

MANUAL OF HUMAN RESOURCE POLICIES & ADMINISTRATIVE PRACTICES



VIGNAN'S

INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated to JNTU-Kakinada)

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

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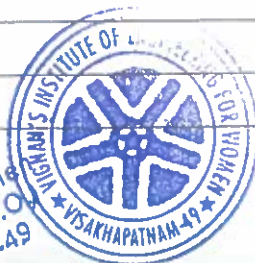
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SECTION-VII

MOTIVATIONAL INITIATIVES

Incentive is an act or promise for greater action. It is also called as a stimulus to greater action. Incentives are something which are given in addition to wages. It means additional remuneration or benefit to an employee in recognition of achievement or better work. Incentives provide a spur or zeal in the employees for better performance.

It is a natural thing that nobody acts without a purpose behind. Therefore, a hope for a reward is a powerful incentive to motivate employees. Besides monetary incentive, there are some other stimuli which can drive a person to better. This will include job satisfaction, job security, job promotion, and pride for accomplishment. Therefore, incentives really can sometimes work to accomplish the goals of a concern. Therefore, management is offering the following categories of incentives to motivate employees:

7.1 FACULTY AWARDS:

The institute shall offer incentives in the form of Cash awards, Mementos, Certificates to staff. The policy of incentives and the eligibility conditions should be made known to all the concerned and all announcements in this regard will be made public. The following incentives shall be operative.

7.1.1. Pratibha Award:

“Academic Excellence Awards is a very commendable initiative”. It is very positive to have this common organization at VIEW at to award all-round efforts in academic excellence. Staff who makes an outstanding contribution to teaching & learning are awarded with “Pratibha (The Best Teacher) Award”. The award winners will be honored with a certificate and a cash award of Rs.5,000/- each.

Parameters considered for assessment:

- ✓ It will be rewarded subject wise i.e. the subject result during the academic year should be more than 5% of the last 3 years average result of the same subject (Or) the subject result must be 100% during the present academic year.
- ✓ Students feedback should be above 90%

7.1.2. Sastra Award:

To encourage and appreciate research, Sastra Awards are presented to VIEW faculty who make a mark in research publications and presentations. Faculty research work is honored with cash awards for their outstanding contributions.

Parameters considered for assessment:

1 External funding projects:

Project Value	Reward (INR)
<10 Lakh	10000
10 - 20 Lakh	15000
>20 Lakh	20000

2 Conference grant:

Honored with a reward of INR 5000 for conference grant at least more than 1 Lakh

3 For Patent Publication

International Level	10000
National Level	5000

4 Journal Publications:

Paper	Reward
Unpaid SCI paper	10000
Un paid Scopus/Springer/Elsevier paper	7,500
Paid SCI/Scopus/Springer/Elsevier paper	5,000

7.1.3. Vishista Seva Award

Employees retention is one of the strengths of VIEW. All teaching and non-teaching staff of VIEW who served the organization for about Ten years and more in Vignan Group are recognized for their service and are presented with Vishista Seva Award with a cash award of Rs.5000/-

7.1.4. Vijetha Award

Faculty at VIEW are recognized and honored for their individual academic and related achievements in their respective domains. Vijetha awards are presented to those faculties who have achieved awarded and recognitions in State/University//National/International Level are presented with Vijetha Award.

7.2 CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE

The faculty members are given cash prizes for their academic achievements in the University Examinations for theory subjects as below:

Cash Prize for Tough Subjects*

- i. Staff members who produced 100 % results in the theory subject will be awarded Rs 25,000/- per subject.
- ii. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.15,000/- per subject
- iii. Staff members who produced 90% and above but less than 95 % results in the theory subject will be awarded Rs.10000/- per subject
- iv. Staff members who produced 85% and above but less than 90 % results in the theory subject will be awarded Rs.5000/- per subject

(* Tough subject lists are given as circulars in consultation with the HOD)

Cash prize for other Subjects

- v. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.2000/- per subject.
- vi. Staff members who produced 100 % results in the theory subject will be awarded Rs.3000/- per subject.

7.3 CASH PRIZES FOR REGULAR ATTENDANCE AND BEST PERFORMANCE

The management encourages the faculty members by giving three days salary as cash prize for those who not availing CL during semester working days. Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

7.4 CASH BENEFITS FOR IN-HOUSE TRAINERS

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

7.5 RESEARCH INCENTIVE POLICY

7.5.1. Preamble

One of the important limbs of any Technical Institution is research. For a successful progress of the Institute, it has to focus on both academics and research. At Vignan's Institute of Engineering for Women, Research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives.



VIEW promoted and implemented a wide range of policy actions since its inception in 2008 to promote research. The promotional initiatives of VIEW include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge, and a strong doctoral program for award of Ph.D on completion of quality research work.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VIEW on Promotion of Research & Innovation, Consultancy & Extension Services.

7.5.2. Application of the Policy

The policy applies to all regular teaching faculty members of all department of the Institute.

7.5.3. Vision

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet National and International needs.

7.5.4. Objectives

- ✓ The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.
- ✓ To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- ✓ To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- ✓ To undertake consultancy projects sponsored by Government& Private, Industrial and other organizations.
- ✓ To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.



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7.5.5. General Principles underlying this Policy

- ✓ The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- ✓ The policy shall not be influenced by the employee's race, religion or gender.
- ✓ The R&D Coordinator will review the incentive claim applications, based on that Dean-Admin shall prepare a list of candidates recommended for incentives to the approval of Principal and CEO.
- ✓ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest the same.
- ✓ An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence counter signed by the HOD and R&D Coordinator.
- ✓ After checking the claim and approval by the Principal, the Dean-Admin will claim and disburse the amount following the usual procedure.
- ✓ As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
- ✓ All decisions on incentives shall be taken up twice in a year in the month of September & April. **However, the incentive will be paid during Governing Body Council Meetings.**
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

7.5.6. R& D Incentive Policies

7.5.6.1 Incentive for book publications

1. Full text book with single author : INR 20000
2. Full text book with two authors : INR 10000 each author
3. Full text book with multiple authors : INR 5000 each author
4. Chapter Contribution : INR 3000

Note: Published book or chapters or monographs must have 'VIEW' as the affiliation.



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7.5.6.2 Incentive for Research Publication:

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he / she will pay an incentive as indicated below.

SCI Journal	10000
Un paid Scopus Journal	7,500

- ✓ The publications will be considered only if they are indexed in Web of Science or in Scopus.
- ✓ If the paper is contributed by more than one author the incentive will be shared as follows:

Case-1	VIEW			
	10000/7500			
Case-2*	VIEW	Ph.D GUIDE	Ph.D GUIDE	
	10000/7500			
Case-3	OTHER	VIEW	OTHER	OTHER
		3000/2250		
Case-4	OTHER	OTHER	VIEW	OTHER
			2000/1500	
Case-5	OTHER	OTHER	OTHER	VIEW
				1500/1125
Case-6	VIEW	VIEW	OTHER	OTHER
	5000/3750	3000/2250		
Case-7	OTHER	VIEW	VIEW	OTHER
		3000/2250	2000/1500	
Case-8	VIEW	VIEW	VIEW	OTHER
	5000/3750	3000/2250	2000/1500	
Case-9	VIEW	VIEW	OTHER	
	5000/3750	3000/2250		
Case-10	OTHER	OTHER	VIEW	VIEW
			1500/1125	1500/1125
Case-11	VIEW	VIEW		
	5000/3750	3000/2250		
Case-12	OTHER	VIEW		
		5000/3750		
Case-13	VIEW	VIEW	VIEW	VIEW
	5000/3750	2000/1500	1500/1125	1500/1125

* Applicable to Ph.D pursuing faculty only



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- ✓ Faculty of sister concern colleges of VIEW also includes in OTHERS category.
- ✓ Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- ✓ Faculty members should also submit a "Self Declaration" stating that publication fee was not paid to the Journal.
- ✓ Published paper must have 'Vignan's Institute of Engineering for Women' as the affiliation.
- ✓ On-line date is to be considered as the date of publication.
- ✓ Authors outside the VIEW fraternity are not entitled for this scheme.
- ✓ Research Paper publication through Conference will be treated as paid publication. The faculty supposed to apply incentive under 7.5.6.3 or 7.5.6.4 whichever is applicable.
- ✓ Publication claim under Research Incentive Schemes (RIS) of VIEW must be made within a month of publication in the prescribed form.

7.5.6.3 Incentives for Presentation of Research Papers in Conferences/Seminars in India

- ✓ The International/ National conference must be of repute (viz. IEEE, Springer/Wiley etc.) and the hosting Institutions must be of Institutes of repute- IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
- ✓ The paper/article must be published in any National/International Journal/Conference proceedings.
- ✓ The faculty would be allowed OD + Registration fees on actual basis or Rs. 5,000/- whichever is less.
- ✓ TA/DA will be paid as per the Institute norms.
- ✓ In case of joint authorship only one faculty can avail the facility.
- ✓ Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).
- ✓ Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- ✓ Only Oral presentation of research papers is allowable.



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7.5.6.4 Incentives for Presentation of Research Papers in Conferences outside India/Abroad.

- ✓ The faculty has to approach AICTE(which provides 100% funding subject to meeting their norms) for Travel Grant or other Funding Agencies of Govt. of India.
- ✓ It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore VIEW may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by VIEW with the candidate having at least 5 years' service in VIEW. Also the candidate should register for Ph.D after coming as soon as possible.
- ✓ The staff who wish to apply for incentives for paper presentation in the International conferences abroad need to get approval from Chairman/CEO at least one Month in advance.

Note:

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad (7.5.6.3 &7.5.6.4) will be paid only after submission of duly filled application and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
2. However, the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to approval of the Principal.

7.5.6.5 Incentives for attending Workshops/FDPs

- ✓ The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- IITs/IISc/NITs/IITs/IIM/Universities/Deemed Universities etc.
- ✓ The faculty would be allowed OD+ Registration fees on actual basis or Rs. 5,000/- whichever is less, when the Workshops/Symposium/FDPs have minimum of 3 days duration.
- ✓ The faculty would be allowed OD+ Registration fees on actual basis or Rs. 3,000/- whichever is less, when the Workshops/Symposium/FDPs have less than 3 days duration.
- ✓ TA/DA will be paid as per the Institute norms.
- ✓ Each faculty can attend Workshops/Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.



- ✓ Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- ✓ Minimum service clause is not applicable to attend conference/symposium/FDP
- ✓ Faculties going for attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer etc for the benefit of Faculty and Students in their respective departments.
- ✓ The OD and Registration claim under Research Incentive Schemes (RIS) of VIEW must be made within a month in the prescribed form.

7.5.6.6 Incentive for Generation of Research Grants:

- ✓ Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
- ✓ The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.
- ✓ Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

7.5.6.7 Incentive for Consultancy work:

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

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

7.5.6.8 Incentives for Professional Body Membership:

- ✓ All faculty members on roll of VIEW having more than Five SCI/ SCOPUS research papers, acquiring membership for National and International



professional societies are eligible for reimbursement of 50% of cost of membership registration fee subject to Maximum of Rs.10,000.

- ✓ Maximum of Rupees Ten Thousand (Rs. 10,000) will be paid for International society membership and Rupees Five Thousand (Rs. 5,000) for National society membership and Rupees Two Thousand (Rs. 2,000) for State Level Membership.
- ✓ Incentive claim under Research Incentive Schemes (RIS) of VIEW must be made within a month of registration with the professional bodies.

7.5.6.9 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

7.5.6.10 Incentive for Doctoral Research Guidance

	Ph. D	
	Supervisor	Co-Supervisor
Incentive	10000	5000

Special Note:

In order to claim the incentives, the following documents should be submitted to Dean-Admin along with duly filled application for claiming Research Incentive with countersign of HoD & verification sign of Coordinator-R&D

- i. A copy of notification of Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)



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