Admissions, Student Affairs and Alumni Matters.

B. Persons Affected:

This policy applies to Dean - Admissions, Student Affairs and Alumni Matters.

C. Policy:

The principle duty of the Dean - Admissions, Student Affairs and Alumni Matters at VIIT is to assure the college admissions and coordinate the student affairs and alumni matters.

D. Definitions:

Dean - Admissions, Student Affairs and Alumni Matters means chief officers of the student affairs of a college or division (academic unit).

E. Responsibilities: *Dean - Admissions, Student Affairs and Alumni Matters is responsible for the following:*

- i. Ensuring adherence to the ordinances as approved by GOB/Board of studies/ Chairman/ CEO.
- ii. Issuing necessary directions for implementation of the ordinances and other decisions of Principal/CEO.
- iii. Overseeing all personnel matters students including, Notifications, admissions, scholarships, addressing to student grievances, complaint lodging and its redressal mechanisms.
- iv. Improving the student in-take as per the instructions given by the management and supervise the admission process of students at institutional level.
- v. Maintaining a raging free campus and create a good academic environment for students.

- vi. Monitoring student progress reports and issue study & conduct certificates to students with an approval of principal.
- vii. Organizing of Extra-Curricular activities at college level.
- viii. Organizing the student counseling and give guideline to all HODs regarding student's affairs.
- ix. Liaisoning with parents/guardians about their progress and problems in consultation with all the HODs.
- x. To coordinating merit cum means scholarships and other scholarships.
- xi. Monitoring the working of vendors and shops including checking of price of commodities sold, quality of material at stores and canteen in consultation with dean planning and development.
- xii. Publishing of (1) Institute Magazine and (2) Institute Brochure and (3) Newsletters.
- xiii. Fulfilling additional responsibilities as assigned by Principal/CEO.
- xiv. Organizing Alumni meeting and dealing with Alumni matters.

4.2.5.ROLE OF DEAN PLACEMENT AND INDUSTRIAL RELATIONS:

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean–Placements and Industrial Relations.

B. Persons Affected:

This policy applies to Dean - Placements and Industrial Relations.

C. Policy:

The principle duty of the Dean - Placements and Industrial Relations at VIIT is to assure the adequate training to the students as per requirement of industry & ensure good placements for the students.

D. Definitions:

Dean - Placements & Industrial Relations means chief placement officer of a college or division (academic unit).

E. Responsibilities: *Deans - Placements and Industrial Relations is responsible for the following:*

- i. Creating more placement for students in their dream companies.
- ii. Arranging enough FDPs and skill development programmes for the students to increase the placement opportunities to the students.
- iii. Maintaining good industrial relations and arrange enough industrial visits for students as per requirements.
- iv. Inviting eminent personalities from various reputed industry/academia to organize guest lectures for students as per the academic calendar of the institute.
- v. Fulfilling additional responsibilities as assigned by principal/CEO.

4.2.6.ROLE OF DEAN TRAINING AND SKILL DEVELOPMENT:

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean – Training & Skill Development.

B. Persons Affected:

This policy applies to Dean - Training & Skill Development.

C. Policy:

The principle duty of the Dean - Training & Skill Development at VIIT is to assure the adequate training to the students as per requirement of industry & ensure good placements for the students.

D. Definitions:

Dean - Training & Skill Development means chief training & skill development officer of a college or division (academic unit).

E. Responsibilities: *Dean - Training & Skill Development is responsible for the following:*

- i. Providing adequate periodic training programmes for students.
- ii. Ensuring continuous training to the students which create more placement for students in their dream companies.

- iii. Initiating value added certified courses to the students to enrich the placement opportunities to the students.
- iv. Arranging enough FDPs and skill development programmes for academic staff to improve the quality of teaching with respect to academic needs.
- v. Inviting eminent personalities from various reputed industry/academia to organize guest lectures for students as per the academic calendar of the institute.
- vi. Fulfilling additional responsibilities as assigned by principal/CEO.

4.2.7.ROLE OF DEAN – ACADEMIC RESEARCH & DEVELOPMENT

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean – Academic Research and Development.

B. Persons Affected:

This policy applies to Dean – Academic Research and Development.

C. Policy:

The principle duty of the Dean – Academic Research and Development at VIIT is to assure noble research and skill development as per requirement of industry and academia.

D. Definitions:

Dean – Academic Research and Development means a chief R&D officer of a college or division (academic unit).

E. Responsibilities: *Dean - Academic Research & Development is responsible for the following:*

- i. Working with department chairs and program directors in the academic unit to encourage grant applications by faculty members in the academic unit for outside funding for research and other special projects.
- ii. Ensuring the development of Industry institute linkages, Collaborative Research, Entrepreneurship & Incubation centers.
- iii. Motivating the faculty to write projects.

- iv. Monitoring the effective utilization of funds of externally funding projects.
- v. Formulating policy for consultancy projects and facilitate the consultancy works in the institution.
- vi. Maintaining and update record of research publications.
- vii. Ensuring sponsoring of facilities for attending conferences/ seminars/ workshops as per institute norms.
- viii. Encouraging interested students to develop innovative ideas and motivate them to more employable.
- ix. Extracting entrepreneurial skills from students and encourage them to establish their own entity.
- x. Organizing more research oriented seminars/conference at national and international level.
- xi. Fulfilling additional responsibilities as assigned by principal/ CEO.

4.2.8.ROLE OF DEAN – EVALUATION

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean – Evaluation.

B. Persons Affected:

This policy applies to Dean – Evaluation.

C. Policy:

The principle duty of the Dean – Evaluation at VIIT is to assure the Evaluation of Student is done as per the Institute norms.

D. Definitions:

Dean of Evaluation means a chief executive officer of the examinations and evaluating officer of a college or division (academic unit).

E. Responsibilities: *Dean – Evaluation is responsible for the following:*

- i. Creating good environment for smooth running of internal and external examination.

- ii. Obtaining quality of question papers assessed by external peers.
- iii. Conducting good valuation system for paper evaluation both internal and external.
- iv. Supervising the declaration of results and award of medals and degrees.
- v. Monitoring academic and administrative records of examination cell.
- vi. Processing the academic certificates of the students as per rules of VIIT.
- vii. Making good attendance evaluation system and monitor the day-to-day online attendance and monthly offline attendance reports.
- viii. Preparing the list of eligible student for examination along with the condoned and detained.
- ix. Conducting annual academic internal audit to identify strengths and weaknesses of the institution.
- x. Monitoring IQAC records and maintain adequate reports to improve the internal academic quality of the institute.
- xi. Fulfilling additional responsibilities as assigned by Principal/CEO.

4.2.9 ROLE OF DEAN – INTERNAL QUALITY ASSURANCE

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean – Internal Quality Assurance.

B. Persons Affected:

This policy applies to Dean – Internal Quality Assurance.

C. Policy:

The principal duty of the Dean – Internal Quality Assurance at VIIT is to assure quality improvement as per requirement of academia.

D. Definitions:

Dean – Internal Quality Assurance is a chief internal audit officer of a college or division (academic unit).

E. Responsibilities: *Deans - Internal Quality Assurance are responsible for the following:*

- i. Ensuring adherence to the ordinances as approved by GOB/Board of studies.
- ii. Issuing necessary directions for implementation of the ordinances in academics and other decisions of Principal/CEO.
- iii. Advising all HODs regarding the improvement of quality in academic and also articulate college policy and procedures to strengthen quality.
- iv. Conducting academic SWOT analysis for quality assurance periodically and help the Director and the Board in identifying the areas of priority.
- v. Conducting annual academic internal audit to identify strengths and weaknesses of the institution including class rooms, laboratories and workshops etc.
- vi. Monitoring IQAC records and maintain adequate reports to improve the internal academic quality of the institute.
- vii. Maintaining adequate records for movable and immovable fixed properties like, chairs, class room tables, lab equipment etc., at college premises.
- viii. Monitoring and coordinate the regular class works to identify laps if any and report to the Principal time to time for necessary action.
- ix. Monitoring the working of vendors and shops including checking of price of commodities sold, quality of material at stores and canteen in consultation with dean planning and development.
- x. Conducting awareness meetings at regular intervals to faculty, Non-Teaching and students of their respective department as to make them fully aware of the importance of IQAC and peer review process and all such other related process.
- xi. Providing feedback and recommendation to the authority with regard to all issue related to quality assurance process from time to time.
- xii. Fulfilling additional responsibilities as assigned by Principal/CEO.

4.2.10.ROLE OF DEAN – ACCREDITATIONS, EXTERNAL AFFAIRS & PROFESSIONAL BODIES

A. Purpose:

The purpose of this policy is to establish the duties and responsibilities of Dean – Accreditations, External Affairs & Professional Bodies.

B. Persons Affected:

This policy applies to Dean – Accreditations, External Affairs & Professional Bodies.

C. Policy:

The principal duty of the Dean – Accreditations, External Affairs & Professional Bodies at VIIT is to assure quality improvement as per the requirement of academia.

D. Definitions:

Dean – Accreditations, External Affairs & Professional Bodies is a head for accreditations, external affairs & professional bodies of a college or division (academic unit).

E. Responsibilities: *Deans - Accreditations, External Affairs & Professional Bodies is responsible for the following:*

- i. Ensuring adherence to the ordinances as approved by GOB/Board of studies.
- ii. Issuing necessary directions for implementation of the ordinances in academics and other decisions of Principal/CEO.
- iii. Advising all HODs regarding the improvement of academic performance to get Accreditations for the institute and also articulate college policy and procedures to strengthen the performance.
- iv. Coordinating all the Dean/HODs/Coordinators and staff for the smooth function of accreditation process like., NBA, NAAC, Autonomous etc.,
- v. Serving as Knowledgeable Resource for the faculty members of various departments on the matter related to accreditations quality assurance process.
- vi. Creating awareness among staff members of respective department for the importance of Professional body membership.

- vii. Encouraging the faculty members to get premier professional body membership like IEEE, IME, IUCEE.
- viii. Coordinating and conduct various activities with Ekalya remote center and report to higher ups from time to time.
- ix. Conducting SWOT analysis to identify strengths and weaknesses of the institution time to time and recommend necessary suggestions to improve the academic process to reach NBA/NAAC standards.
- x. Guiding all the HODs in up-keep of all the record to NBA/NAAC/ Autonomous requirements.
- xi. Fulfilling additional responsibilities as assigned by Principal/ CEO.

4.3. DUTIES AND RESPONSIBILITIES OF THE HOD

Apart from the role of a Professor/Associate Professor, HOD has to have to monitor the following administrative activities.

- i. Allocating subjects to the faculty members well in advance before commencement of the semester/year.
- ii. Collecting lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- iii. Assuring the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- iv. Sending staff attendance register after making necessary entries to the principal office by 9.00 A.M every day.
- v. Interacting with students (Section wise) of their branch once in a fortnight, identify problems and find solutions in consultation with the principal.
- vi. Verifying the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
- vii. Instructing the faculty members to set the question papers as per instructions from the Principal, to maintain confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal.



The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft / hard copy of the Mid Exams / Assignments / Tests also to be submitted to the exam branch as per schedule.

viii. Observing the dress code among students and instruct the respective class teachers to implement the dress code among the students.

ix. Conveying departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.

x. Collecting the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as directed by Principal with a copy to the Principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.

xi. Communicating the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.

xii. Counselling the students who are absent for the mid test or irregular in the class.

xiii. Forming student batches and allot the Project Guides as per guidelines given by the Principal.

xiv. Routing all the correspondence through the office of the Principal.

xv. Designating faculty member who will be the Head I/C during his/her absence and make sure that all files and records are available for Head in-Charge.

xvi. Allocating the students to the teacher-counselors in the beginning of the academic year.

xvii. Informing the concerned authorities of any important information of events taking place in the Department from time to time.

xviii. Arranging special classes, if necessary, for the benefit of below average students.

xix. Ensuring academic discipline in the department.

xx. Following the guidelines / instructions given by the Principal from time to time.

xxi. Maintaining and updating the files.

xxii. Making arrangements to lock and seal all the laboratories before leaving the premises.

xxiii. Planning and conducting the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.

xxiv. Providing necessary inputs to the Principal for conducting Academic Council / GB Meeting.

xxv. Preparing budget proposals of the department for each academic year and ensure the expenses are in tune to sanction of the Management.

4.4. DUTIES AND RESPONSIBILITIES OF PROFESSORS, ASSOCIATE PROFESSORS AND ASSISTANT PROFESSORS

PROFESSOR

i. Developing Curriculum, Developing Learning Resource Material & Laboratory Development.

ii. Assessing & Evaluating of Students including examination.

iii. Participating in the Co-curricular & Extra-curricular Activities.

iv. Guiding & Counseling of Students.

v. Helping the student in personal, ethical, moral and overall character development.

vi. Continuing Education Activities.

vii. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.

viii. Upgrading qualification, experience & professional career for Self development.



- ix. Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- x. Involving in the Academic and Administrative Management of the institution.
- xi. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- xii. Promotional activities both at Departmental and Institutional level.
- xiii. Involving and Assisting the HOD in the Design and Development of new programmes.
- xiv. Preparing project proposals for funding in areas of R & D Work.
- xv. Developing, Modernizing, Expanding of Laboratories.
- xvi. Monitoring and Evaluation of academic and research activities.
- xvii. Participating in policy planning at the Regional/National level for development of technical education.
- xviii. Developing, updating and maintaining CIS.
- xix. Assisting the HOD in Planning and implementing Staff Development activities.
- xx. Maintaining accountability, Conduct performance appraisal.
- xxi. Guiding Research
- xxii. Any other work assigned by the HoD / Principal/Management from time to time.

ASSOCIATE PROFESSOR

- i. Teaching including laboratory work.
- ii. Evaluating of administering tests, invigilation, paper setting.
- iii. Innovating in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- iv. Leading consultancy projects and extension services. Curriculum development and developing resource materials.
- v. Research activities and research guidance.

- vi. Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
- vii. Developing the Curriculum and Learning Resource materials.
- viii. Guiding research
- ix. Any other work assigned by HOD/Principal /Management from time to time.

ASSISTANT PROFESSOR

- i. Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab-In-charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- ii. Assessing and Evaluating Students along with acting as paper setter.
- iii. Assisting in consultancy and R & D Activities.
- iv. Developing resource material and laboratory development.
- v. Co-curricular and extracurricular activities/student welfare activities.
- vi. Assisting in departmental administration.
- vii. Involving in departmental / institutional developmental activities.
- viii. Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a Proctor.
- ix. Attending to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic Development of the Institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.

4.5 DUTIES AND RESPONSIBILITIES OF PHYSICAL EDUCATION DIRECTORS:

Physical Education mainly focuses on the development of Physical fitness and motor fitness through development of neuromuscular skills, emotional stability through development of character and personality and social fitness through process of socialization and nurturing values. Physical Education makes a person energetic, enthusiastic, physically

fit, determined and optimistic which has a long implication lasting throughout his life.

- i. Encouraging more students to participate in sports and games.
- ii. Suggesting improvements in the existing facilities.
- iii. Preparing of the annual budget.
- iv. Inviting Quotations and prepare comparative statement and submit the same to the Dean of Administration through Principal and get approval for purchasing the material and enter the particulars of material purchased in Daily Purchase Register and in Stock Registers.
- v. Supervising the maintaining of courts and playfields neatly.
- vi. Maintaining first aid box, suggestion box and collecting feedback from the students.
- vii. Maintaining all the records like Stock Registers, Daily Purchase Register and Issue Register.
- viii. Issuing sports material to the students.
- ix. Maintaining deptt. correspondence with the administration.
- x. Assisting Principal in maintaining discipline and healthy atmosphere in the College.
- xi. Maintaining correspondence with the university regarding the Inter Collegiate and Inter University Tournaments.
- xii. Coaching and training the students in various games and sports.
- xiii. Conducting games for the staff members and advising them to keep up their physical fitness.
- xiv. Conducting Inter-Collegiate Tournaments whenever directed by the university and maintaining records to that extent.
- xv. Selecting the best players from students and send those to the district, national & university team selection trials.
- xvi. Accompanying the teams and players in Inter Collegiate & Inter University tournaments in the capacity of coach/manager.
- xvii. Conducting the intra college events and give prizes as a part of Annual Day Celebrations.
- xviii. Maintaining the Register for the players selected to District/ National/International/University tournaments.

- xix. Maintaining separate Gym facilities and extending to Staff, Boys & Girls.
- xx. Maintaining the dept. Library.
- xxi. Availability in the dept. from 8.00.am to 6.00 pm except lunch break.
- xxii. Submitting detailed reports of the Physical Education department to the IQAC cell at the end of every year. Also play a vital role during NAAC, NBA and any other peer team visits to college.
- xxiii. Assisting in organizing national festivals.

4.6 DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER:

- i. Maintenaning Principal's/Dean Admin office as per given direction.
- ii. Student's admission related works.
- iii. All kinds of scholarships and related work.
- iv. Helping the Principal/Dean in conducting Governing Body / Academic Council Meetings.
- v. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
- vi. Assisting Principal & Dean Admin for affiliation works.
- vii. Assisting Principal & Dean Admin for AICTE / NBA / NAAC related works.
- viii. Maintainaning and purchase of stationery for the stores.
- ix. Maintainaning of leave record of Teaching & Non-Teaching staff.
- x. Preparing and submitting of number of days for salary to be paid, to the account section, for the preparation of salary bills.
- xi. Maintaining the personal files of staff members.
- xii. Maintaining the budget files.
- xiii. Maintaining of student's files & records and issue of original certificates to staff & students as directed by the Principal from time to time except salary certificate.
- xiv. Consulting the Principal on any other issue which needs principals directions and intervention.

4.7 DUTIES AND RESPONSIBILITIES OF THE LABORATORY IN-CHARGE:

- i. Maintaining the Permanent and Consumable stock Registers.
- ii. Finding out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- iii. Planing for the procurement of equipment for the coming term well in advance.
- iv. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
- v. Organizing the laboratory for oral and practical examinations.
- vi. To hold those responsible for any breakage / loss etc. and recover costs.
- vii. Ensuring the cleanliness of the lab and switch off all equipment after use.
- viii. Requisitioning of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
- ix. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
- x. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - a. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - b. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - c. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

4.8 DUTIES AND RESPONSIBILITIES OF LABORATORY ASSISTANTS:

- i. The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- ii. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
- iii. All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- iv. Lab Assistants in coordination with Lab In-charge should display
 - a. List of Equipments/software with cost
 - b. List of Experiments
 - c. Lab Time Table
 - d. Names of Lab In-charge/Lab Assistants etc. on the Lab Notice board.
- v. Any other assignments as given by HOD/Principal/Director.

4.9 DUTIES & RESPONSIBILITIES OF ATTENDANTS:

All attendants should be available in the college by 8.00 am or as per the departmental requirements and leave the premises at the stipulated time after the Heads of various sections leave the departments.

- i. They are expected to visitors, parents, staff and students.
- ii. They should be present with neat appearance.
- iii. They should take the keys from principals office after signing in the register.
- iv. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
- v. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principals office.
- vi. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.

- vii. They should give respect to the superiors and extend full cooperation to other attendants.
- viii. They should not allow any unauthorized persons to enter the departments/office without proper verification.
- ix. They should perform any additional duties assigned from time to time.

4.10 DUTIES AND RESPONSIBILITIES OF COMMITTEES:

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted. The outgoing Conveners/ In-Charges of the committees shall hand over all the relevant documents/files to the new Conveners /In-Charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

4.10.1 COMMITTEE FOR ACADEMIC MATTERS:

- i. It has to coordinate the planning of seminars, workshops and research projects of various departments in the college.
- ii. To coordinate the guest lectures, to invite distinguished visitors etc, to visit campus.
- iii. To plan for the academic events including academic calendar preparation.
- iv. To check the notes preparation by the faculty
- v. To check the work plan schedule of faculty / teaching.
- vi. To check regularity of the classes being engaged.
- vii. To make preparation to visiting committees like AICTE, NBA, Andhra University committees etc.
- viii. To prepare power point presentations after collecting information from various HODs and other wings.
- ix. To help finalizing the documents and documentation

- x. To help in arranging the hospitality for members of committees.
- xi. To coordinate the counseling of the students by organizing meetings with Conveners of Counseling Committees of respective departments. The meetings can be chaired by the Principal.

4.10.2 COMMITTEE FOR EXAMINATIONS:

It has to schedule the examinations after consulting the committee for academic matters.

- i. To conduct of mid examinations and check for distribution of corrected papers.
- ii. To conduct final examinations including supplementary.
- iii. To conduct practical examinations.
- iv. To arrange invigilators for various examinations, and to allot various rooms to them.
- v. To plan for numbering / seating arrangements of the students.
- vi. To implement the numbering in the rooms.
- vii. To fix the laboratory examination dates in coordination with HODs of various departments and respective department of the University and to provide hospitality to external examiners.
- viii. To collect the finalized seasonal marks from the faculty with the help of HODs and to hand them over to Andhra University.
- ix. To prepare lists of supplementary candidates and to display them in the notice boards.
- x. To control the stationery concern of examinations.

4.10.3 SQUAD FOR CHECKING EXAMINATION:

The committee consists of all the HODs and Professors of various departments. They will be making sudden and surprise visits being coordinated by the Principal.

4.10.4 ATTENDANCE COMMITTEE

- i. To supervise and to finalize the attendance particulars of students regularly.
- ii. To Send the reports to HODs about the lagging students in the attendance and to get back to HODs about the same to enquire if the parents are contacted or not.
- iii. To monitor the discipline of all the students for recording.
- iv. To prepare the final attendance reports for preparing condonation and detention lists.

4.10.5 NETWORKING COMMITTEE

- i. To check the working of Internet.
- ii. To check the working of Intranet.
- iii. To plan listed modifications in the field of Networks for better communication and all the other relevant works.

4.10.6 AMENITIES COMMITTEE

- i. To check about water supply, power supply facilities, sanitary maintenance etc.
- ii. To monitor greenery and cleanness of campus and overall cleanliness.
- iii. To pursue welfare measures like group insurance, group cell phones, etc.
- iv. To check the effective running of the canteen.

4.10.7 GRIEVANCES AND WELFARE COMMITTEE

- i. To receive any grievances and to propose solutions
- ii. To receive, to address any grievances of faculty and non-teaching staff and try to prepare solutions to address them with the help of administration.
- iii. To receive any problems concern to Women faculty and non-teaching staff and Girl Students.
- iv. To plan for welfare measures and facilities concerned to ladies

4.10.8 TRANSPORT COMMITTEE:

- i. To organize the bus transport network.
- ii. To check the suitability of transport of various programs conducted in the campus.
- iii. To check steps for prevention of un-authorized boarders.
- iv. To see that Anti-ragging prevails in the buses.

4.10.9 ANTI-RAGGING COMMITTEE

- i. To check for and prevent any sort of ragging.
- ii. To report to the administration any activities that to lead to ragging.
- iii. To display the various boards for educating students about the anti-ragging policy and to display help-line numbers.

4.10.10 FIRST YEAR COORDINATION COMMITTEE

- i. To coordinate academic activities of all the first year classes including time tables.
- ii. To Conduct practicals, distribution of class rooms for conducting various classes.
- iii. To coordinate with respective HODs when seminars and conferences take place.
- iv. To coordinate with all the HODs to organize interdisciplinary subjects etc.

4.10.11 WEBSITE MAINTENANCE COMMITTEE

- i. To prepare the web page.
- ii. To update it whenever required, at least once a month.
- iii. To check the updates of web site every fortnight and also to keep the information of any special programs as and when organized.

4.10.12 PUBLIC RELATIONS COMMITTEE

- i. To see that the events are well covered in the Press & Media.
- ii. To maintain relations with other Institutions.



- iii. To maintain relations with industry for getting good training and placements for our students.

4.10.13 SPORTS COMMITTEE

- i. To prepare its programme calendar, various games, sports, and its budget for presentation to the Management.
- ii. To decide Institute should participate in the several inter College/ Inter- university games and sports competitions.
- iii. To appoint sub-committee if necessary, to select Institute Level team and to conduct inter-College/ Inter-university games and sports competitions.
- iv. To frame eligibility rules and general rules for sports and games,
- v. To take up such other programmes and activities within the jurisdiction of the sports committee as desired for the welfare of the students.





FACULTY DEVELOPMENT

5

5 FACULTY DEVELOPMENT

Staff Development Scheme has been implemented by VIIT in pursuance of its commitment to the policy of imparting quality education. Realizing the key role of the faculty in achieving this goal, the management of VIIT has decided to encourage quality improvement of the staff. This encouragement will be in the form of

- i. Deputation under the Quality Improvement Program of the AICTE.
- ii. Support for doing Ph.D/Post doctoral
- iii. Encouraging towards research by providing special incentive (Ref: R&D Policy)
- iv. Deputation of faculty for refresher courses and other short-term training programs.
- v. Support for presenting research papers in Regional/National/International Conferences.
- vi. Deputation of technical non-teaching staff to short-term training programs for skills up-gradation.





SERVICE RULES & REGULATIONS

6

6 SERVICE RULES & REGULATIONS

6.1 APPOINTMENTS & SCALE OF PAY

6.1.1 APPOINTMENTS

- i. Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of staff of the Institute.
- ii. Selection Committee for filling teaching posts by open advertisement shall be constituted by the Governing Body as per the AICTE / Government rules in vogue and subject experts will be invited from the affiliating University, i.e., the JNTUK University, Kakinada.
- iii. Selection Committee for non-teaching posts shall be constituted by the Governing Body.
- iv. If the post is to be filled by open advertisement, it shall be advertised by the Chairman of Lavu Educational Society/CEO. Applications received shall be scrutinized by the screening committee for selecting the candidates to be called for interview.
- v. The selection committee interviews the candidates called for interview and makes its recommendations to the academic council, the names of the selected candidates being arranged in order of merit.
- vi. No act or proceedings of any selection committee shall be questioned on the ground of the absence of any member or members of the selection committee.

vii. Provided that for any meeting of the selection committee, if found necessary, the CEO / Principal will give at least a “week notice” of the meeting to the members of the selection committee.

viii. Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by the AICTE / U.G.C.

ix. Chairman of LES/CEO shall be the appointing authority for all the posts in the Institute.

6.1.2 SCALES OF PAY

i. **Teaching Staff:** AICTE scales of pay as applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.

ii. **All Other Posts:** Scales, as prescribed by the Governing Body from time to time.

6.1.3 ALLOWANCES

Dearness Allowance and House Rent Allowance shall be adopted as per the Government of Andhra Pradesh rates and ratified by the Governing Body.

6.1.4 FIXATION OF PAY

i. An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post.

ii. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post.

iii. Where, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

6.1.5 INCREMENTS

i. All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.



ii. Leave, other than extra-ordinary leave without pay shall count for increments in the time scale applicable to the post which the employee holds, and on the post on which he/she holds lien, provided, however, that the appointing authority shall have the power to direct that extra-ordinary leave shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Body as proper and reasonable.

iii. Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority.

iv. The CEO shall be the authority to sanction the increment for the Principal and other staff.

6.1.6 WITH HOLDING OF INCREMENT

i. The appointing authority is empowered to withhold increment of any employee of the college as a disciplinary measure.

ii. While issuing the order withholding the increment, the appointing authority shall state the period for which it is withheld and whether the postponement shall have the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

6.1.7 REDUCTION OF PAY IN TIME SCALE

When the pay of an employee is reduced by competent authority to a lower stage in the time-scale, that authority shall specify in the order the period for which such reduction shall be effective, and that the period shall be exclusive of any interval spent on leave.

6.1.8 ADVANCE INCREMENTS

i. The Governing Body shall be the authority competent to sanction advance increments.

ii. However, in respect of new appointees, the Secretary / Principal may offer higher start taking into consideration the pay structure of the existing employees and report to the Governing Body.

iii. Advance increments may be sanctioned to the existing employees as an incentive in special deserving cases.

6.1.9 ADMISSIBILITY OF ALLOWANCES

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

6.1.10 DRAWING OF INCREMENT

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

6.1.11 SERVICE FOR INCREMENT

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

6.1.12 REDUCTION TO A LOWER GRADE, POST OR STAGE

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

6.1.13 RE-FIXATION OF PAY ON PROMOTION

- i. On promotion from one grade to another, the basic pay of an employee shall be initially fixed at the minimum of the scale or at the stage in the higher scale which is next to his pay in the old scale, whichever is more.
- ii. When an employee of the institute is transferred from one scale of pay to another on revision of the scale or otherwise, his initial pay in the new scale shall be fixed at the stage of the scale which is immediately above his pay in the old scale.



6.1.14 RESIGNATION, RELIEF AND TERMINATION RULES

The following procedure shall be adopted by the employees to resign from the post they are holding.

- i. The Staff with less than or equal to 1 year service at VIIT should give 2 month notice.
- ii. All the staff with more than 1 year service at VIIT should give 1 month notice.
- iii. During Summer Vacation two months' notice is mandatory.
- iv. For other circumstances, discretion lies with HOD & Principal with relevance to individual case.
- v. The individual will be invited for Exit Interview.
- vi. The Management reserves the right to terminate the services of an employee, without notice, if he / she is engaged / involved in disciplinary activity.

6.2 GENERAL CONDITIONS OF SERVICE

6.2.1 MEDICAL FITNESS

- i. Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Governing Body.
- ii. The Governing Body may, however, for sufficient reasons, relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases, subject to such conditions, if any, as may be laid down by the Governing Body.

6.2.2 WHOLE-TIME EMPLOYEE

- i. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him / her by the Director / Principal / Secretary even beyond the scheduled working hours and on holidays and Sundays.
- ii. An employee of the Institute shall devote his / her whole time to the service of the Institute and execute such duties as may be assigned to him / her by the Director / Principal / Secretary. He / She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his /

her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Principal / Secretary, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

6.2.3 PROBATION

- i. All employees appointed to regular posts under the Institute shall be on probation for a period of two years.
- ii. Employees appointed to higher post by promotion shall also be on probation for a period of one year.
- iii. The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.

6.2.4 CONFIRMATION

- i. When an employee completes his / her probation, or extended period of probation, the appointing authority shall decide whether his / her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he / she has completed the probation.
- ii. If the appointing authority fails to decide within 6 months from the date of completion of the prescribed period of probation, the employee will be deemed to have completed the probation satisfactorily.

6.2.5 TERMINATION OF SERVICE

- i. Where it is proposed to terminate the services of a probationer during the period of probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be appraised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on “one month notice”.
- ii. If a member of the staff is not regularized after the period of probation and his / her probation also is not formally extended, he / she may be appraised of the reason thereof within 6 months and he / she shall be deemed to have continued on a temporary basis and his / her services may be terminated by the appointing authority by giving “one month notice”.



iii. The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice.

iv. The Governing Body shall have the power to terminate the service of any member of regular staff by giving him / her “three months notice” if the member’s retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.

v. The Governing Body shall have the power to terminate the service of any member of regular staff on grounds of retrenchment for reasons of economy by giving “three months notice” in writing to the person concerned.

vi. Services of a probationer or a member of the regular staff can be terminated forthwith by paying the notice period pay in cases under rules (a), (b), (d) and (e) above, instead of keeping him / her in service during the notice period.

6.2.6 RESIGNATION

i. A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority at least “one month notice” for permanent employees and it is “2 months notice” for temporary employees or pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also.

ii. Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his / her engagement with the Institute by giving to the appointing authority “one month notice” or one month pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.

6.2.7 APPLICATIONS FOR OUTSIDE APPOINTMENT

A member of staff who is on probation shall not be permitted to apply for outside jobs, he / she have to resign for applying for such a job. The maximum number of applications from a member of the regular staff to be forwarded by the competent authority for appointment outside the Institute shall be restricted to two per calendar year.

6.2.8 RETIREMENT

The age of retirement of all teaching staff shall be 62 years and in the case of other staff it shall be 60 years.

6.2.9 SENIORITY

- i. The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post.
- ii. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the selection committee, if any, which has included them in the panel.



ADMINISTRATIVE POLICIES

7

7 ADMINISTRATIVE POLICIES

7.1 RECRUITMENT POLICY

7.1.1 PHILOSOPHY : We believe that Human Resources at VIIT is an asset which need constant grooming and must be catered to for a lifelong commitment in teaching, research and administration. Towards this, we can aim to achieve the following

- i. To ensure that our job specifications and compensation package conform to or exceed the norms laid down by appropriate regulatory bodies like JNTUK, AICTE & UGC
- ii. Besides academic credentials, we assign appropriate weightage to the experience in industry and research during the selection process.
- iii. The Aptitude and passion for teaching are taken as preferred attributes along with other competencies as a teacher.
- iv. The best among the available candidates will be selected through a fair selection process formally laid down and articulated.
- v. The requirement of teaching, non-teaching positions and all internal promotions due shall be placed before the Executive Council, twice a year, for its approval.
- vi. Appointment beyond the sanctioned strength may only be made with the approval of the Executive Council.
- vii. The recommendation of duly constituted Selection Committees for all positions shall be submitted to executive counsel for the approval.

viii. The assessment and recommendations for recruitment of faculty shall be done by a three member panel of distinguished academicians with relevant and rich experience in industry. Members of this panel shall be nominated by Executive Council.

7.1.2 APPOINTING AUTHORITY: All appointments are made by Chairman of executive council, based on the recommendations of a selection committee in accordance with the AICTE / JNTUK guidelines and directions from time to time.

7.1.3 RECRUITMENT PROCEDURE: Recruitment is made purely on merit. 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.

CLASSIFICATION OF POSITION AND RECRUITMENT PROCEDURE:

Class	Category	Designation of the post	Recruitment procedure
ACADEMIC ADMINISTRATIVE STAFF			
I	1	Principal	Appointment on deputation by invitation or Direct Recruitment
II	1	Deans/Directors	Appointment on Deputation or Rotation
	2	HODs/ In-charges	
ACADEMIC TEACHING STAFF			
III	1	Professor	Appointment on Deputation
	2	Associate professor	Invitation or Direct Recruitment
	3	Asst. Professor	Direct Recruitment
ACADEMIC NON - TEACHING STAFF			
IV	1	Librarian	Direct Recruitment
	2	Dy. Librarian	
	3	Assistant Librarian	
	4	Sr. Executive Assistant (Library)	
	5	Executive Assistant (Library)	
ACADEMIC SUPPORTING STAFF			
V	1	Chief Physical Director	Direct Recruitment
	2	Deputy Physical Director	
	3	Assistant Physical Director	



SUPPORTING STAFF –TECHNICAL			
VI	1	Chief Technical officer (Systems Administrator)	Direct Recruitment or Appointment on deputation by invitation
	2	Sr. Technical Assistant	Direct Recruitment
	3	Laboratory Assistant	
	4	Technical Assistant	
SUPPORTING STAFF – ADMINISTRATION			
VII	1	Administrative Officer	Direct Recruitment or Appointment on deputation by invitation
	2	Office Superintendent	Direct Recruitment
	3	Sr. Executive Assistant	
	4	Executive Assistant	
	5	Office Assistant	
	6	Data Entry Operators	
	7	Office Attendants	
SUPPORTING STAFF – MAINTENANCE			
VIII	1	Campus Maintenance Manager	Direct Recruitment or Appointment on deputation by invitation
	2	Electrical Maintenance Supervisor	Direct Recruitment
	3	Sr Electrician	
	4	Jr Electrician	
	5	Campus Maintenance Supervisor	
	6	Housekeeping staff	
	7	Garden Maintenance Supervisor	
	8	Gardner’s	
	9	Security Supervisor	
	10	Security Guards	
SUPPORTING STAFF – TRANSPORT			
IX	1	Manager	
	2	Supervisor – Technical	
	3	Supervisor – Office	Direct Recruitment
	4	Driver	
	5	Helper	
OTHER SUPPORTING STAFF			
X	1	Medical Superintendent	Direct Recruitment
	2	Health Assistant	

Note:

- i. Subject to the availability of posts, appointment by interview before a Selection Committee to every post in this service shall be made on grounds of merit and experience. Qualifications will be prescribed as per rules of AICTE / JNTUK in force time to time.
- ii. When the need is immediate and in exceptional cases the Chairman/ CEO/Principal can appointment any candidate to any post on contract / adhoc basis.
- iii. AGE LIMIT: The Maximum age limit for appointment by direct recruitment to the posts is as shown below.

Designation of the post	Minimum Age
1. Principal	45 years
2. Professor	Not Above 50 years
3. Associate Professor	Not Above 40 years
4. Asst. Professor	Not Above 35 years
5. Administrative officer / Manager / Superintendent.	30 years
6. Driver/Supervisor	30 years
7. Other staff / Attendant / Watchman / Sweeper / Mali/ Security guard	18 years

- iv. In exceptional cases like High Academic Qualifications and long service, the Selection committee / Management Committee / Principal, based on the case, may relax the age limit to the extent necessary giving due reasons.
- v. Age relaxation can be considered in all deserving cases.
- vi. Relaxation in age to the extent of five years may be granted to candidates belonging to S.C, S.T and B.C respectively at entry level posts like Asst. Prof, Administrative Officer, Accountants, Office Manager and Other staff.



7.1.4 CONSTITUTION OF RECRUITMENT COMMITTEES

Selection Committee is responsible for the selection process up to the point of making a recommendation for appointment. The selection committee normally includes:

7.1.5 COMPOSITION OF SELECTION COMMITTEE FOR THE POSTS OF TEACHING STAFF

- i. A Nominee of Lavu Educational Society/CEO - Chairperson
- ii. Principal - Vice-Chairman
- iii. Dean-Administration - Secretary
- iv. Dean -Academics - Member
- v. Subject experts from Concerned University - Member
- vi. Concerned Head of the Department - Member
- vii. Two subject experts
(one- Internal and one - External) - Members

The quorum for the selection committee meeting shall be:

- i. Chairperson of selection committee - Chairperson
- ii. Principal - Vice-Chairman
- iii. Dean- Administration - Secretary
- iv. Dean - Academics - Member
- v. Concerned Head of the Department - Member
- vi. Two subject experts - Member

7.1.6 COMPOSITION OF SELECTION COMMITTEE FOR THE POSTS OF SR. TECHNICAL ASST./TECHNICAL ASST./ LABORATORY ASST./AO/MANAGER

- i. Principal - Chairperson
- ii. Dean -Administration - Secretary
- iii. Head of the concerned department - Member
- iv. Subject expert from the concerned department - Member

7.1.7 COMPOSITION OF SELECTION COMMITTEE FOR THE POST OF ADMINISTRATIVE STAFF

- i. CEO/Nominee of CEO - Chairperson
- ii. Principal - Member
- iii. Dean - Administration - Secretary
- iv. Office superintendent - Member

7.1.8 COMPOSITION OF SELECTION COMMITTEE FOR THE POST OF MAINTENANCE/TRANSPORT DEPARTMENT STAFF

- | | | |
|------|--------------------------------|-------------|
| i. | CEO/Nominee of CEO | - Chairman |
| ii. | Principal | - Member |
| iii. | Dean - Administration | - Secretary |
| iv. | Manager – Transport department | - Member |

7.1.9 COMPOSITION OF SCREENING COMMITTEE FOR TEACHING POSTS

- | | | |
|------|----------------------------------|-------------|
| i. | Principal | - Chairman |
| ii. | Dean -Administration | - Secretary |
| iii. | Dean -Academics | - Member |
| vi. | Concerned Head of the Department | - Member |

7.1.10 COMPOSITION OF SCREENING COMMITTEE FOR NON TEACHING POSTS

- | | | |
|------|-----------------------|-------------|
| i. | Principal | - Chairman |
| ii. | Dean- Administration | - Secretary |
| iii. | Office Superintendent | - Member |

Note: Whenever it is necessary, the CEO/Principal may recruit staff on adhoc basis in any teaching/non-teaching positions for a given period depending on the need. This will not confer any right on him/ her for a regular appointment in future. He/She should appear along with other applicants before a regularly constituted selection committee.

GENERAL

- i. No act or the proceedings of the Selection Committee shall be called into question merely because of the absence of any of its members. Provided at least half of its members are present at the time of the meeting.
- ii. The Selection Committee shall consider all the candidates called for interview recommended by the screening committee. Besides that, Selection Committee may also consider an eminent person for appointment to the post of professor whose name might have been brought to the notice of the Selection Committee
- iii. The Selection Committee shall recommend candidates identified as suitable for appointment in the order of their relative merit.
- iv. The scales of pay and/or job specifications for any post may be revised from time to time keeping in view the norms prescribed by UGC or any other regulatory authority.



- v. All the teaching faculty appointed by the college is expected to attend the ratification interview process and get ratified.

7.1.11 RECRUITMENT PROCESS

Introduction: The vision of VIIT is translated into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields. The recruitment of faculty / staff is a crucial activity at VIIT. The Staff Selection Committee is constituted specifically for governing the recruitment procedure.

7.1.12 APPOINTMENT OF ADMINISTRATIVE POSITIONS

Appointment to the administrative positions shall be made on rotation basis for a period of Four years. The posts covered under the provision include;

- i. All the Dean position
- ii. Head of the department
- iii. In-charges of various Cells/Departments
- iv. Chairperson & Members of various Committees

The appointments to the aforesaid positions shall be proposed by the principal and furthermore they would ratified by CEO. The process of recruitment includes:

- i. **Identifying vacancies**

Principal identified probable vacancies periodically and consequently all the listed vacancies would be forwarded to CEO for approval.

- ii. **Search for Prospective Candidates**

- a. After approval, the search for prospective candidates is implemented by advertising through institute communication system like, circular, Notice Boards, Institute website, institute SMS etc.,
- b. The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

- iii. **Short listing of prospective candidates**

The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the Administrative

Office, on or before, the scheduled date. After receiving application from prospective candidates, screening process would be done by administrative office and forwarded to selection committee

iv. Preliminary Selection – Staff Selection Committee (Nominated by CEO)

The selection committee shall be appointed through Principal by CEO. The selection committee shall come into existence to select candidates the formal interview process.

v. Ratification of the Selected Candidates

After completion of selection process, the entire selected list would be forwarded to CEO for approval. Once approval process completed, appointment shall be taken place for a period of stipulated time frame.

7.1.13 RECRUITMENT OF TEACHING STAFF

The Principal/Director reviews the faculty position in the Institute with the HODs and finalizes the vacancies as per the AICTE norms. After identifying vacancies, the principal seeks the approval from Executive Council and directs dean of administration to initiate the recruitment process through the following stages.

Stage – 1 : Advertisement

Stage – 2: Screening Process

Stage – 3 : Written Test

Stage – 4 : Technical Interview

Stage – 5 : HR Interview

STAGE – 1 : ISSUE OF ADVERTISEMENT

i. After obtaining the approval from Executive Council, an appropriate advertisement is issued in the news papers and also advertised through college website.

ii. The notifications for the recruitment of Professors advertised through National Level Newspapers.



- iii. Interested aspirants may also drop in their resumes for further consideration through Tab “Careers” in the college website (www.vignaniit.com).

STAGE – 2: SCREENING PROCESS

- i. Screening committee scrutinized and prepares list of eligible candidates for next stage.
- ii. After receiving applications from aspiring candidates, they shall be considered for screening process. Applications received directly from aspiring candidates may also be considered, if they meet the eligibility requirements.
- iii. The Chairperson of the selection Committee decides the date, time and venue for written test, demonstration and HR Round.
- iv. The institute dispatches the call letters to the shortlisted candidates. The time span between the dispatched date of call letter and the written test/interview would normally be two weeks to ensure enough time for the candidates to make their travel arrangement.

STAGE – 3: WRITTEN TEST

- i. The selection committee conducts written test to assess the subject knowledge and Teaching aptitude of candidates.
- ii. The principal would precede with the help of the concerned HODs to conduct the written test (Normally two hour duration).
- iii. The entire written test comprises of subject test and teaching aptitude for 30 Marks.
- iv. The committee organizes the written test within a stipulated time and prepare list of eligible candidates after evaluation on the day itself. After this the candidates will be sent to the next stage.

Note: The written test is exempted for the post of Professors, Associate professors and Assistant Professors with more than 5 years of teaching experience..

STAGE – 4: TECHNICAL INTERVIEW

- i. The chairperson of the selection committee/Principal nominates the panel members of technical round to conduct ‘technical interview’.

ii. Selection is purely based on merit. The total score comprises with 70% and the parameters include subject knowledge (30%); Academic Record and Experience (10%); Self Introduction/ English Communication Skills/Clarity in speech (10%); Hand writing & and Board management (10%); Audibility(5%), Body language and Presentation skills(5%).

iii. After completion of technical test, the shortlisted candidates shall be sent to the next stage of selection process.

Note: There is a relaxation for the candidates who applied for the post of Professors from Technical round.

STAGE – 5: HR ROUND

HR interview mainly focuses to assess the professional qualities of the candidates and also ascertain to what extent they will fit onto the governance & culture of the institution.

i. The Selection Committee gets the result tabulated and finalizes the selection. If available, the committee may select about 50 % more than the required candidates.

ii. The Committee interacts with the selected candidates and makes the offer by projecting the terms & conditions of the college and also seeks confirmation from the candidates at the time of joining.

iii. The detailed appointment letter is issued in a week after completion of the joining formalities, such as verification of original documents and a confirmation in writing that the candidate is not working elsewhere etc.,

iv. The appointment is subject to the approval of JNTUK, Kakinada. The candidates selected are also required to attend an interview before the ratification interview panel constituted by JNTUK, Kakinada.

7.1.14 ELIGIBILITY CRITERIA FOR SELECTION

Appointment for a post in Vignan's Institute of Information Technology would be made if the candidate is considered eligible, provided he/she meets the eligibility criteria in terms of minimum qualification, experience, possession of certain specified skills, etc.



7.1.14.1. MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY POSITIONS

Program	Cadre	Qualifications	Experience
Engineering / Technology	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech	
Management	Assistant Professor	First Class or equivalent in Master's Degree in Business Administration or equivalent	2 years relevant Experience is desirable.
MCA	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech OR BE / B Tech and MCA with First class or equivalent in either BE / B Tech or MCA OR MCA with first class or equivalent	2 years relevant experience.
All Program	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable.	Minimum of 5 years' experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable.
All Program	Professor	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. or minimum of 13 years' experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered,

			the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/IPR/ patents, etc. as deemed fit by the expert members in Selection committee.
a	Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.		
b	PhD shall be from a recognized University		
c	For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires Ph.D degree in relevant discipline.		
d	Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.		
e	If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.		

7.1.14.2. GRADE POINT EQUIVALENT PERCENTAGE

Grade Point	6.25	6.75	7.25	7.75	8.25
Equivalent Percentage	55 %	60 %	65 %	70 %	75 %

7.1.14.3. QUALIFICATION FOR OTHER ACADEMIC STAFF

Program	Cadre	Qualifications	Experience
Library	Librarian / Assistant Librarian	a) First or Second Class M.Library Science Degree with a First Class B.A / B.Sc., / B.Com. Degree from a recognized University. OR First or Second class Master's Degree with a First or Second	Candidates with experience as Librarian or in a responsible Professional's capacity in running a University or a recognized Library will be given preference.



		<p>class B. Library Science Degree or one year Post-Graduate Diploma in Library Science.b) Ability to read South Indian Scripts will be an Additional qualification.</p> <p>i) Second Class with each degree denotes that the candidates have secured a minimum of 50 percent marks in aggregate. Copies of memorandum of marks must be enclosed.</p> <p>ii) Candidates with Post-Graduate Diploma in Library Science must have obtained the Diploma in Second Class with not less than 50 percent marks in aggregate.</p>	
	Sr. Executive Assistant/ Executive Assistant (Library)	<p>a) First or Second class Master's Degree with a First or Second class B. Library Science Degree or one year Post- Graduate Diploma in Library Science.</p> <p>b) Ability to read South Indian Scripts will be an Additional qualification.</p> <p>i) Second Class with each degree denotes that the candidates have secured a minimum of 50 percent marks in aggregate. Copies of memorandum of marks must be enclosed.</p> <p>ii) Candidates with Post-Graduate Diploma in Library Science must have obtained the Diploma in Second Class with not less than 50 percent marks in aggregate.</p>	Five years' experience in a reputed Technical Institute or Science college in concerned subject.

	Library Asst.	Studied up to Intermediate and well conversant with the trade supported by a Technical Certificate, desirable.	Five years' experience in a reputed Technical Institute or Science college in concerned subject
Sports & Physical Education	Chief Physical Director / Deputy Physical Director	1) Master's degree in Physical Education with at least 55% marks or its equivalent grade and 2) Must be in the National Institute of Sports, Partial or an equivalent Institute or possess a diploma in Sports Coaching.	Experience in organizing games and sports.

7.1.14.4. QUALIFICATION FOR NON-ACADEMIC STAFF

Program	Cadre	Qualifications	Experience
SYSTEM CELL	System Admin Officer	1st Class B.Tech or Diploma in concerned branch or Equivalent degree	5 years of experience in a recognized academic Institution or Industry of repute.
	Dy. System Admin Officer	1st Class B.Tech or Diploma in concerned branch or equivalent	2 years of experience in a recognized academic Institution or Industry of repute.
	Technical/Lab Assistant	1st Class Diploma in concerned branch with three years of experience in a recognized academic Institution or Industry of repute. or I T I in concerned trade and 10th class with Fifteen years' experience in recognized academic Institution or Industry or repute.	
	Draft man	1st class diploma or equivalent in Architecture Drawing Course and Three years' experience in any Architect's office / Academic / Industrial organization of repute.	



	Technician Grade III, II and I	Minimum I T I or equivalent in concerned trade with a minimum Grade III, II and I of two, five and ten years of experience respectively in recognized academic Institu- tion or Industry or repute. Relaxation in the case of otherwise deserving candidates.	
	Laboratory attendant	Studied up to 10th and well conversant with the trade / fields.	Two years' experience in Technical Institute / Science College.
ADMINISTRATIVE OFFICE STAFF	Administrative Officer	A Graduate or Post-graduate from any recognized University	Min. 10 years relevant administrative experience with knowledge of working of an Educational Institution, Must be well conversant with Accounts and Administration.
	Office Superintendent	A Pass in Degree in 1st or 2nd Class or a Diploma in Commercial Courses or equivalent, pass in Part – I of Accounts Tests for Sub- ordinate Officers is Compulsory.	However, He / She should have normally put in 8 years of services as U D C / Accounts.
	Sr. Executive Assistant	A Pass in Degree in 1st or 2nd Class or a Diploma in Secretarial Courses in 2nd class or equivalent, Pass in Part – I of Accounts Test for Sub- Ordinate Officers is Compulsory.	At least 5 years' service in the lower category.
	Executive Assistant	A Pass in Degree in 1st or 2nd Class or a Diploma in Secretarial Courses in 2nd class or equivalent, Pass in Part – I of Accounts Test for Sub- Ordinate Officers is Compulsory.	

	Record Assistant	Intermediate or a pass in Degree or equivalent with experience to maintain stores / attend any office work Min.	5 years of experience in recognized Institute in repute.
	Data Entry Operators	A pass in Degree or equivalent. Technical: i) Type Writing English Higher and ii) Shorthand English Higher	One or Two years' experience in any academic organization of repute
	Office attendants	Preferable Xth standard, able to ride a bicycle in respect of male members.	One or Two years of experience in any academic organization of repute.
TRANSPORT DEPARTMENT STAFF	Manager – Transport	A pass in Degree or equivalent. Technical:	Min. Ten years' relevant experience in organizations repute.
	Supervisor – Technical	Minimum Diploma or I T I or equivalent in concerned trade	Five years of experience respectively in recognized academic Institution or Industry or repute.
	Supervisor – Office	A pass in Degree or equivalent. Technical: i) Type Writing English Higher and ii) Shorthand English Higher	Two years relevant experience
	Drivers	Preferable Xth standard should be able to read and write English and Local language and should possess Professional Driving License.	Five years of experience in any organization of repute.
	Helpers	Able to read and write the local language with good physique respect of male members able to ride a bicycle, preference to study up to 5th class.	Five years' experience in any organization
MAINTENANCE STAFF	Campus Manager	A Post Graduate in Management or Equivalent degree from any recognized University	Min. 5 years relevant administrative experience with knowledge of working of an Educational Institution, Must be well conversant with Maintenance and Administration.



	Electrical Maintenance supervisor	Diploma or I T I or equivalent in concerned trade	Min. 10 years relevant experience with knowledge of working of an Educational Institution or an Industry Must be well conversant with Electrical works and Maintenance
	Sr Electrician	Diploma or I T I or equivalent in concerned trade	Min. 5 years relevant experience with knowledge of working of an Educational Institution or an Industry Must be well conversant with Electrical works and Maintenance
	Jr Electrician	Diploma or I T I or equivalent in concerned trade	Min. 2 years relevant experience with knowledge of working of an Educational Institution or an Industry Must be well conversant with Electrical works and Maintenance
	Garden Maintenance supervisor	Able to read and write the local language with good physique respect of male members able to ride a bicycle, preference to study up to 10th class.	Min. 2 years relevant experience
	Gardner's	Able to read and write the local language	
	Campus Maintenance supervisor	Able to read and write the local language with good physique respect of male members able to ride a bicycle, preference to study up to 10th class.	Min. 2 years relevant experience
	Housekeeping staff	Able to read and write the local language	
	Security Supervisor	Able to read and write the English/Hindi/ Local language with good physique, Preference to study up to UG class.	Min. 10 years relevant experience
	Security Guard	Able to read and write the local language with good physique, Preference to study up to 10th class.	Min. 2 years relevant experience
Medical Centre	Medical Superintendent		
	Dy. Medical Superintendent		

Note : In deserving cases, relaxation of experience and or age may be given by the Executive Council subject to ratification by the Managing Committee / Governing body

7.1.15 JOINING FORMALITIES

The appointee at the time of joining has to report to the principal along with the following documents.

- i. Joining Report (Annexure – I)
- ii. SID Form (Annexure – II)
- iii. Filled Bank Application
- iv. PF & ESI enrolment form (Annexure – III)
- v. Updated resume along with Two Photocopies of all Degrees / Certificates for submission along with the originals for verification.
- vi. Service cum salary certificate (Where applicable)
- vii. List of Publications, if any.
- viii. Six passport size photographs.
- ix. A statement in writing that he/ she is not employed anywhere else (Annexure – IV)
- x. Oath form (Annexure – V)
- xi. Previous Experience certificates if any (for experienced candidates only)
- xii. A photocopy of a valid ID and Residential Proof (Aadhar card and PAN card)
- xiii. Any other relevant documents

7.2 JOB INDUCTION POLICY

7.2.1. POLICY

An induction programme is the process of VIIT to welcome new employees to the institute and prepare them for their new role. Induction training should, according to VIIT HR Policies & Practices, not only include development of theoretical and practical skills, but also meet interaction needs that exist among the new employees. An induction programme is part of an organisations knowledge management process and is intended to enable the new starter to become a useful, integrated member of the team, rather than being” thrown in at the deep end” without understanding how to do their job, or how their role fits in with the rest of the institute.

7.2.2. PURPOSE

An induction programme is an important process for bringing staff into an organisation. It provides an introduction to the working environment



and the set-up of the employee within the institution. The process will cover the employer and employee rights and the terms and conditions of employment. These programs can also play a critical role under the socialization to the institute in terms of performance, attitudes and organizational commitment. The main purpose of this policy to significantly increase the speed to competency of new employees thus meaning they are more productive in a shorter span of time.

7.2.3. POLICY OF JOB INDUCTION PROGRAMME

All the teaching staff should complete the JOB INDUCTION programme and HOD has to submit a brief report to concerned authorities after completion of this event.

DAY-1

- i. Introduction to own department staff and all other departments to know about all the staff members of VIIT.
- ii. To create an Employee ID (Biometric), Apply for Employee ID Card, Library Account, Counseling user ID Password, and Bank Account etc.

DAY-2

To understand about service manual “HR POLICIES AND PRACTICES OF VIIT” (This will be provided at the time of joining). An employee would be provided necessary clarifications by HOD/Dean Admin if any.

DAY -3

Orientation class to staff and followed by subject allotment and lesson plan preparation.

DAY -4

Visit to various Cells to understand about the policy matters of Library, Sports department, Systems Cell, T&P Cell, R&D Cell, IQAC Cell, EDP Cell, DIC Cell etc. followed by teaching notes preparation.

DAY - 5

Understanding about Periodic Counseling System and Attendance Cell, Exam Cell Rules & Regulations including Evaluation System, Marks Updating rules, Invigilation Duties, Observer Duties, Role of Exam Cell Staff etc., and followed by teaching notes preparation.

DAY-6

To study about Work load updating procedures, Student attendance registers, Staff permission register, and Leave register etc., and followed by teaching notes preparation.

DAY-7 to DAY- 10

Teaching Notes preparation

DAY-11

Submission of JOB INDUCTION report (Annexure-1) through proper channel:

*****Detailed Annexure-VI will be provided at the time of joining****

Note:i. *Department coordinator will coordinate department level program*

ii. *Dean- Academics will be the in-charge at college level*

7.3 FACULTY DEVELOPMENT POLICY

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of faculty members as a formally mandated requirement. The following norms have accordingly been laid down:

- i. Every faculty member will normally be sponsored to one national and one international conference per year to present a paper on the subject of his/her interest.
- ii. Every faculty member shall be encouraged to publish at least one paper in a refereed journal of repute.
- iii. Study leave may be granted to those who wish to pursue higher education in the area of their interest.
- iv. Faculty members will be encouraged to undertake sponsored Research and Consultancy assignments as a part of their own development and for strengthening interface with the industry.
- v. Faculty members will be encouraged to guide research as a part of their academic work.
- vi. Faculty members will be expected to keep a close watch on contemporary societal problems and work towards their resolution as a part of their social responsibility.

7.4 REWARD POLICY

A faculty member, who may be adjudged the best teacher in terms of the criteria laid down for the purpose, shall be felicitated at an annual function and will be given an award comprising a citation as a public recognition of his/her outstanding contribution to the cause of education.



7.5 PERFORMANCE BASED INCENTIVES (PBI) POLICY

7.5.1. WHAT IS PBI POLICY?

Performance-Based Incentives (PBI) are incentives that are disbursed based on the actual performance of the employees in an academic year. A PBI system helps to tie compensation directly to specific institutional goals and management objectives. PBI delivers competitive pay for competitive levels of performance and also encourages employees to constantly develop new skills.

7.5.2. OBJECTIVE OF THE POLICY

Annual increment is not an automatic claim for any employee. Sanction of the same is always preceded by appraisal of an employee at various levels. At the same time, a proper recruitment process, a professional method of inducting new faculty members in the organization 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 a systematic regularity, so that the employee feels motivated by the recognition of his/her contribution and maintains good morale. Results of incremental 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.

7.5.3. HOW DOES THE PBI SYSTEM WORK?

Using a PBI policy is extremely effective in motivating employees and other stakeholder to focus on core areas of the institute. PBI is an unbiased system which provides policy makers and regulators some assurance that incentives provided are being effectively managed, and not squandered on a system with poor performance. PBI policy is a systematic approach which assesses the annual academic performance of an employee based on TEN point scale. Mainly the PBI POLICY comprises with THREE CORE AREAS of the institutional objectives like, Academic Performance (4 marks), Research and Development (3 Marks) and Employee Other Contributions (3 Marks) for his/her improvement as well as institutional growth. The evaluation procedure is given below:

7.5.3.1. PERFORMANCE APPRAISAL FOR “ACADEMIC PERFORMANCE SCORE(APS)”

- Max. Score: 4 Marks

FEATURES

- i. This criterion mainly focuses on the academic performance of an employee which covers the semester results and student feed back in an academic year.
- ii. The Max. Score shall be awarded is 4 including 3 Marks for academic results and 1* Mark for student feedback.
- iii. The computation of overall APS is based on the average of the following two parameters,
 - a. It considers Individual Subject Result Analysis within the class/section when compared to other subjects of the same class.
 - b. It also considers the performance of individual subject result when compared to the result of the same subject in all sections of all the branches.
- iv. The following equation is to be adopted to evaluate the above:

$$APS = ARS + AFS$$

$$APS = \frac{[1 - (x - y)^2 \times 10] \times 3 + [1 - (z - y)^2 \times 10] \times 3}{2} + AFS$$

Note: Due to non-availability of adequate data to compute AFS, Computation of APS scores for the appraisal period 2014-15 is considering with the following formula (without AFS score is considered).

$$ARS = \frac{[1 - (x - y)^2 \times 10] \times 4 + [1 - (z - y)^2 \times 10] \times 4}{2}$$

APS = Academic Performance Score

ARS = Academic Results Score

AFS = Academic Feedback Score

x = Highest percentage of the subject result within the section

y = Percentage of the concerned subject of the individual faculty

z = Highest Percentage of the same subject result in the entire college within the semester

The detailed analysis of PBI is presented in succeeding pages.



Case: 1

Employee No: 10432 is having CNS subject for IT Dept./IV-1 and secured 95.12% result.

The same subject (CNS) result of the other sections is also given below.

Table-1: Result of the CNS subject and other subjects of the same section

Branch	Subjects	Empl. Id	Pass%
IT Dept./IV-1	CNS	10432	95.12%
	OSS	10093	90.24%
	MC	10088	100%
	DP	10647	100%
	IRS	10646	100%
	DWDM	10094	90.24%

x = Highest percentage of the subject result within the section = **100%**

y = Percentage of the concerned subject of the individual faculty = **95.12%**

Table-2: CNS subject result of various sections in the same semester

Branch	Subject	Empl. ID	Pass %
IV CSE - 1	SPM	10441	100
	CNS	10526	100
	UMLDP	10540	100
	MC	10552	100
	DMDW	10572	100
	OSS	10009	100
IV CSE - 2	SPM	10420	100
	CNS	10062	84
	UMLDP	10539	98
	MC	10606	100
	DMDW	10467	100
	OSS	10072	89
IV CSE - 3	SPM	10441	80
	CNS	10526	52
	UMLDP	10540	91
	MC	10552	84
	DMDW	10572	77
	OSS	10009	57

z = Highest Percentage of the same subject result in the entire college within the semester = **100%**

$$ARS = \frac{[1 - (x - y)^2 \times 10] \times 4 + [1 - (z - y)^2 \times 10] \times 4}{2}$$

$$ARS = \frac{[1 - (100\% - 95.12\%)^2 \times 10] \times 4 + [1 - (100\% - 95.12\%)^2 \times 10] \times 4}{2}$$

$$= \frac{[1 - (0.0488)^2 \times 10] \times 4 + [1 - (0.0488)^2 \times 10] \times 4}{2}$$

$$= \frac{[1 - 0.023814] \times 4 + [1 - 0.023814] \times 4}{2}$$

$$= \frac{[0.976186 \times 4] + [0.976186 \times 4]}{2}$$

$$= \frac{[3.904744 + 3.904744]}{2}$$

$$= 3.905$$

Case: 2

Employee No: 11432 is having OSS subject for IV CSE – 2 and secured 57% result. The same subject (CNS) result of the other also given below.

Table-1: Result of the CNS subject and other subjects of the same section

Branch	Subjects	Empl. Id	Pass%
IV CSE - 2	SPM	10441	60
	CNS	10526	52
	UMLDP	10540	71
	MC	10552	64
	DMDW	10572	59
	OSS	10009	57

x = Highest percentage of the subject result within the section = **71%**

y = Percentage of the concerned subject of the individual faculty = **57%**



Table-2: OSS subject result of various sections in the same semester

Branch	Subject	Empl. ID	Pass %
IT Dept./IV-1	CNS	10432	95.12%
	OSS	10093	80.24%
	MC	10088	100%
	DP	10647	100%
	IRS	10646	100%
	DWDM	10094	90.24%
IV CSE - 1	SPM	10441	100
	CNS	10526	100
	UMLDP	10540	100
	MC	10552	100
	DMDW	10572	100
	OSS	10009	81
IV CSE - 3	SPM	10420	100
	CNS	10062	84
	UMLDP	10539	98
	MC	10606	100
	DMDW	10467	100
	OSS	10072	79

z = Highest Percentage of the same subject result in the entire college within the semester = **81%**

$$\begin{aligned}
 \text{ARS} &= \frac{[1 - (71\% - 57\%)^2 \times 10] \times 4 + [1 - (81\% - 57\%)^2 \times 10] \times 4}{2} \\
 &= \frac{[1 - (0.14)^2 \times 10] \times 4 + [1 - (0.24)^2 \times 10] \times 4}{2} \\
 &= \frac{[1 - 0.196] \times 4 + [1 - 0.576] \times 4}{2} \\
 &= \frac{[0.804 \times 4] + [0.424 \times 4]}{2} \\
 &= \frac{[3.216 + 1.696]}{2} \\
 &= 2.456
 \end{aligned}$$

Case: 3

Employee No: 11572 is having DWDM subject for IV CSE – 3 and secured 62% result. The same subject (DWDM) result of the other also given below.

Table-1: Result of the CNS subject and other subjects of the same section

Branch	Subjects	Empl. ID	Pass %
IV CSE - 3	SPM	10441	80
	CNS	10526	52
	UMLDP	10540	91
	MC	10552	84
	DWDM	10572	62
	OSS	10009	57

x = Highest percentage of the subject result within the section = **91%**

y = Percentage of the concerned subject of the individual faculty = **62%**

Table-2: DWDM subject result of various sections in the same semester

Branch	Subject	Empl. ID	Pass %
IT Dept./IV-1	CNS	10432	95.12%
	OSS	10093	90.24%
	MC	10088	100%
	DP	10647	100%
	IRS	10646	100%
	DWDM	10094	90.24%
IV CSE - 1	SPM	10441	100
	CNS	10526	100
	UMLDP	10540	100
	MC	10552	100
	DWDM	10572	100
	OSS	10009	100
IV CSE - 2	SPM	10420	100
	CNS	10062	84
	UMLDP	10539	98
	MC	10606	100
	DWDM	10467	98
	OSS	10072	89

z = Highest Percentage of the same subject result in the entire college within the semester=**100%**



$$\begin{aligned}
 \text{ARS} &= \frac{[1 - (91\% - 62\%)^2 \times 10] \times 4 + [1 - (100\% - 62\%)^2 \times 10] \times 4}{2} \\
 &= \frac{[1 - (0.29)^2 \times 10] \times 4 + [1 - (0.38)^2 \times 10] \times 4}{2} \\
 &= \frac{[1 - 0.841] \times 4 + [1 - 1.444] \times 4}{2} \\
 &= \frac{[0.159 \times 4] + [-0.444 \times 4]}{2} \\
 &= \frac{[0.636 - 1.776]}{2} \\
 &= -1.14
 \end{aligned}$$

Case: 4

Employee No: 11573 is having SE subject for ECM and secured 68% result. The same subject (SE) result of the other also given below.

Table-1: Result of the CNS subject and other subjects of the same section

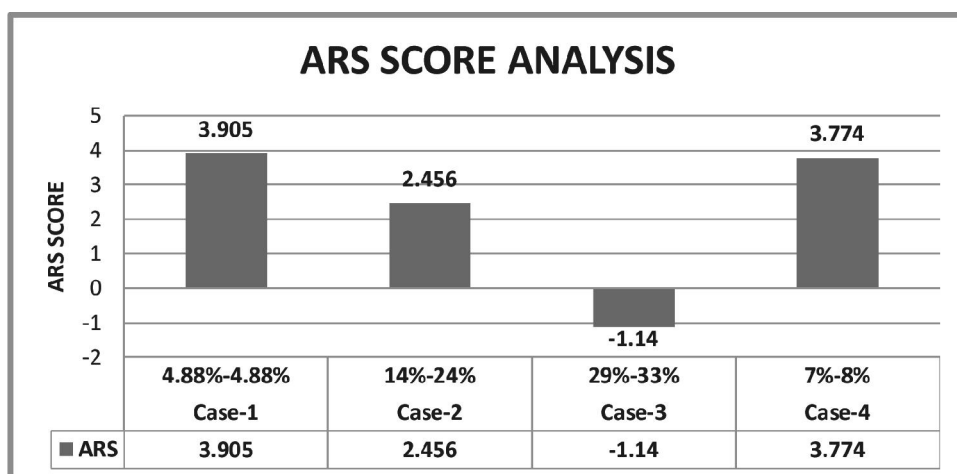
E.COM	CG	11001	75 %
	DAA	11002	60 %
	DICA	11003	52 %
	SE	11004	68 %
	MS	11005	70 %
	LICA	11006	50 %
IT	ADS	11007	65.12 %
	CG	11008	64.12 %
	CN	11009	72.68 %
	OS	11010	72.68 %
	WT	11012	57.56 %
	SE	11013	76.00 %

x = Highest percentage of the subject result within the section = **75%**

y = Percentage of the concerned subject of the individual faculty = **68%**

z = Highest Percentage of the same subject result in the entire college within the semester = **76%**

$$\begin{aligned}
 \text{ARS} &= \frac{[1 - (75\% - 68\%)^2 \times 10] \times 4 + [1 - (76\% - 68\%)^2 \times 10] \times 4}{2} \\
 &= \frac{[1 - (0.07)^2 \times 10] \times 4 + [1 - (0.08)^2 \times 10] \times 4}{2} \\
 &= \frac{[1 - 0.049] \times 4 + [1 - 0.064] \times 4}{2} \\
 &= \frac{0.951 \times 4 + 0.936 \times 4}{2} \\
 &= \frac{3.804 + 3.744}{2} \\
 &= 3.774
 \end{aligned}$$



Analysis & interpretation:

Case - 1: Empl. Id: 10432 is positioned at second best in-terms of subject result of the same section. However, he also got a positive result through PBI system when it considers CNS result of other sections in the same semester. At this juncture, it can be noticed that the result range between CNS and other subjects of same section is 4.88%. At the same time, it ranged with 4.88% when it compared to other sections. Therefore, PBI resulted with a positive score and awarded “3.905” score for given Empl.ID 10432.

Case – 2: Empl. Id. 11432 is positioned at last before in-terms of subject result of the same section. However, he got a positive result through PBI



system when it considers OSS result of other sections in the same semester. Here, it can be noticed that the result range between OSS and other subjects of same section is 14%. At the same time, it ranged with 24% when compared to other sections. Therefore, PBI resulted a positive score and awarded with “2.456” score for Empl.ID 11432.

Case-3: Empl.Id: 11572 is positioned at fourth among six subjects in-terms of subject result of the same section. However, he also got a negative result through PBI system when it considers DWDM result of other sections in the same semester. At this juncture, it can be noticed that the result range between DWDM and other subjects of same section is 29%. At the same time, it ranged with 33% when it compared to other sections. Therefore, PBI resulted with a negative score and awarded “-1.14” score for given Empl.ID 11572.

Case-3: Empl.Id: 11572 is positioned at fourth among six subjects in-terms of subject result of the same section. However, he also got a negative result through PBI system when it considers DWDM result of other sections in the same semester. At this juncture, it can be noticed that the result range between DWDM and other subjects of same section is 29%. At the same time, it ranged with 33% when it compared to other sections. Therefore, PBI resulted with a negative score and awarded “-1.14” score and awarded with 0 score of PBI for given Empl.ID 11572.

Case-4: Empl.Id: 11537 is having SE subject for ECM which is single section and at the same time, there is one competitive section for that i.e. IT. He positioned at third best among six subjects in-terms of subject result of the same section. However, he also got a positive result through PBI system when it considers SE result of other section in the same semester. At this juncture, it can be noticed that the result range between SE and other subjects of same section is 7%. At the same time, it ranged with 8% when it compared to other sections. Therefore, PBI resulted with a positive score and awarded “3.774” score for given Empl.ID 11537.

ANALYTICAL TABLE OF PBI

% of range in result	5	10	15	20	25	30	35	40	45	50
ARS	3.9	3.6	3.1	2.4	1.5	0.4	-0.9	-2.4	-4.1	-6
PBI	3.9	3.6	3.1	2.4	1.5	0.4	0	0	0	0

FINDINGS:

1. If an employee secured $x-y < 30$ and $z-x < 30$ his/her PBI is always positive result
2. If an employee secured $x-y > 30$ and $z-x < 30$ his/her PBI is also positive result
3. If an employee secured $x-y > 30$ and $z-x > 30$ his/her PBI is negative result

CONCLUSION:

From the above analysis, it can be concluded that the employees must secure a positive score of ARS to acquire GOOD PBI score. Subsequently, he/she would be eligible for BETTER increments.

7.5.3.2. PERFORMANCE APPRAISAL FOR ACADEMIC RESEARCH & DEVELOPMENT SCORE (ARDS)

- Max. Score 3 Marks

The SECOND criterion of PBI is an Academic Research & Development and its main features are as given below:

- i. This criterion mainly considers the faculty output in Research and development in an academic year*
- ii. Here R&D includes Research article produced in the National and International Journals, Articles presented in the national and International Conferences, Conferences/Workshops/Symposium organized and participated.*
- iii. It also considers the quality of research and ARDS score computed based on Global R&D quality indexes like, Citation, impact factor and H-index etc.*
- iv. Based on cadre ratio, the expected output of R&D(Published Research Papers) shall be categorized amongst employees like,*

Professor:: Associate Professor :: Asst. Professor = 3:2:1



Statement of Evaluation Score of ARDS

Category	Paper with+	Index/Citation value	Weight	Marks	Total weighte d score
International Journal-Un Paid (with ISSN/ISBN)	H-Indexed	10 Above	1	3	3
		10-May	0.7		2.1
		0-5	0.4		1.2
	Impact factor	Above 3	1	2	2
		1.00 – 2.99	0.7		1.4
		0.01-0.99	0.4		0.8
	Other(Indexed)	Peer Reviewed/ Refereed	0.5	1.5	0.75
International Journal-Paid (JCR Indexed)	H-Indexed	10 Above	1	2	2
		10-May	0.7		1.4
		0-5	0.4		0.8
	Impact factor	Above 3	1	1.75	1.75
		1.00 – 2.99	0.7		1.225
		0.01-0.99	0.4		0.7
	Other(Indexed)	Peer Reviewed/ Refereed	0.5	1.5	0.75
National Journals- Unpaid	H-Indexed	10 Above	1	1.5	1.5
		10-May	0.7		1.05
		0-5	0.4		0.6
	Impact factor	Above 3	1	1.2	1.2
		1.00 – 2.99	0.7		0.84
		0.01-0.99	0.4		0.48
		Peer Reviewed/ Refereed	0.5	0.8	0.4
National Journals- Paid	H-Indexed	10 Above	1	1	1
		10-May	0.7		0.7
		0-5	0.4		0.4
	Impact factor	Above 3	1	0.8	0.8
		1.00 – 2.99	0.7		0.56
		0.01-0.99	0.4		0.32
		Peer Reviewed/ Refereed	0.5	0.6	0.3
International Conference Proceedings(Indexe d)	With ISBN/ISSN		1	0.5	0.5
	Without ISBN/ISSN		0.8		0.4
National Conference Proceedings(Indexe d)	With ISBN/ISSN		1	0.5	0.5
	Without ISBN/ISSN		0.8		0.4
Workshops/Sympos iums Organized	With Funding by other agencies		1	1	1
	Without funding		0.5		0.5
FDP/Workshops/Sy mposiums Participated	International Level		1	0.5	0.5
	National Level		0.6		0.3
	others		0.4		0.2

7.5.3.3. PERFORMANCE APPRAISAL FOR OTHER ACTIVITIES SCORE (OAS)

- (Max.3 Marks)

The FINAL criterion of PBI is Performance Appraisal for Other Activities done by an employee. The following are the main features:

OAS of PBI mainly considers three core areas of the Institute like, Faculty discipline in-terms of Punctuality, Faculty participation in Student counseling and Feedback of an employee from respective department HOD and Principal.

The Maximum score of OAS is 3 Marks includes :

Faculty Discipline	-	1 Mark
Student Counseling	-	1 Mark*
HOD and Principal feedback	-	1 Mark

It will be considered from 2015-16 academic onwards

7.6 PROMOTION POLICY

It is natural that any prospective employee of an organization would give high priority to the existence of a promotion policy and its transparent implementation, before he/she makes a choice.

Vignan attaches significant importance to the needs and aspirations of its employees in order to achieve a sustainable growth and quality of human resources. A promotion offered to employees is a recognition of his /her meritorious service in a medium term time-frame; while incentives offered as detailed in chapter 7.6 are short terms in nature.

The policy adopts the principles of transparency, openness, equality of opportunity, responsiveness, good management and efficiency. The policy is expected to generate interest in the faculty to undertake their roles to the highest standard, besides developing a sense of belonging to the organization as reflected in their commitment and loyalty to the institute.



7.6.1. SALIENT FEATURES OF THE POLICY

- i. During an estimated active service span of 30-35 years, a faculty member joining the organization as an assistant Professor can expect four promotions
- ii. Promotions are based on performance evaluation as per the details indicated in chapter 7.6.
- iii. Competent teachers can expect to grow the level of a Director/Dean in the various institutions of the group.
- iv. Promotions are considered by a committee consisting of the following.
 - a. Two Directors from the group of institutions.
 - b. Principal/Director of the college concerned.
 - c. Senior most Professor/HOD of the college concerned.
 - d. Principal of another college within the group.

This committee meets once in a year, preferably in the months of August/September to include the performance of the current year as well.

- v. A minimum continuous service of 5 years in one grade is essential for being considered for promotion, where “service” means
 - a. The period elapsed between the date of joining and the date of committee meeting at d) above, period that the teacher has a post graduate qualification at the time of entry as laid down in Annexure iii
 - b. The service rendered shall be in the vignan group of institutions.
 - c. Service rendered in any other institutions/s before joining vignan may be considered in exceptional cases, depending upon the reputation/image of that institution and the teachers’ performance during that period through verifiable documents.
- vi. Promotions are not automatic and are linked to consistent academic performance reflected in the evaluation.

vii. Basing on the recommendations of the Committee and approved by Chairman for those found eligible for promotion, promotion orders are issued latest by September end. The Director SM or another Corporate Director nominated by the Chairman does this processing.

viii. Promotions up to Professor Level are need based. Promotions to other posts are vacancy based.

ix. In exceptional circumstances, an individual may be given a scale for which no vacancy may be existing.

x. The background material/documents/records for promotions shall be maintained by each college. The Principal/Director shall be responsible for this.

xi. This document shall be the basis for consideration for promotions. Original documents of integrated evaluation of teachers and the associated documents shall be included in the background material.

xii. Internal candidates can apply against advertisement for recruitment, if they are eligible for such posts. This has nothing to do with the annual exercise by the promotion committee.

xiii. The committee will also keep in view the overall strength of the faculty (quantitative as well as qualitative) while making recommendations on promotions.

7.7 RESEARCH & DEVELOPMENT POLICY

7.7.1. AIM OF THE POLICY

To create a conducive platform for encouraging the faculty to undertake cutting-edge research and to produce quality output.

7.7.2. POLICY

The policy is to ensure that any employee who has undertaken quality research to be encouraged and to be rewarded for the progression of such research.

The terms and conditions of R&D Policy are as follows:

i. An employee is eligible to apply for incentive under R&D policy only if he/she has undertaken research/research related work.



- ii. This criterion only considers the faculty output in research during the academic year under consideration.
- iii. R&D output includes research articles published in National and International Journals, Articles presented in National and International Conferences, Conferences/Workshops/Symposium organized and participated.
- iv. It also considers the quality of research. Research score is computed based on Global R&D quality indices like Citation index, impact factor, H-index etc which are updated from time to time.

7.7.3 INCENTIVE FOR BOOK PUBLICATIONS

CATEG ORY	Standards/Norms	TEXT BOOK (Monogr- aphs Published by Single Author	TEXT BOOK (Revised Edition as a single author	Units/ Chapters Contribu- ted as a Main Author	Units/ Chapters Contribu- ted as a Co-Author
TEXT BOOK - that is intended to be used should be useful for the students as well as teachers	a. The text book with ISBN/ISSN No. and recommended by any International/State University	25000	None	5000	2000
	b. The text book without ISBN/ISSN No. and recommended by International/State University	15000	None	2000	1000
	c. The text book without ISBN/ISSN No. and not recommended by any International/State University	10000	None	1000	None

7.7.4 INCENTIVE FOR RESEARCH ARTICLE/PAPER PUBLICATIONS, PARTICIPATED IN WORKSHOPS/ SYMPOSIUMS/ CONFERENCES

S.No.	Research/Event Type	Eligibility criteria	Research Incentive
1	Any research article/Paper published in International Journals *	The article/paper must be H-Indexed /SJR indexed/Scopus / Thomson Reuters indexed journal	a) Rs. 10000 per research publication for first author b) Rs. 5000 per research publication for co-authors
2	Papers presented in International Conferences [#]	The paper/article must be published in any national/International Journal/conference proceedings	a) Registration Fee: Maximum of Rs. 5,000/- or Actual registration fee whichever is less b) TA/DA: As per Institute norms
3	Participated in Workshops/ Symposia of Minimum three days duration [#]	Association with IEEE or organized by any premier institutes like IIT/NIT/IIIT/IIM etc	a) Registration Fee: Maximum of Rs. 5,000/- or Actual registration fee whichever is less b) TA/DA: As per Institute norms
4	Participated in Workshops/ Symposia of less than three days duration [#]	Association with IEEE or organized by any premier institutes like, IIT/NIT/IIIT/IIM etc	a) Registration Fee: Maximum of Rs. 3,000/- or Actual registration fee whichever is less b) TA/DA: As per Institute norms
		Any other	a) Registration Fee: Maximum of Rs. 2,000/- or Actual fee whichever is less b) TA/DA: no TA/DA will be provided.

* Any articles with multiple authors from VIIT will be considered for a maximum of Rs.10,000/- incentive only which will be split among all the authors

A faculty is allowed to claim registration fee or TA/DA for a maximum of 2 events (both conferences and workshops / symposia included) per year



7.7.5 TRAVELING ALLOWANCES (TA)/DEARNESS ALLOWANCES (DA) FOR RESEARCH & DEVELOPMENT

S. No.	Event/Activity	Cadre	TA	DA
1	Paper presentation in an international/ National conference within India	Professor	a. II A.C / equivalent is permissible by shortest route on production of original tickets. b. If the travel distance is more than 1000 K.M, Actual air fare or a maximum of Rs.20000 shall be reimbursed.	Rs.1500 in an ordinary city and Rs.2000 for Metropolitan cities per day is permissible.
		Associate Professor	III A.C / A.C Chair Car / equivalent by shortest route on production of original tickets.	Dearness allowance (D.A) for more than 24 hours stay: It is limited to Rs.750 for normal cities or Rs. 1000 for Metropolitan cities per day.
		Asst. Professor	Sleeper class / equivalent by shortest route on production of original tickets	
2	Paper presentation in an international conference outside India	Professor	50 % of TA limited to economy class of Airplane by shortest route on submission of original tickets or Rs. 20000 which is ever is less.	Rs.4000 in an ordinary city or actual whichever is less
		Associate Professor		Daily allowance (D.A) for more than 24 hours stay: It is limited to Rs.500/- or Rs. 800 in Metropolitan cities per day.
		Asst. Professor		

Other terms & conditions:

- TA/DA shall be provided on the submission of original bills only
- D.A includes boarding, lodging and local conveyance charges. If the registration fee is inclusive of accommodation/ travel / boarding, then the faculty is not entitled to claim TA and DA
- All TA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- If the travel distance is less than 750 K.M, then the days of conference / seminar will be considered as on duty. If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on-duty.
- The staff should get prior approval from concerned authorities to avail above incentive.

- vi. The staff who wish to apply for incentives for paper presentation in the international/ National conferences abroad need to get approval from Chairman/CEO at least one Month in advance.
- vii. A staff member can avail for a maximum of two external events in a current academic year.
- viii. Staff members are required to apply to government agencies (UGC, DST, AICTE etc) for support wherever applicable. Such application should be submitted along with the application for R&D incentive.
- ix. The aforementioned policy may change from time to time in accordance with the Institute policy.
- x. Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

7.7.6 INCENTIVES FOR RESEARCH AWARDS/ANY RECOGNITION RECEIVED BY THE FACULTY FROM REPUTED PROFESSIONAL BODIES AND AGENCIES (FOR WHICH VIGNAN HAS NOT PROVIDED ANY FUNDING)

Awards received from agencies	International Level	National Level	State level	University Level
Incentive(INR)	10000	5000	2000	1000

7.7.7 INCENTIVES FOR PROFESSIONAL BODY MEMBERSHIP

Professional Body Membership obtained from reputed agencies on invitation basis (unpaid)	International Level	National Level	State Level
Incentive	10000	5000	2000

7.7.8. INCENTIVE FOR DOCTORAL RESEARCH GUIDANCE

	Ph. D	
	Supervisor	Co-Supervisor
Incentive	10000	5000

7.7.9 INCENTIVE FOR CONSULTANCY WORK

To encourage genuine consultancy work from the faculty, VIIT announces a policy whereby the faculty can claim 100% of the amount charged under the consultancy work. This is subject to the following conditions:



- i. Faculty should be the sole in-charge of the consultancy work
- ii. The said consultancy work should be undertaken post the approval of the principal and the agreement should be undertaken between VIIT and the concerned third party
- iii. The payment for the consultancy work should be credited to VIIT which will further be passed on to the faculty

Note: all the staff who eligible for R&D incentive need to submit author consent letter as prescribed by Annexure – VII

7.8 PHYSICAL EDUCATION POLICY

7.8.1 **AIM:** A Sport means an activity that is governed by a set of rules or customs and often engaged in competitively. Sports commonly refers to activities where the physical capabilities of the competitor are the sole or primary determinant of the outcome (winning or losing), but the term is also used to include activities such as mind sports and motor sports where mental acuity or equipment quality are major factors. Sport is commonly defined as an organized, competitive and skillful physical activity requiring commitment and fair play.

7.8.2 OBJECTIVES

- i. Develop physically educated individuals who have the knowledge, skills and confidence to enjoy a lifetime of healthful physical activity.
- ii. Create awareness about sports activities and make students outstanding athletes by giving coaching in different sports disciplines
- iii. Prepare students to participate in inter university level
- iv. Provide quality instruction that will enhance students' critical thinking and creativity for them to be more appreciative of good health and skillful performance.

7.8.3 SERVICES PROVIDED

Along with the goal of academic excellence, the college aims at developing talent of its students in sports and cultural activities to seek their holistic development. As in academics, physical education in college makes way for national & international level opportunities to the students and empowers them to succeed in the given opportunities.

Physical Education and Sports not only create healthy individuals but also a healthy society. Therefore, sports culture can contribute to the nation-building process, being active in sports are the primary responsibility of the youth, but the college should provide them with all possible facilities for their development. The purpose of education is to develop skilled human resources by increasing capacity of individuals to achieve core competencies in their selected fields.

It must create a system to cater to diverse needs of individuals. Keeping in view of this goal, the College has to develop a network of systems in multi-areas of sports and cultural domain along with academics to provide wider choice to individuals for their versatile & multidimensional growth. Ultimately the mission is to bestow the nation with excellent sportsmen & artists and contribute towards building good human resource of the nation. Thus the following services may be rendered by a Physical Education department in the colleges.

- i. To counsel the students and help them to handle difficult situations.
- ii. To educate and encourage students about utilizing the available sports facilities and equipment's.
- iii. To conduct classes of physical activities such as yoga, aerobics, karate etc for mass participation (comprising every student of every class).
- iv. To teach, coach and train students in athletics, major sports and games. Possible areas of training, coaching services, could be identified by the colleges pertaining to facilities available and support the students in any of sports, games and Physical activities.
- v. To take measures and help students to overcome disciplinary problems.
- vi. To inspire students by real life stories of successful sportsmen and aid them to take up challenges.
- vii. To channelize the energy and leisure time of students towards worthwhile healthy practices.
- viii. To educate students about various job opportunities in the field of Physical Education.

- ix. To provide first aid facilities in the Colleges and first aid training for students
- x. Enlighten colleagues about the latest trends and innovations in the field of health, fitness and sports.
- xi. Discussions about what physical education comprises of and how best it can aid in academic achievements of the students.
- xii. Motivate and educate fellow colleagues to involve themselves in sports activities. (Utilize sports facilities and equipment's available.)
- xiii. To act upon the feedback of sports committee
- xiv. To assist the activities of NCC, NSS, Red Cross, Scout & Guides etc., in the college.
- xv. Provide consultancy services, if any, such as assisting local bodies/ youth services dept. etc., in conducting sports competitions.

7.8.4 FACILITIES

- i. **CRICKET FIELD:** Cricket is one of the popular games in the country. The campus has a play ground and also used it for Athletics.
- ii. **FOOT BALL:** for Foot Ball and other events. Inter Collegiate tournaments are conducted here.
- iii. **THROW BALL:** The Throw Ball court is located in Next to Foot ball ground.
- iv. **VOLLEY BALL:** The volley ball court is located in front of Vignan's main stage and also next to football ground.
- v. **KHO-KHO:** The court is located at Vignan's Open stage near canteen.
- vi. **KABADDI:** It is a popular game in the campus. The court is located at Vignan's Pharma College and also near to lawn-tennis Court
- vii. **LAWN -TENNIS :** It is located near to the foot ball ground.
- viii. Other games like Chess, Carom, and Table Tennis facilities also available in the department. (In-door activates)

7.8.5 BEST PRACTICES

- i. To counsel and guide students in fitness related issues.
- ii. To coach students who are highly competitive for participation in inter university, state, national and international competition.
- iii. To have MOU with sports clubs and associations.
- iv. To conduct Certified First-aid training programmes for students.
- v. To conduct special coaching camps during vacation.
- vi. To promote mass participation of students in activities enhancing health related fitness.
- vii. The activities and achievements of the P.E. Department to be displayed in the college notice boards, college website, etc,
- viii. To plan and acquire funds/facilities for sports development.

Feedback shall be collected on all aspects of sports facilities through suggestion box, feedback forms and physical education services evaluation forms. Appropriate action to be initiated regularly on the suggestions received from the stakeholders.

7.8.6 PROCEDURE FOR BORROWING SPORTS EQUIPMENT

- i. College Team member can get one set of sports and games jersey for the course time.
- ii. Sports and Games material can be issued to the students by submitting the valid ID Card.
- iii. Physical Education Director can take back the issued sports materials anytime if required by some other students.
- iv. The student or group of students is responsible for the sports material borrowed in his/ her ID card.
- v. If any material is lost, the student or group of students will be charged for replacing the same brand material. The replacement of material will be reflected in the stock register.
- vi. Students can use the sports & game room when they are required with the permission of the concerned coordinator of sports.



7.8.7 RULES AND REGULATIONS

- i. A student can borrow the sports material by submitting his/her I D card and should sign in the movement register.
- ii. The Sports & Games material is not transferable.
- iii. In case of any damages made to the sports material, the Physical Education Director has the authority to collect the same material from the student and the nature of damage will be assessed.
- iv. The student cannot use the issued sports material outside the campus. In case college allotted tournaments.
- v. T.A.& D.A. will be provided Physical Directors and to the players who are representing for the Inter university and zonal level selections
- vi. T.A. & D.A. will not be provided to players who are representing for the College fests anywhere. College will provide only NOC and Eligibility Certificate for such players.
- vii. The Physical directors need to inform the dates of tournament 3 to 4 days before the commencement of sports events.
- viii. Maximum of 5 members will be allowed for individual events.
- ix. **FOR PHYSICAL DIRECTORS:** II nd / Sleeper Class Railway fare with reservation charges on concessional rates from and to the place of start and in emergency full Railway fare if concession is not available. D.A. at the rate of Rs. 150/- per day inclusive of all allowances
- x. **FOR PLAYERS :** The IInd / Sleeper Class Railway fare / Bus fare at concessional rates is admissible to a player of the University team to go back to his place from the place of start, after his return from the Inter-University Tournament and in an emergency full Railway fare shall be paid to him, if concession is not available.
- xi. Travelling in connection with tournaments shall be performed by the shortest route unless otherwise permitted by the Coordinator of Sports.
- xii. The team including Physical directors may reach the place of competition 24 hours before the scheduled time for competition and stay at the place of competition 24 hours after their last engagement and shall be entitled to D.A. during these periods. In case of journey

exceeding 1000K.M. the team may be allowed to reach 48 hours before the first fixture for which they shall be entitled to D.A. In all cases, the stay at the Venue shall not be more than 24 hours after their last engagement.

7.8.8 CAMPUS SPORTS GROUNDS BOOKING CONDITIONS:

i. All bookings must be made through the **Department of Physical Education, Vignan's Institute of Information Technology(VIIT), Visakhapatnam**. Bookings will be confirmed in writing when secured by payment of a percentage of the total booking fee. The balance must be paid on or before the date of hire. Cash and DD payments are accepted. All DD's should be made payable to **Vignan's Institute of Information Technology, Visakhapatnam**.

Sr.No.	Category	Booking Rates
1.	Vignan's group of Institution Students	Free
2.	Other Educational Institutions/Industries	Rs.10000/- per day

ii. Directions of the Sports staff or Security staff must be followed in the event of an emergency, evacuation, re-scheduling of courts, pitches and so forth.

iii. Footwear: Only sports shoes are permitted. Strictly no studded boots on the futsal pitch and the grounds man will indicate if studs are permitted on the grass area due to adverse weather.

iv. Equipment requirements must be specified at the time of booking. Late requests will result in additional expenses being added to the rental fee. Equipment such as goal posts, netting, etc. must not be moved from set locations unless under staff supervision.

v. Smoking and alcohol intake are strictly forbidden at the Sports facilities grounds. Food or drink is not permitted on or near the pitch surface, with the exception of water.

vi. Care should be taken of personal property. VIIT, Visakhapatnam will not be held responsible for items lost or stolen.

vii. Car parking is at owner's risk. Car parking facilities are not available on Campus.



viii. VIIT, Visakhapatnam reserves the right to adjust its fees for hire at any time. Should these fees be raised during the period of a block booking, the user will not be obliged to pay the increased rate until that block booking period has ended.

ix. Cancellation of standard bookings must be received with at least 48 hours notice and for large events (more than 4 hours), 4 days notice is required. Otherwise payment is forfeited. A refund may be sought from the Sports Department Office, or where possible, bookings may be moved to an alternative date. For all refunds greater than 5000, a 10% administration fee will be applied.

x. Violation of the above booking conditions may result in the forfeiting of your booking and associated fees will still apply.

7.8.9 GENERAL INSTRUCTIONS

i. Collect the sports material and meet the Physical Education director for more sports information.

ii. Check the notice boards for the ongoing sports activities, sports news and calendar of events. Use the Sports Material in a proper manner and keep it in good condition.

iii. If any student finds the sports material in the campus it is to be returned to the Department of Sports.

iv. Keep the sports field neat and clean.

v. During the sports activities show the ID cards and Permission letter as and when authorities will ask

7.8.10 Intercollegiate Sports and Games Tournaments / competitions:

i. The method of the various tournaments / competitions shall be decided by the Committee.

ii. The College will inform the about the information of various tournaments / competitions shall be conducted through various methods.

iii. All the colleges shall inform the organizing college regarding their participation and shall submit the eligibility pro forma of the players before the commencement of the tournaments / competitions.

- iv. A lot of the tournaments / competitions will be drawn in presence of all team managers and organizing secretary. The detailed programme of the tournaments / competitions will be decided by the organizing.
- v. The Sports Committee shall allocate the responsibility to conduct the tournament / competition to any constituent college.
- vi. The organizing college shall be responsible for its organization, supervision and conduct of the tournament / competition for this purpose. If required, the Principal of the organizing college shall appoint various committees. The chairman, Students' Representative Council shall be the organizing secretary.

7.8.11 SPORTS GOODS/EQUIPMENT PURCHASE POLICY:

- i. Budget must be prepared along with an action plan as to decide on allocation of available funds for various essential purposes.
- ii. A list of what is required for the academic year must be prepared in accordance with the amount of budget available for the purpose of purchasing.
- iii. A resolution has to be made with regard to the purchase to be made and the same has to be approved by the sports committee.
- iv. Purchases made for an amount of less than Rs. 5,000-00 there is no need for quotation but the same should be supported by a voucher/ cash bill/receipt.
- v. For purchases above Rs. 5,000-00 and less than 1,00,000-00 (One Lakh) quotations must be called, comparative statements to be prepared and orders for the supply of the same should be placed. The goods received must be physically verified for damages and wrong Counts. After conformation of everything to be correct the same should be taken into account in particular pages of stock book. The payment for the same must be done in cheques and receipts for receiving the same must be obtained from the supplier. (Firm who will supply.)



7.8.12 STOCK VERIFICATION AND COMMON COST RECOVERY POLICY

At the end of every academic year as on 31st March, stock verification must be done by the stock verification committee setup by the Principal for that academic year. A separate register for the damaged and unserviceable goods has to be maintained in a prescribed form where in the list of the goods damaged with all its details as to the price, year of purchase and others have to be mentioned.

The goods damaged which are serviceable must be serviced and made available for utility. The goods which are not serviceable can be disposed with the pertaining procedure as to notify auction of the same on a particular date through a local media/notice in the notice board with prior permission of the Principal. The goods must be auctioned on the date as mentioned in the notice and the recovery amount obtained by this procedure must be paid to government. The goods which are not purchased even in the auction and goods which are consumable in nature (bat, ball, shuttle cock etc), which can neither be repaired or auctioned can be written off with the due permission of Principal. The goods so auctioned and written off must be mentioned as written off in stock book and also in the damaged and unserviceable goods register.

7.8.13 AUDITING IN COLLEGIATE EDUCATION

Due to the specific nature of higher Educational institutions, it has become necessary to report to the administration or to the State Government and UGC about the income and expenditure under different funds. By this type of reporting, institution may find out its own position in financial management and set up. This will also enable management to determine the performance of institution under each head of accounts. Therefore, auditing has become necessary. It is a well-known truth that where accounting ends, auditing begins. Almost every institution of any nature and size has to go through the process of auditing. It is sometimes because of administrative provisions laid down by university, affiliated or any type of College or State Government and other controlling agencies.

There are following reasons and because of them auditing is necessary:

- i. In order to ensure proper use of funds, the accounts are audited by government audit party.

ii. Audit is necessary to detect errors in writing accounts, to find out frauds. In order to prevent such errors, frauds, commission and omission audit is necessary.

iii. Auditing can also be done at the desire of management, as a check of control over financial activities, and the functions discharged by the Principals and subordinate staff. This is popularly known as Internal Auditing.

7.8.14 DIFFERENT FORMS AVAILABLE AT PHYSICAL EDUCATION DEPARTMENT

Name of the form	Annexure
Eligibility Certificate	VIII
No objection Certificate	IX
T.A. & D.A. BILL	X
Remuneration & TA invoice	XI
Application Form For Booking Cricket Ground	XII
Medical Certificate	XIII

7.9 STAFF WELFARE POLICY

7.9.1 **TRAVELING ALLOWANCE** - Traveling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while traveling and halting at an outstation on official duty. - All journeys shall be authorized by the competent authority, and necessary approval shall be obtained prior to proceeding on an official tour. - No traveling allowance shall be applicable in case of persons joining the college on their appointment, or for return journey on retirement/resignation.

7.9.2 COMPETENT AUTHORITY

The competent authority to approve the tour for official purposes shall be the Director/ Principal concerned.

7.9.3 MODE OF TRAVEL, DAILY ALLOWANCE, LOCAL CONVEYANCE AND ACCOMMODATION CHARGES

The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimburse able to various categories of employees are as follows.



Mode of Travel:

S.No.	Cadre	Eligibility
1	Director / Principal / Dean	Airfare/ II A/c
2	*Professor / *Associate / *Assistant Professor	First Class /II A/c

* Airfare with prior approval of the Director

- Reservation charges, AC/ super-fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agents are admissible.
- The Institution may reserve and book to and fro air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

7.9.4 DAILY ALLOWANCE

S.No.	Cadre	Eligibility Amount
1	Director / Principal / Dean	Rs.500/- per day
2	*Professor / *Associate / *Assistant Professor	Rs.300/- per day

The period of absence from the headquarters for purposes of regulating Daily Allowance shall be as indicated below irrespective of the mode of the travel:

A day should be reckoned as 24 hours of absence from the headquarters commencing from the minute the employee leaves the headquarters. For every 24 hours of absence from the headquarters, one daily allowance is admissible.

Absence of 12 hours and more – full daily allowance.

Absence of six hours and more but less than 12 hours – half daily allowance.

Absence of less than six hours – no daily allowance.

7.9.5 LOCAL CONVEYANCE WITHIN THE STATE

- Director / Principal / Dean: Actuals - subject maximum of Rs.1, 000/-
- Professor / Associate / Assistant Professor: Actuals - subject to maximum of Rs.800/-

7.9.6. RATES OF REIMBURSEMENT FOR ACCOMMODATION

- i. Director / Principal / Dean: At Actual subject to a max of Rs.2, 000/- per day
- ii. Professors / Associate / Assistant Professor: Actuals subject to a max of Rs.1, 500/- per day

Note:

- a. Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House. Persons who make their own arrangements for stay at an outstation and do not utilize hotel/guest house accommodation are allowed Rs.500/- per day towards accommodation charges.
- b. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

7.9.7 TA ADVANCE

- i. The Director/principal may sanction the TA advance to an employee proceeding on tour on a written application. The advance shall be restricted to 75 per cent of the estimated expenditure on tour. No advance shall be granted if previous advance remains not adjusted / unsettled
- ii. The excess TA advance drawn should be refunded immediately on return from tour, or in any case, within seven days.
- iii. TA advance should be deposited immediately with the accounts department if the tour stands cancelled.

7.9.8 SETTLEMENT OF BILLS

- i. TA & DA bills along with tour report should be submitted within 15 days of return from the tour.
- ii. The Director, may waive the submission of voucher/particulars of travel/transport expenses in case he is satisfied with the necessary certification made by the employee for having actually incurred the expenses.



7.9.9 PROVIDENT FUND

- i. Employees of the institution shall be covered under the Employees Provident Fund & Miscellaneous Act, for the time being in force and to the extent it is applicable.
- ii. The employee shall contribute 12 per cent of the Basic pay plus Dearness Allowance, regularly every month towards PF-Cum- Family Pension Scheme, whereas an equal amount shall be contributed by the Institution.
- iii. The benefits and other terms and conditions of the Provident Fund - cum- Pension Scheme shall be the same as those provided in the Employees Provident Fund & Miscellaneous Act in so far as they are applicable to the Institution employees.
- iv. The Institution PF-cum-pension scheme shall be managed by the Regional Provident Fund Commissioner at their respective locations.

7.9.10 STAFF MEDICAL HEALTH INSURANCE

All staff who have not covered under mandatory PF act shall be provided free medical health insurance, for the time being in force and to the extent it is applicable. In normal case of health problem, it shall be covered up to 2,50,000 per annum. Whereas in case of emergency it shall be extended to Rs. 5,00,000 p.a.

7.9.11 SUBSIDIZED ACCOMMODATION

The staff who committed for more research work and seeking accommodation facility may provide subsidized boarding and lodging facility.

7.9.12 SUBSIDIZED TRANSPORT FACILITY

All the employees of the institute shall be covered under subsidized transport facility. College transport facility is available from all the nook and corners of Visakhapatnam. Staff may avail up to 50 per cent of fee waiver.

7.10. LEAVE POLICY

7.10.1. CASUAL LEAVE¹

- i. Every employee is eligible for 10 days of casual leave in a calendar year.
- ii. Casual leave cannot be availed without obtaining prior approval. Sanction of casual leave shall be subject to work adjustment.
- iii. The total period of absence on casual leave at a time, with or without combination of public holidays and compensatory casual leave shall not exceed 8 days.
- iv. Casual leave can be combined with public holidays and compensatory casual leave, but not with any other kind of leave or vacation.
- v. Casual leave up to TWO DAYS shall be sanctioned by the HOD subject to prior notice i.e. at least before one day.
- vi. CL for more than TWO DAYS shall be sanctioned by the HOD subject to prior intimation of at least one Week
- vii. Casual leave for MORE THAN TWO DAYS where sufficient notice period of one week is not provided by the employee may only be sanctioned by the Principal under extraordinary situations subject to prior intimation of at least one day.
- viii. Un-availed leave shall not be carried over to the next calendar year. It means that the casual leave may not be accumulated.
- ix. In case of employees still serving the probation period, Casual Leave shall be sanctioned on pro-rata basis. It means that they shall be eligible for a maximum of one day of casual leave for every $1\frac{1}{3}$ month of completed service subjected to a maximum of 10 days in a calendar year. This condition shall not be applied to permanent employees.

7.10.2. EARNED LEAVE²

- i. All the permanent employees are eligible for 6 days of earned leave per every calendar year of completed service

¹ With effect from 2014-15 calendar year

² With effect from 2014-15 calendar year

- ii. EL for a given calendar year shall be credited on the 1st of January of the following year provided that the staff should have completed TWO years of uninterrupted service at VIIT by that time.
- iii. Earned Leaves can be accumulated up to 120 days.
- iv. Earned leave cannot be combined with casual leave or compensatory casual leave, but can be combined with vacation and all other kinds of leaves. The maximum availability of earned leave utilization at a continuous stretch is 50% of overall ELs or 15 leaves whichever is higher. However, if such maximum exceeds the available EL count, then the eligibility is the total available EL count.
- v. Principal is the authority to sanction earned leave to all faculty members.

7.10.3. MATERNITY LEAVE³

- i. All the women permanent employees are eligible for 120 days of paid maternity leave provided that they have completed probation service by the date of application.
- ii. A woman permanent employee is eligible for maternity leave only twice in her entire service.
- iii. Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.
- iv. The salary for the period of maternity will be paid out in six equal installments after rejoining and after submitting the Birth Certificate of the child.

7.10.4. PATERNITY LEAVE⁴

- i. All the men permanent employees are eligible for 7 days of paid paternity leave provided that they have completed probation service by the date of application.
- ii. A man permanent employee is eligible for paternity leave only twice in his entire service.

³ With effect from 2017 calendar year

⁴ With effect from 2017 calendar year

- iii. Paternity leave may be utilized only within a month of the date of birth of the child.
- iv. Principal shall sanction paternity leave to men employees provided that the staff should apply with the prior notice of at least one Month.
- v. The salary for the period of paternity leave will be paid out after submitting the Birth Certificate of the child.

7.10.5. MARRIAGE LEAVE

- i. All the Permanent employees are eligible for 15 days of marriage leave.
- ii. Principal shall be the sanctioning authority to all the employees provided that the staff should apply with the prior notice of at least one Month.
- iii. The salary for the period of marriage leave will be paid out after submitting the Marriage Certificate.

7.10.6. ACADEMIC LEAVE⁵

- i. All teaching staff members are eligible to attend two reputed conferences per year.
- ii. Academic leave may be sanctioned for attending conferences, seminars, workshops etc. which help the faculty to achieve professional growth.
- iii. Principal shall sanction academic leave to all the faculty members. However, the staff should submit necessary proofs such as the event invitation along with the application.
- iv. All permanent staff members, who are at the verge of submitting their Ph.D thesis, may apply for one contiguous month of academic leave. However, such candidates should submit a proof of submission of thesis within three months from the date of application of the leave failing which the academic leave will be deducted from all other eligible leaves.

⁵ With effect from 2016-17 academic year

- v. The salary for the period of such doctorate thesis submission based academic leave will be paid out after submitting the proof of thesis submission.

7.10.7. ON DUTY⁶

- i. On duty for spot valuation shall be sanctioned only twice in a semester or a Maximum of 15 days per year whichever is applicable.
- ii. On duty for any other Examination related works should not exceed 5 days in a year.
- iii. In addition to the above, “on duty” for any works assigned by HOD / Principal / Management may be approved by Principal. However, the staff should submit necessary proof of evidence along with the invitation/work/assignment.

7.10.8. EMERGENCY/MEDICAL LEAVE⁷

- i. Every permanent employee is eligible for 8 days of Emergency/ Medical leave in a calendar year.
- ii. Un-availed medical leave shall not be carried over to the next calendar year. It means the Medical leave shall not be accumulated.
- iii. Medical leave cannot be claimed as a matter of right and sanction of Medical leave shall be subjected to severity of Health condition. That means prior approval/sanction is required or Evidences can be submitted within one week of reporting to the institute post the illness.
- iv. Medical leave up to ONE DAY shall be sanctioned by the HOD.
- v. Medical leave for MORE THAN ONE DAY shall be sanctioned by the Principal only. However, the staff should intimate in-advance to the HOD & Principal wherever possible and also submit the necessary proof of evidences for medical illness within one week of reporting to the institute post the illness.
- vi. Medical leave for a period exceeding 8 days shall be approved at the sole discretion of the principal in consultation with the management.

⁶ Revised changes shall be with effect from 2016-17 academic year

⁷ With effect from 2016-17 academic year

7.10.9. COMPENSATORY CASUAL LEAVE⁸

- i. All the employees are eligible for compensatory casual leave if they have approved “OTs”.
- ii. The staff who have worked at least 6 authorised working hours on holidays shall be sanctioned “OT”. The approved OT shall be compensated with CCL during the same calendar year.
- iii. Principal is the sole approving authority for OTs in consultation/ approval of the HOD

7.10.10. EXTRA-ORDINARY LEAVE

- i. Extra-ordinary leave may be granted to the employees on the recommendation of the Governing body on private affairs or academic affairs. They will not be entitled for any pay or allowance during this period.

7.10.11. SPECIAL CASUAL LEAVE⁹

- i. All permanent employees are eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.
- ii. Any humanitarian grounds issues such as miscarriage/loss of immediate family members may be also considered for special casual leave.
- iii. Principal, in consultation of the management, shall be the sole authority to sanction Special Casual Leave.

7.10.12. SUMMER VACATION¹⁰

- i. Principal will be the competent authority to fix/suffix the summer vacation schedule in accordance with JNTUK schedule wherever applicable.
- ii. Each department has to maintain a skeletal staff to attend department works like invigilation duties, class work and other works assigned by HOD/Principal during the vacation as determined by the Principal.

⁸ With effect from 2016-17 academic year

⁹ With effect from 2016-17 academic year

¹⁰ With effect from 2017 calendar year



iii. Schedule of vacation for all the employees in a department is to be approved by the HOD.

iv. By the time of declaring vacation, the staff should have at least 1 year of uninterrupted service at VIIT to avail summer vacation.

v. ***Vacation Eligibility criteria for Permanent Teaching staff:***

One week Vacation	The staff members who have ≥ 1 and < 2 years of uninterrupted service at VIIT.
Two week Vacation	The staff members who have ≥ 2 and < 3 years of uninterrupted service at VIIT.
Four week vacation	The staff members who have ≥ 3 years of uninterrupted service at VIIT.

vi. ***Eligibility criteria for Non-Teaching staff:***

One week Vacation	The staff members who have a minimum of six months and less than one year of service at VIIT.
Two week Vacation	The staff members who have more than one year of service at VIIT.

7.10.13. OTHER TERMS & CONDITIONS

i. Permanent Employee: An employee is considered to be permanent on completion of one year of uninterrupted service in the institute.

ii. Temporary employees are not eligible to avail any kind of extraordinary leaves except casual leaves, academic leaves and On-duty.

iii. The total number of staff availing “CL” of any department at any given point of time should not exceed $1/3^{\text{rd}}$ of the total staff of the same department at such instance.

iv. The staff members who may be found not adhering to the above policies are liable for punishment as per HR policy of the Institute.

v. All the above leaves must be applied through CIS only failing which such leave (even when valid) may not be considered during payroll processing.

7.11 CAMPUS CAFETERIA POLICY

7.11.1 RATIONALE: Good nutrition and healthy eating are important for normal growth and development. The canteen has a key role in promoting nutrition and health within the college community. The canteen offers a service to college students and staff, selling food and drinks suitable for breakfast, lunch and snacks.

It is an important community resource that complements the culture of the college. Where possible, packaged food in environmental packaging will be a consideration. The canteen is unable to accommodate for students with food allergies. A fridge will be made available to students with food allergies as long as they provide food in a labelled and sealed container. The canteen is a not for profit service, aiming to cover all costs associated with the employment of canteen staff, equipment maintenance, improvements and food. Any profits generated by the canteen benefit the school.

7.11.2 OBJECTIVE

One of the vision statements at VIIT College is to provide learning opportunities for students and staff in a supportive and engaging environment. The canteen contributes to this vision by:

- i. Providing a service for the college community by supplying nutritious food at reasonable prices. i.e subsidy prices
- ii. Contributing to the health and wellbeing of students and staff.
- iii. Encourage students to be discriminating and responsible purchasers and consumers.
- iv. Reinforcing what the students learn in their classroom about food, nutrition and health.

7.11.3 MOTTO OF VIIT CANTEEN

VIIT College will provide an effective canteen service that complies with all legislative regulations and requirements. In particular, it will aim to: Provide an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices.



7.11.4 AVAILABILITY OF CANTEEN SERVICE

The Canteen operates 6 days per week. It's services include:

- i. Being open for breakfast i.e from 7:00 am
- ii. Providing snacks during recess.
- iii. Offering a lunch service.
- iv. Providing Evening Snacks.
- v. Canteen will be closed by around 6:30pm.
- vi. Canteen will be closed on Sundays & Holidays.

7.11.5 CANTEEN MENU

The canteen committee will determine the type of food sold at the canteen. The canteen committee shall develop a menu proactively seeking a wide range of healthy snacks and meals; with seasonal variations.

In canteen Menu Boards are used for the following purpose:

- i. Displayed and promoted to students
- ii. Including items available for lunch orders and counter sales
- iii. And items at a range of prices

7.11.6 CANTEEN COMMITTEE

- i. The canteen committee will consist of;
 - a. Canteen Contractor
 - b. Canteen Manager or coordinator
 - c. Canteen Assistant
 - d. Three Staff representatives
 - e. Six Senior Students (II, III and IV .B.Tech) representatives
 - f. Three Junior Students (I.B.Tech) representatives from Middle School
- ii. The committee will meet once per College Academic year, with an agenda to be circulated 2 days prior to the meeting. The purpose of these meetings is to

- a. Offer support, advice and guidance to the Canteen Manager to uphold and enhance the operations of the canteen.
- b. Develop a list of suitable product lines to be sold in the canteen.
- c. Review prices, operations and services and make decisions on appropriate markup
- d. Rates for categories of items sold in the canteen.

7.11.7 RESPONSIBILITIES FOR CANTEEN COORDINATOR

- i. A canteen coordinator will be appointed and identified by the successful tenderer.
- ii. The coordinator will be responsible for all aspects of the canteen operation, will be competent in food safety and will be on duty at all times when the canteen is preparing and serving food.
- iii. The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with, including the 'Food Safety Program for college Canteens'; 'A checklist for School Canteen Coordinators' contained within the guidelines for 'Personal Hygiene and Food Safety in Schools' document;

7.11.8 CANTEEN PROMOTION

New foods will be advertised to students, staff and parents via newsletter and display board at the Canteen

7.11.9 FOOD SAFETY POLICY

- i. The contractor shall maintain adequate hygienic condition in the canteen and also maintain the quality of the eatable items which can be checked by the college committee without any prior notice.
- ii. Excellent cleanliness and hygienic conditions shall be maintained.
- iii. The dinning hall should be cleaned/mopped at least thrice a day.
- iv. The crockery should always be clean and unchipped.
- v. The furniture should always be kept covered when not in use.
- vi. The canteen area should be free from flies and mosquitoes.
- vii. The contractor should take adequate measure for proper ventilation of smoke.
- viii. The canteen staff should be properly and neatly dressed in uniform with apron.
- ix. Adequate number of bins should be placed to collect segregated waste.



7.11.10 COLLEGE STORES:

In VIIT campus Stores also available for students. In that stores all basic needs of students are available. Like Books, pens, Drawing sheets, pencils, lab record sheets, etc. And also stocks of eatable things like pre-packed snacks of a wide range of biscuits and chips, along with bottled drinks like *Appy, Frooty, cool drinks, ice creams. Basic needs like Medicines, glucose water and soaps, tooth brushes etc.*

7.11.11 VIIT COLLEGE CANTEEN PROFILE

DEFINITION The College Canteen is a service provided by the College for the benefit of students and staff. The College Canteen sells food and drinks that are healthy, nutritional and tasty. It is a valid business enterprise and is operated according to good, ethical business practices.

The Items that are provided in the Canteen are:

- i. Full meals is served with least price.
- ii. The breakfast menu includes poori masaala, idli, dosa(All variety of Dosas), vadai, pongal and sambar and chutney as side dishes.
- iii. Afternoon snacks are provided through an arrangement with a renowned baker. Students and staff enjoy samosa, veg roll, veg puffs and pastries, Ice creams.
- iv. Along with in-house noodles and chat varieties like bhel puri, dahi papad, Chicken fried Rice, VEG and Non Veg noodles. Gobi items etc. at evening times.
- v. The college brought in an outside caterer to cater like Frankies, that always seek something new and different.
- vi. They have a wider variety of fresh fruit juices, milk shakes and breakfast menu.

So Prices are nominal, quality food is served, hygiene is maintained. The canteen also stocks Variety, they say is the spice of life. Therefore the whole life of every student is of concern to the College: students' physical well being as much as their spiritual growth and intellectual development. All operations of the College reflect its values and vision. The Canteen is an important part of the colleges life and as such its management and operations need to also reflect the College's aims and mission. This policy relates to the provision of transport support for

the journey from the pupil's or student's home to the college at which the pupil or student is registered for the start of the college day and from the registered college to home at the end of the day. The main responsibility is to provide SAFE transport.

7.12 TRANSPORT POLICY:

7.12.1 TRANSPORT DEPARTMENT - STRUCTURE

For smooth running of college Transportation the following roles are Exists

- i. College level Transport Coordinator
- ii. Transport Manager
- iii. Vehicles In charge
- iv. BUS Coordinators
- v. Drivers
- vi. Mechanic
- vii. Helpers

7.12.2 BUS FARE POLICY FOR FACULTY

- i. For Faculty who are having more than 20 thousand salary, college management gives concession up to 40% Discount.
- ii. For STAFF who are having salaries between 10 thousand and 20 thousand, college management gives concession up to 50% Discount.
- iii. For STAFF who are having salaries less than 10 thousand salary, college management provides FREE Transportation.
- iv. For Teaching and Non-teaching Staff who are acting as BUS coordinators, college management provides FREE Transportation.

7.12.3 BUS FARE AND BUS SEAT ALLOTMENT DETAILS

- i. Based on the Distance i.e KM, the BUS fare will be decided.
- ii. If SEAT is available then only payment for Transportation will be considered this process will be done at the time of payment of Tuition fee. After this BUS PASS will be issued to the students along with seat number and bus pass validity.



iii. Teaching and Non Teaching staff, who want college transport, need to submit “REQUEST FORM FOR BUS PASS”. After applying the Bus Pass form, it is submitted to the Transport Department through proper channel. Then Transport Department will thereafter issue the Bus Pass to the faculty along with seat numbers.

iv. Transportation for students and staff is common, so as to monitor Discipline in their respective Buses.

7.12.4 PAYMENT MODE

- i. Students have to pay the Bus fare only at the time of Academic year beginning. (once in a Academic year).
- ii. Staff can pay the Bus fare in Monthly basis, which will be deducted in their monthly salary itself.

7.12.5 CANCELATION PROCEDURE

- i. Student can't cancel transport in between the Academic year.
- ii. Staff have to intimate one month in advance regarding cancellation through proper channel and also need to return their BUS PASS to college transport department.

7.12.6 RULES FOR WHO ARE TRAVELLING IN COLLEGE TRANSPORT

7.12.6.1 YOUR RESPONSIBILITY

- i. Always respect others, including other Students, staff, drivers and the public.
- ii. Always respect vehicles and property.
- iii. Always be polite.
- iv. Never drop litter.
- v. Always obey the law.

7.12.6.2 YOUR SAFETY

- i. Always behave well when travelling.
- ii. Always follow the driver's instructions when travelling.
- iii. You must not distract drivers.
- iv. Always cross the road safely and sensibly.
- v. Always travel by a safe route.

7.12.6.3 YOUR RIGHTS

- i. To be safe when travelling.
- ii. To be treated fairly and with respect.
- iii. To tell someone if somebody or something is causing you problems.
- iv. Not to be bullied or picked on.

NOTE: Please tell a BUS coordinator/lecturer, parent or driver about any bad behavior or bullying you see.

7.12.7 COLLEGE BUS TRAVEL BEHAVIOR CODE

- i. When at the bus stop, always wait sensibly, off the road.
- ii. Make an agreement with your parents what to do if the bus does not arrive or if you miss it.
- iii. When the bus arrives, wait for it to stop. Never push or rush for the door.
- iv. Show your bus pass (if you have been given one) when you get on the bus, otherwise you may be charged.
- v. On a designated college bus stay in your seat for the whole journey.
- vi. Never block the aisle with your bag or other belongings.
- vii. You must not distract the driver when he or she is driving.
- viii. Never eat or drink on the bus.
- ix. Never throw anything in or from the bus.
- x. Never damage or vandalize any part of the bus.
- xi. Never operate the bus doors or exits, except in an emergency.
- xii. Always follow the instructions of the driver or passenger assistant at all times.
- xiii. If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit.
- xiv. Never try and get on or off the bus until it has stopped.
- xv. Always get off the bus sensibly, taking all your belongings with you.
- xvi. Never cross the road in front of or close behind the bus.



7.12.8 SAFETY MEASURES

- i. In every BUS college transport provides FIRST-AID BOX and also FIRE EXTINGUISHER.
- ii. BUS Maintenance: Regular checkups will take place, i.e Brakes condition, tyres, water, engine condition , bus head lights, joints etc.

7.12.9 BUS FITNESS

- i. Once in a year each and every BUS undergone to the FITNESS TEST by RTA. i.e in MAY or JUNE month.
- ii. After 15 Years BUS is sent to SCRAP. For example BUS number 6899 completes 15 years in 2017 and will be sent to scrap.

7.12.10 BUS DETAILS

- i. VIIT possesses a total of 22 BUSES. The details are as follows

S.No	BUS NUMBERS	S.No	BUS NUMBERS
1	3996	12	6899
2	3997	13	7177
3	6637	14	7178
4	7088	15	7180
5	7089	16	7181
6	7090	17	7182
7	7091	18	8865
8	7092	19	8841
9	7161	20	8864
10	4907	21	8801
11	5012	22	8867

Note: Bus number 6899 would be scrapped in 2017.

7.12.11 SHIFTS DETAILS

VIIT runs their Busses in TWO shifts.

i. **FIRST SHIFT**

- a. First shift is for second , third and final year B.Tech students.
- b. BUSES starts from 6:45am from their respective stops and reached college VIIT campus by 7:45 am

ii. SECOND SHIFT

- a. Second shift is for first B.Tech students.
- b. BUSES starts from 8:00am from their respective stops and reached college VIIT campus by 9:00 am.

7.12.12 ROUTE DETAILS

VIIT College Transport Covers all important Remote areas in VIZAG.
The Route Details are as follows

S.No	Route Name	S.No	Route Name
1	Jagadamba	10	Anakapalli
2	Hanumanthuwaka	11	Steel Plant
3	Sethamadara	12	N.T.P.C
4	H.B Colony	13	Steel Plant Sectors
5	High WAY	14	Scindia
6	Pendurthi	15	Gajuwaka
7	Gopalapatnam	16	B.C. Road
8	Baji Junction	17	Sheela Nagar
9	Naidu Thota		

7.12.13 EXTRA USE OF COLLEGE BUSES

- i. If any Training and placement activities will occur beyond the college timings, Transportation will provided to the students upto nearest bus stops.
- ii. At the time of END EXAMINATION, College transport will be provided for students to their respective examination centers.
- iii. If any college Level Events will occur , the college will provided free transportation for outers, parents.
- iv. If any field trips, College transport will be provided.

7.12.14 DISCIPLINARY ACTION

- i. Fine will be imposed on students travelling without Bus Pass.
- ii. Staff who are utilizing Bus without any permission will be deducted amount of Bus fee from their salary without any discount.



iii. Disciplinary action will be taken against students who Misbehaves.

iv. Disciplinary action will be taken against Bus Drivers who are using Mobile phones while driving.

NOTE: Students will be governed by the rules and regulations as stated in the Student Handbook of the College when traveling on any college vehicle. Students who violate transportation regulations or College rules and regulations will forfeit their right to the use of college supported transportation and will also be subject to disciplinary action.

7.12.15 DRIVER POLICIES

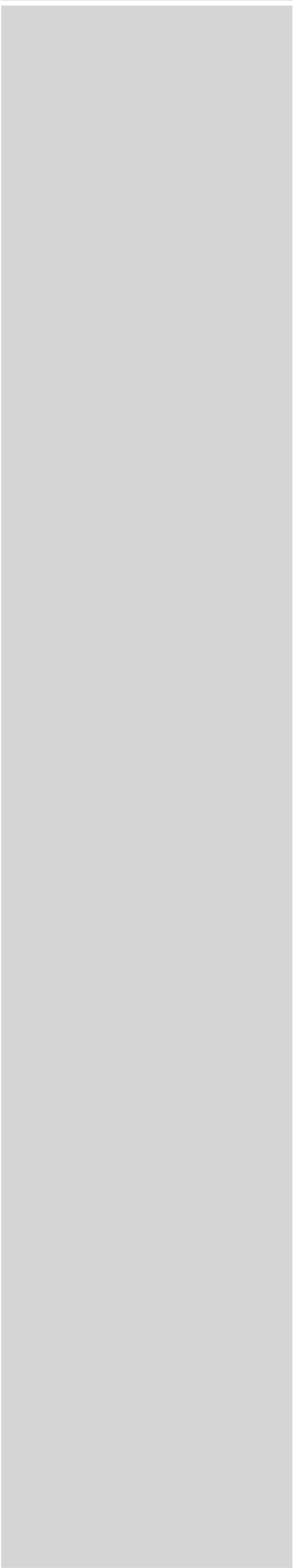
- i. Driver must submit their Heavy Lenience.
- ii. Drivers will receive incentives for kmp awards. That is Best oil consumption. The drivers who get more Kilometers per Liter.

7.12.16 INSURANCES DEATAILS

- i. Each and Every College Transport had Insurance.
- ii. Request for transport Queries
- iii. regarding college transport Bus pass requests Complaints,
- iv. regarding Student behaviour Complaints
- v. regarding drivers Complaints in relation to vehicles used for college transport Complaints/queries
- vi. regarding College Transport Timetables Vehicle capacity

Contact persons

- a. College Level Transport Coordinator
- b. Transport Manager
- c. Vehicle In charge
- d. Bus Supervisor





GENERAL CONDITIONS OF SERVICE

8

8 GENERAL CONDITIONS OF SERVICE:

8.1 DECLARATION OF AGE

- i. An employee appointed by direct recruitment shall make a declaration of his date of birth at the time of his entry into the service of the Institution and produce documentary proof, i.e. Matriculation / 10th Class / Board of Secondary Education certificate or such other document as may be acceptable to the college which shall be recorded in the Service Register of the employee.
- ii. Once such date of birth is recorded in the Service Register of the employee, it shall be binding on him and no alteration of such age shall be allowed to be made at a later date during his service in the Institution for any purpose or reason whatsoever.

8.2 RECORD OF SERVICE

- i. The Institution shall maintain a 'Service Register' for each employee in which the details of the service from his date of appointment till his separation from the services of the Institution shall be recorded.
- ii. In the Service Register, normally the information about the aspects of his service such as increments, rewards, promotions, punishments, etc., shall be recorded.

iii. Further, the Service Register shall also provide the detailed account of leaves of all types except casual leaves of the employee.

iv. In addition, details of any service rendered prior to joining Vignan Institution shall be recorded based on verifiable documents produced by the faculty.

8.3 SCOPE OF AN EMPLOYEE'S SERVICE

Unless and otherwise distinctly provided, the services of the employee shall be at the disposal of the college on a full time basis and he/she may be engaged in any of the legitimate functions of the institution/ college with or without any additional remuneration.

8.4 DUTY

i. A person is said to be “on duty” when he is - Performing the duties of a post to which he is appointed or he is undergoing probation or training prescribed for such post, provided that the employee reports back to duties of the post to which he is appointed.

ii. Absent from duty on declared holidays or on casual leave taken in accordance with the rules governing such leave sanctioned by the competent authority for the purposes of pay and allowances only.

iii. Attending to duties outside the headquarters specially assigned to him by the competent authority.

iv. Attending a refresher course, seminar, conference, workshop, etc., on being permitted by the competent authority.

8.5 TRANSFERS

Any employee of the college shall be liable to be deputed from one college to another or from one station to another for limited periods due to exigencies of work.

8.6 SERVICE CERTIFICATE

i. Every employee shall be entitled to get a service certificate on written request giving the purpose for which he needs.

ii. However, when an employee is leaving the services of the Institution permanently, he/she shall not be issued the service certificate unless he/she clears all the dues and produces the “no dues” certificate.



8.7 CHANGE OF ADDRESS

- i. Every employee on his appointment shall give both his local and permanent addresses, as also his contact telephone numbers/ alternate numbers for covering emergencies.
- ii. Any changes in such address or telephone numbers shall be informed to the college.

8.8 FORWARDING OF APPLICATIONS

- i. An employee, who desires to apply for an outside employment, shall submit his application through proper channel for forwarding the same.
- ii. A probationer is not entitled to make a request for forwarding his/ her application for outside employment. However, if he/she wishes to go for an outside employment, he/she can do so by resigning from the services of the institution, in accordance with the terms and conditions of the offer of appointment.

8.9 WORK OTHER THAN THAT OF THE COLLEGE

- i. No full-time employee of the college shall undertake any remunerative or honorary work without the prior permission of the principal/Director.
- ii. However, no permission is required for publications embodying one's research work.

8.10 SENIORITY

- i. The seniority of an employee in a grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such a grade.
- ii. If any portion of the service of such person does not count towards probation under these rules, his seniority shall be determined by the date of commencement of his service, which counts towards probation.

iii. The appointing authority may at the time of passing an order appoint two or more persons simultaneously to a grade fix the order of merit among them; and where such order has been fixed, seniority shall be determined in accordance with it.

iv. Where the holder of any post in a grade is reduced to a lower grade, as a disciplinary measure, he/she shall be placed at the top of the list of teachers in that grade,

8.11 PROMOTION

i. No employee of the college service shall be eligible for promotion from the post to which he was appointed unless he has satisfactorily completed his probation in that post if applicable.

ii. Promotions shall be made on grounds of merit and ability, seniority being considered only where the merit and ability are approximately equal.

8.12 DRESS CODE

All employees shall abide by the dress code, if any, prescribed by the principal or the management.

8.13 IDENTITY BADGES

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



CODE OF CONDUCT

9

9 CODE OF CONDUCT

The code of conduct for guidance of teachers as recommended by UGC is adopted as described below.

9.1 GOAL OF HIGHER EDUCATION IN OUR COUNTRY

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace. Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with national needs and priorities and ensure that the best talents make befitting contributions to international endeavor on societal needs.

9.2 THE CODE OF PROFESSIONAL ETHICS TEACHERS AND THEIR RESPONSIBILITIES

Every teacher should assume the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. However, every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

9.3 TEACHERS SHOULD

Adhere to responsible pattern of conduct and demeanor expected of them by the community. - Manage their private affairs in a manner consistent with the dignity of the profession. - Seek to make professional growth continuous through study and research; - Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge; - Maintain active membership of professional organizations and strive to improve education and profession through them. - Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication. - Cooperate and assist in carrying out functions relating to the institution such as: assisting in appraising applications for admission, advising and counseling student as well as assisting in the conduct of college, examinations including supervision, invigilation and evaluation. - Participate in extension, co-curricular and extra-curricular activities including community service.

9.4 TEACHERS AND STUDENTS

9.4.1 TEACHERS SHOULD

- i. Respect the right and dignity of the student in expressing his opinion. - Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics. - Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs. - Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- ii. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace. - Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. - Pay attention to only the attainment of the student in the assessment of merit; - Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward; - Aid students to develop an understanding of our national heritage and national goals; and - Refrain from inciting students against other students, colleagues or administration.



9.4.2 TEACHERS AND COLLEAGUES

TEACHERS SHOULD

Treat other members of the profession in the same manner as they themselves wish to be treated. - Speak respectfully of other teachers and render assistance for professional betterment. - Refrain from lodging unsubstantiated allegations against colleagues to higher authorities. - Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

9.4.3 TEACHERS AND AUTHORITIES

TEACHERS SHOULD

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional' interest.
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities. - Cooperate in the formulation of policies of the College / Institution by accepting various offices and discharge responsibilities which such offices may demand. - Cooperate through their organizations in the formulation of policies of the other Colleges / Institutions and accept offices. - Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession. - Adhere to the conditions of contract. - Give and expect due notice before a change of position is made, - Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

9.4.4 TEACHING AND NON-TEACHING STAFF

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; - Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

9.4.5 TEACHERS AND PARENTS / GUARDIANS

Teachers should - Try to see through teachers' bodies and organizations that institutions maintain contact with the parents / guardians of the students and reports of their performance to the parents / guardians whenever necessary and meet the parents / guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

9.4.6 TEACHER AND SOCIETY

TEACHERS SHOULD

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and
- v. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

ANNEXURES

Annexure -I



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM

Joining Report

Date: _____

The Principal
Vignan's Institute of Information Technology
Visakhapatnam-530049

Dear Sir,

With reference to your appointment letter No.dated.....

I report myself on duty in the forenoon / afternoon of

I thank you once again for providing me the opportunity to serve the Institute. I will perform my duties sincerely, honestly and to the best of my abilities.

Yours sincerely,

(Signature)

Name:

Designation.....

Department.....

Date of Birth.....

HOD

Dean-Admin

Principal

Pls. attach a copy of offer letter and appointment letter

Annexure – II



*Affix a pass
port size
photograph*

EMPLOYEE DATA SHEET

Name in Full (First Surname)

Married ☐ Single ☐ Male ☐ Female ☐

Mother's Name (First Surname)

Father's Name (First Surname)

Present Address (for Communication)

Permanent Address

Fax		
E-mail		
Telephone	Office:	Residence:
Mobile		
Emergency contact No		

Day Month Year

6. Date of Birth 7(a). Nationality:

7. (b) Category: SC ☐ ST ☐ OBC ☐ Gen ☐

7.(c) Blood Group

8. Academic Record starting with Secondary Education:

Examination	Branch/ Specialization	College/University/Institute	Year	% of Marks/ Grade	Division

9. Professional Experience Record:

Name of Institution / University	Position Held	Date of Joining	Date of Leaving

10. Please provide your family details (dependents only)

S. No.	Name	Date of Birth	Relationship	Present occupation

11. Please provide your bus boarding details (If college you want avail college bus)

Name of the bus stop (within city limits)	
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11. Please provide your vehicle details (If you are using own vehicle)

Name of vehicle	Registration No

11. Please provide ID Proof and PAN details:

AADHAR CARD NUMBER	
PAN CARD NUMBER	
PASSPORT NUMBER	

DECLARATION

I, _____ hereby, declare that all entries in this form are true to the best of my knowledge and belief.

Date:

Place:

(Signature of the employee)

Annexure - III
VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY
PF & ESI ENROLMENT FORM



EMPLOYEE PERSONAL DETAILS (Please fill all the details in CAPITAL LETTERS only)						
FULL NAME	SURNAME		NAME			
DATE OF BIRTH(as per SSC)	DAY	MONTH	YEAR	AGE	PHOTO	
SEX (Please tick in the appropriate box)	MALE		FEMALE			
Phone / Mobile No.						
MARRIAGE DETAILS (Please tick in the appropriate box)	MARRIED		UN MARRIED			
IF MARRIED	HUSBAND / WIFE NAME					
FATHER DETAILS	FULL NAME					AGE
MOTHER DETAILS	FULL NAME				AGE	
ADDRESS FOR COMMUNICATION				XEROX COPY ENCLOSED		
				YES	NO	
AADHAR CARD NUMBER						
PAN CARD NUMBER						
RATION CARD NUMBER						
VOTER ID NUMBER						
BANK DETAILS						
NAME & BRANCH					PASS BOOK XEROX ENCLOSED	
ACCOUNT NO						
IFSC CODE						
CHILDRENS DETAILS						
NAME	MALE/FEMALE	DATE OF BIRTH AS PER SCHOOL RECORD			AGE	
		DAY	MONTH	YEAR		
1)						
2)						
3)						
4)						

Date :

Signature of the employee

Annexure - IV

EMPLOYEE DECLARATION

**To
The Principal
VIIT**

“ I hereby declare and affirm that “

1. I am not an un-discharged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
2. No criminal charges have ever been framed against my by any court of law.
3. I have not been convicted by any court for any offence involving moral turpitude.
4. I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
5. I have never been involved or been party to any terrorist activities.
6. I hereby declare that I am not entitled for any role in any other organization.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, the company shall, without prejudice to its other rights, shall have the right to forthwith terminate my services and also initiate appropriate legal proceedings against me, I further agree and understand in the event of such termination, I shall not be entitled to any compensation or benefits whatsoever”

Signature :
Name :
Employee ID :
Location :
Date :

Annexure - V



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM

Oath of Secrecy

Date: _____

I,.....have been appointed as
.....at VIIT, do swear in the name of God/solemnly affirm
that I will bear true faith and allegiance to the Official Secrets Act/Statutes and
Central Civil Services (CCS) Conduct rules, and that I will discharge and perform the
duties of my office to the best of my ability, knowledge and judgment, without fear or
favour, affection or ill will, and that I will not directly or indirectly communicate or
reveal to any person any matter which shall be brought under my consideration.

Signature

Name_____

Designation_____

Department_____

Annexure – VI

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM

JOB INDUCTION REPORT

Name of the staff member:

Department:

Designation:

Date of Joining:

Day	Description/work status	Signature of the coordinator
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11-15		
16		

HOD

Dean-Academics

Principal

Copy to Department file, Personal file at office through DOA.

Annexure – VII

Author Consent Letter

To
The Principal
Vignan's Institute of Information Technology
Visakhapatnam

Respected Sir,

Sub: Submission of information for the incentives announced as per R&D policy-Reg.,

I hereby submit the published manuscript to claim the incentives announced as per the R&D policy of VIIT and also accept the following terms & conditions:


1. The article entitled “_____”
_____”
published in the journal titled _____ is my
bona fide work. In addition the journal is listed under one of the indices published by either
SJR/Scopus/Thompson Reuters or any other agency accepted by VIIT.
2. I also confirm that this article was published during the academic year under consideration.
E.g. For academic year 2015-16, the publication should be between 1st August 2015 to 31st
July 2016.
3. I also confirm that I have declared the details of any other faculty members from VIIT who
have been named as the authors in the published article.
4. The article clearly mentions that I work with “Vignan's Institute of Information Technology,
Visakhapatnam” and the institute name is listed in the author affiliations.

I hereby acknowledge that the above furnished data is true to the best of my knowledge
and if any misrepresentation of data will be considered intentional.

Yours faithfully,

Name :
Employee ID :
Department :

Note: *Kindly print this Author Consent letter and submit along with your manuscript to process the
R&D incentive.*

	VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY APPROVED BY AICTE AFFILIATED TO JNTUK	Annexure VIII
	DEPARTMENT OF PHYSICAL EDUCATION	
CERTIFICATE OF ELIGIBILITY		Date :


1.	Name of the Institution (In Block Letters)	Recent passport size photograph with name and date of photograph taken, duly attested by Principal								
2.	Name of the Participant (In Block Letters)									
3.	Name of participating event									
4(a)	Father's Name									
(b)	Mother's Name									
5.	Date of Birth	(i) In figures	D	D	M	M	Y	Y	Y	Y
		(ii) In words								
6.	Discipline									
7	Year of study	I/II/III/IV								
8.	Roll no									
9.	Age in Completed Years as on 31 st December 2014	YEARS	MONTHS				DAYS			
10.	Home address in full and phone No./Mobile no									
11.	Personal Identification marks	1.				2.				
12.	Signature of Participant									

1. Certified that the above participant is a bonafied student of this institution for the academic year.
2. Certified that I have personally verified the admission records maintained in the school and found correct.
3. Certified that it is understood in the event of information furnished above found to be partly or wholly untrue, the above student is liable to be disqualified in case the student is a member of the team according your rules and regulations

Physical Director
head

Coordinator of Sports

Signature with seal of the
of Institute/Principal/Head

	VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY APPROVED BY AICTE AFFILIATED TO JNTUK	Annexure IX
	DEPARTMENT OF PHYSICAL EDUCATION	
NO OBJECTION CERTIFICATE		Date :

Dear Parent,

This is to inform you that your son/daughter _____ of _____ branch having registration no _____ has been selected to participate in the Inter college/University/national/international sports meet (or) _____ for _____ (Game) to be held at _____ from Date __/__/__ to Date __/__/__. The students will report at the Sports meet venue on Date __/__/__. You are requested to send your consent in the Performa given below.

Physical Director

Coordinator of Sports

Principal

CONSENT PERFORMA


I _____ Father/Mother/Guardian of Mr/Ms _____ of branch _____, Vignan's Institute of Information Technology, Visakhapatnam, have no objection to send my son/daughter for participating in Inter college/University/national/international sports meet Sports Meet to be held at _____ in the above mentioned duration. If my son/daughter will be selected for higher level competition then I will not stop him/her to participate further. My ward is Medically Fit and Fitness Certificate is attached here with. Vignan's Institute of Information Technology, Visakhapatnam will not be responsible for any kind of injury sustained during the said sports meet.

Date :

Parent's Signature

Name :

Mobile No. :

	VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY APPROVED BY AICTE AFFILIATED TO JNTUK	Annexure XI
	DEPARTMENT OF PHYSICAL EDUCATION	
RENUMARATION & TA INVOICE		DATE :

Purpose : _____
Name : _____
Address : _____
Mobile No : _____

Travelling Allowance:

S.No.	Date	Onward Journey/Return Journey	Mode of travel	From	To	Fare (In Rs.)

Honorarium:


S.No.	Particulars	From	To	No. of sessions	Remuneration per session	Total (In Rs.)
Total TA (In Rs.)		Total Remuneration (In Rs.)		Total Allowance (In Rs.)		

(Rs. In words.....)

Signature

(Verified By)

(Authorised By)

	VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY APPROVED BY AICTE AFFILIATED TO JNTUK	Annexure XII
	DEPARTMENT OF PHYSICAL EDUCATION	
ALLOCATION FOR BOOKING CRICKET GROUND		DATE :

To
Coordinator of Sports,
Department of Physical Education,
Vignan's Institute of Information Technology,
Duvvada,
Visakhapatnam-530049.

From

Dear Sir,

Kindly grant us Cricket Ground of Vignan's Institute of Information Technology, Visakhapatnam for conducting our _____ College/ Industry tournament from ____/____/____ to ____/____/____. We have paid the requisite fee of Rs. _____ vide DD No. _____ Dated ____/____/____. Original receipt is enclosed herewith. We have gone through all the rules given overleaf and undertaken to abide by them.

Yours Sincerely,


(Signature of the Applicant)

-----XXXXXXXXXXXXXXXXXXXX-----

Cricket Ground of Vignan's Institute of Information Technology, Visakhapatnam has been granted to the _____ College/ Industry from ____/____/____ to ____/____/____ on the payment of Rs. _____.

Coordinator of Sports

Dean of Administration

	VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY APPROVED BY AICTE AFFILIATED TO JNTUK	Annexure XIII
	DEPARTMENT OF PHYSICAL EDUCATION	
MEDICAL CERTIFICATE		

DATE :

I _____(Name of the doctor) have examined Mr/Ms. _____
aged about ____ Son/daughter of Sri/Smt _____, student of

Vignana's Institute of Information Technology and found that
the student is medically fit for participating in Games and Sports.

Date:

Sig. of Medical Officer and Seal