

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

TABLE OF CONTENT

Chapter No.	Name of the Chapter	Page No.
1	VISION, MISSION AND CORE VALUES	1
1.1	Vision of VIIT	1
1.2	Mission of VIIT	1
1.3	Core Values of VIIT	1
2	HUMAN RESOURCE PHILOSOPHY	3
3	EXTENT OF APPLICATION	5
3.1	Definitions	6
3.2	Organisational structure	10
4	ROLE AND RESPONSIBILITIES OF ADMINISTRATION HEADS	11
4.1	Duties & Responsibilities of Principal	11
4.2	Duties & Responsibilities of Deans	15
4.3	Duties & Responsibilities of HoDs	28
4.4	Duties & Responsibilities of Professors, Associate Professors and Assistant Professors	30
4.5	Duties & Responsibilities of Physical Education Directors	32
4.6	Duties & Responsibilities of Administrative Officer	34
4.7	Duties & Responsibilities of Laboratory In-charges	35
4.8	Duties & Responsibilities of Laboratory Assistants	36
4.9	Duties & Responsibilities of Attendants	36
4.10	Duties & Responsibilities of Committees	37

Chapter No.	Name of the Chapter	Page No.
5	FACULTY DEVELOPMENT POLICY	43
6	SERVICE RULES & REGULATIONS	45
6.1	Appointments & scale of pay	45
6.2	General Condition of services	49
7	ADMINISTRATIVE POLICIES	53
7.1	Recruitment Policy	53
7.2	Job Induction Programme	70
7.3	Faculty Development Policy	72
7.4	Reward Policy	72
7.5	Performance Based Incentive policy	73
7.6	Promotion Policy	84
7.7	Research & Development policy	86
7.8	Physical Education Policy	91
7.9	Staff Welfare Policy	100
7.10	Leave Policy	104
7.11	Campus Cafeteria Policy	110
7.12	Transport Policy	114
8	GENERAL CONDITION OF SERVICES	121
9	CODE OF CONDUCT	125
	ANNEXURES	129

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.