



Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.

(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)



## **HUMAN RESOURCES POLICY**

The aim of this policy is to attract and recruit competent individuals possessing the requisite skills, qualifications, and experience in accordance with the guidelines laid down by AICTE and the affiliating university. These recruits are expected to contribute positively and innovatively to the institution's development.

The Principal will evaluate the staffing needs for upcoming academic years and seek approval from the Governing Body.

Notifications regarding staff requirements will be published in newspapers and on the institution's website. Following the receipt of job applications, a committee will assess candidates through technical tests, classroom demonstrations, and personal interviews. For each department, the Principal will establish a selection committee comprising a management nominee, Head of Department, a senior staff member, and subject experts. This committee will shortlist candidates in a ratio of 1:2 for each position and present their recommendations, along with candidates' personal data sheets, to the Principal for final decision-making and management approval. Appointment offers will then be extended by the Principal.

Qualifications for various positions will adhere to the norms set by AICTE and JNTUA:

- Candidates with a B.E/B.Tech/B.S. and M.E/M.Tech/M.S. or integrated M.Tech in the relevant branch, with first class or equivalent in either degree, are eligible for Assistant Professor roles in engineering departments.
- For Assistant Professor positions in management departments, candidates must hold a bachelor's degree in any discipline and a master's degree in Business Administration/PGDM/CA/M.Com/ICWA, with first class or equivalent.
- Candidates applying for Assistant Professor roles in science and humanities departments should possess an M.Sc./M.A. with additional higher qualifications, first class graduates, or a master's degree with 55% or equivalent in the relevant

subject from Indian universities. Additionally, they must have cleared NET/SLET/SET or hold a Ph.D. degree.

- Ph.D. holders with first class in B.E/B.Tech (or) M.E/M.Tech, along with five years of teaching/industry/research experience, or B.E/B.Tech/M.Tech from industry/profession with a minimum of eight years of research experience, are eligible for Associate Professor positions.
- Those with a Ph.D. and first class in B.E/B.Tech (or) M.E/M.Tech, coupled with ten years of teaching/industry/research experience, or M.E/M.Tech from industry/profession with at least ten years of research experience, qualify for Professor positions.

**Pay scales:**

Assistant Professor: Pay scale: Rs. 15,600 - 39,100 with an Academic Grade Pay (AGP) of Rs. 6,000

Associate Professor: Pay scale: Rs. 37,400 - 67,000 with an AGP of Rs. 9,000

Professor: Pay scale: Rs. 37,400 - 67,000 with an AGP of Rs. 10,000

Additionally, faculty members will receive house rent allowance equivalent to 30% of their basic pay and dearness allowance as per the following percentages: non-teaching staff (10%), assistant professor (10%), associate professor without Ph.D (10%), associate professor with Ph.D (20%), and professor (20%).

**Performance Appraisal:**

Faculty members undergo continuous evaluation by students, Heads of Departments (HODs), and the Principal, including self-appraisal. The appraisal system encompasses various parameters such as results analysis, student feedback, attendance at conferences/workshops, and research contributions.

**Salary Increments:**

Staff members become eligible for increments upon completing 12 months of service in the institution, effective from the beginning of each academic year. Additional increments may be awarded based on contributions, student feedback, and performance in university examinations, subject to the discretion of the management. Faculty members are required to submit self-appraisal forms to their respective HODs after every two semesters of service.

**Incentives Policy:**

In order to incentivize research activities, the management offers rewards for publishing research articles in reputable journals. Faculty members qualify for

incentives based on their performance, contributions, and years of service at the institution.

**Academic Performance:**

- Certification of Excellence is awarded for achieving 90% and above results in a theory paper.
- Certification of Appreciation is awarded for achieving 80% and above results in a theory paper.
- Faculty members interested in pursuing a part-time Ph.D. program can take academic leave.

**Reimbursement of Expenses for Conference/Workshop Attendance:**

Teaching faculty are entitled to reimbursement of expenses incurred for attending workshops, Faculty Development Programs (FDPs), and paper presentations at conferences.

**Professors:** 100% of expenses, including registration fees, travel expenses, lodging, etc., or a maximum of Rs. 20,000, whichever is less. On-duty leave is sanctioned for this purpose.

**Associate Professor:** 100% of the expenses including registration fee, travel expenses, lodging etc. or Rs. 12,000/- whichever is less, and on-duty leave is sanctioned.

**Assistant Professor:** 100% of the expenses including registration fee, travel expenses, lodging etc. or Rs. 10,000/- whichever is less, and on-duty leave is sanctioned.

Each individual faculty member is eligible to avail this benefit once per year.

**Reward for Publication of Papers in Indexed Journals:**

Faculty members who publish their research articles in SCI Indexed, Scopus Indexed, or UGC Approved Journals with the affiliation of the institute are entitled to awards in terms of certificates and monetary benefits as detailed below:

**Rewards:**

SCI Index: Rs. 10,000 and a certificate

Scopus Index: Rs. 5,000 and a certificate

UGC Approved: Certificate of appreciation

Patents: Rs. 50,000

All the rewards mentioned above apply to first authors only. For second authors, the reward will be 50%, and for third authors, it will be 33% of the amounts mentioned above.

## LEAVE RULES AND BENEFITS

The following types of leaves are admissible to employees:

1. Casual Leave
2. Earned Leave
3. Compensatory Casual Leave
4. Study/Sabbatical Leave
5. Academic Leave
6. Medical/ Sick Leave
7. On-Duty Leave (OD)
8. Maternity/Paternity Leave
9. Summer Vacation

### **1. Casual Leave:**

- i. Casual leave is not accrued by duty. A staff member on casual leave is not considered absent from duty, and their pay is not affected. The maximum number of casual leaves allowed in a calendar year is 15. At any given time, not more than four days, including holidays, shall be granted.
- ii. Sundays and other holidays may be prefixed, inter-fixed, or suffixed with the casual leaves.
- iii. Casual leave cannot be combined with any other type of leave.
- iv. The Director/Principal may grant 7 days of special casual leave to an employee for their self-marriage (only once). However, this can be combined with the remaining casual leaves/earned leaves if the employee has completed one year of service.
- v. The Director/Principal may grant 10 days of special casual leave in the event of the death of the employee's own dependents (own parents, own children, or legally wedded spouse), and these leaves can be combined with the remaining casual leaves/earned leaves.

### **2. Earned Leave:**

- i. Teaching staff of the college become eligible for earned leave after completing one year of service. They are entitled to 8 earned leaves per year.
- ii. Earned leave can be taken during the academic period without causing any academic disruption, and it should be recommended by the Head of the Department.
- iii. Earned leave cannot be interspersed with Sundays or any other holidays.

iv. Any unused portion of earned leave can be carried over to the next academic year.

### **3. Compensatory Casual Leave:**

Compensatory casual leave may be granted to employees in lieu of working on closed days and can be availed within the semester/year.

### **4. Study/Sabbatical Leave:**

i. Teaching staff may be granted leave for the advancement of their education in India or abroad under specified terms and conditions.

ii. The faculty member going on leave must have completed a minimum of three years of service and will have job security, albeit without pay during such leave.

iii. The faculty member will sign an agreement with the college outlining the terms and conditions of the leave, as determined by the Director/Principal and duly approved by the management on a case-by-case basis.

iv. The management, at its discretion, may provide assistance towards higher education fees as an interest-free loan.

v. Staff members undergoing full-time study must sign agreements with the management to serve the institution for a minimum period of three years (for Ph.D.) or two years (for M.Tech. or Ph.D. coursework), along with providing sureties.

vi. Staff members undergoing higher educational programs must complete them within the stipulated time.

### **5. Medical/Sick Leave:**

i. Special leave of up to 7 days may be granted or availed in case of accidents, hospitalization, or undergoing surgery due to serious illness of the employee.

ii. This leave may be taken only on medical grounds, such as hospitalization or serious illness lasting more than three days.

iii. Proper documentary evidence is essential to avail this leave.

iv. Short-term sickness is expected to be covered under casual leave/earned leave.

v. This leave may be combined with casual leave/earned leave for hospitalization or serious illness.

### **6. Duty Leave (On Duty):**

i. The institute may permit duty leave to any staff member for special assignments with other institutions or industrial units for official purposes.

ii. Duty leave may also be granted to attend faculty development programs, observer duty, etc., upon the recommendation of the Head of the institution.

iii. When the staff member is attending a training program sponsored by the institution, the entire period will be treated as on duty. They will be eligible for pay and benefits despite not working in the college during this period, as per the institution's management recommendations.

iv. Duty leave may also be granted to staff members pursuing higher studies for a maximum of 6 days in a calendar year for their examinations. Proof of examination must be submitted along with the application for duty leave.

#### **7. Maternity Leave:**

i. Women employees of VITS, except those on temporary basis, may be granted maternity leave for a period of 3 months. Leave application must be supported by a certificate issued by a competent authority.

ii. Maternity leave will not be deducted from any other type of leave.

iii. Maternity leave may be combined with other types of leave except casual leave. However, any leave applied for in continuation of maternity leave may be granted only with a medical certificate issued by a competent authority.

iv. Payment of maternity leave will only be disbursed upon the rejoining of the woman employee after availing maternity leave.

v. Maternity leave will be granted to an employee provided she provides a certificate stating that she has fewer than two surviving children.

vi. Maternity leave must be applied for at least 3 months in advance.

#### **8. Summer Vacation:**

i. A circular regarding Summer Vacation and its terms and conditions will be released every year for the Faculties/Staff of VITS. Staff members may apply for vacation well in advance to their respective Authorities with the consent of the Director/Principal.

ii. In case of an extension of leave, Summer Vacation may be combined only with earned leave (EL), which must be communicated to the concerned authority well in advance.

#### **Employee Benefits:**

VITS offers various benefits to its employees to foster sound and healthy employee relations, boost morale, and address their needs. These benefits aim to provide security against social risks such as medical and maternity needs, ensure employee health, and enhance safety against accidents.

These benefits include statutory provisions like EPF, ESI, maternity leaves, medical leaves, etc. Additionally, VITS provides fringe benefits to all its faculty/staff,

including eligibility for laptops and mobile facilities, enrollment in Group Medi claim Policy and Group Personal Accidental Policy, periodic health checkups, reimbursement for attending international/national conferences and workshops, coverage for meeting medical emergencies, marriage leaves, special leaves for emergency situations, transportation facilities, etc.

**Relieving/Resignation/Termination:**

- i. Resignations are not accepted during the middle of the semester or academic year. They must be submitted at least 3 months before the last working day of the academic year.
- ii. Newly recruited staff members are placed on probation for one year. During this period, if a staff member wishes to leave or if the authorities decide to terminate their services, a one-month notice should be provided by either party.
- iii. The probation period is considered complete after one year from the date of joining unless otherwise extended or reduced by the management. After the probation period, if a faculty member wishes to resign or if the management intends to terminate their employment for any reason, a notice period of three months should be given by either party, or an equivalent salary should be paid in lieu of the notice period.
- iv. The Management reserves the right to waive or reduce the notice period.

**Transport Facility:**

The institute operates its buses on a "No Profit No Loss" basis.

- i. The bus fare is free for all teaching and non-teaching staff coming from Proddatur & Surrounding Villages.
- ii. All faculty and staff must arrive at the designated boarding point at least 5 minutes before the scheduled time to board the bus, ensuring no inconvenience to themselves and others.
- iii. All faculty and staff must board/drop the bus only at designated boarding/dropping points.
- iv. Every one travelling by the bus should carry bus passes, issued by Transport department of the college.

*B. Siddeshwari*  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist)