



# VASAVI EDUCATIONAL TRUST

#18, 14<sup>th</sup> Main, 2<sup>nd</sup> Phase J.P. Nagar, Bengaluru – 560078

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**HR POLICIES HAND BOOK  
2019-20**

**Volume : 1**

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# V.E.T. GROUP OF INSTITUTIONS

- V.E.T. B.V.L., Polytechnic (Diploma Courses) – J.P. Nagar
- V.E.T. First Grade College – J.P. Nagar
- V.E.T. Manandi Composite P.U. College – J.P. Nagar
- V.E.T. Composite P.U. College – V.V. Puram
- V.E.T. Little Champs Pre –School – V.V. Puram
- V.E.T. Primary School - V.V. Puram
- V.E.T. High School – V.V. Puram
- V.E.T. Belagodu Little Champs Pre –School – J.P. Nagar
- V.E.T. Primary School – J.P. Nagar
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- V.E.T. Vidhya Soudha Hostel – J.P. Nagar
- V.E.T. Mathpoint Table Tennis Academy – V.V. Puram

## **FOREWORD**

### **Dear Colleague:**

We are pleased to present to you a VET Policies Handbook related to the staff detailing all the updated policies of Vasavi Educational Trust.

We request you to read and get familiar with the policies.

You may feel free to contact the undersigned for any clarifications.

We wish you a very fulfilling association with VET.

**With Warm Regards,**  
Management  
VET group of Institutions

### **Editorial Board**

BR Viswanath Setty – President  
Dr. Manandi N Suresh – Honorary Secretary  
Dr. R. Parvathi – Academic Director

Volume – 1  
Date: 13<sup>th</sup> September, 2019  
Year: 2019 – 20

## **From the Desk of Management**

Vasavi Educational Trust came into existence under the dynamic leadership of B.V. Rathnainah Setty, the Founder President of the Trust in the year 1979. His Visionary, innovative and progressive ideals motivated likeminded people from various field to join hands with to put forward to provide quality education and enrichment of our cultural heritage to the students from all walks of life

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## DESIGNATIONS

The Designation Structure for Teaching and Non-teaching are as under:

- Academic Director
- Principal
- Head of the Department
- Coordinator
- Professor
- Associate Professor
- Assistant Professor
- Head minister
- Teacher
- Librarian
- Physical director
- Executive officer
- Office Superintendent
- Office Assistant
- Accountant
- Cashier
- Receptionist
- System Administrator
- House keeping
- Outdoor keeping
- Warden – Boys Hostel
- Training & Placement Officer
- Purchase Officer
- Security Officer
- Security Guards
- House Keeping

## **CHAPTER – I**

### **RECRUITMENT POLICY**

#### **Objective:**

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions in teaching and non-teaching.

#### **Applicability**

- All new recruits in all grades

#### **Policy & Procedure**

- The approved recruitment policy will be a pre-requisite for all recruitment in the institution.
- Any departure from the Recruitment policy will need special approval from the appropriate approving authority. The concerned HOD is to get in touch with principal with the details of the staff required. Principal will then seek approval of the management, and only then proceed with the process of recruitment. Principal shall prepare a detailed job description for the position to be filled up, in consultation with the concerned Head of the department.
- Principal shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc., with the permission of the management.
- Principal shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD after approval of the management.
- Principal will coordinate the entire process of conducting the interviews.
- Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the management, concerned principal, department HOD. The selection panel evaluates the candidate based



on a set of predefined criteria. Acceptance or rejection of candidates is at the sole discretion of the management.

- At the time of appointment, the selected candidates are required to submit all relevant academic certificates and testimonials in original. They will be in the safe custody of the institution and will be returned to them when they leave the institution.

## **CHAPTER – 2**

### **PROBATION POLICY**

#### **Objective**

To assess the potential and suitability of the candidate selected and hired for the vacant post

#### **Eligibility & Coverage**

- All new recruits of the institution on regular rolls.
- Policy & Procedural Formalities for Completion of Probation.
- All new employees will be on probation for a period of 12 months from the date of joining.
- While the formal probation appraisal shall be at the end of 11 months, the concerned Director /Principal / HOD will review the performance of the probationer on completion of 1<sup>st</sup> month, 3<sup>rd</sup> month, 6<sup>th</sup> month and 11<sup>th</sup> month. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The final role fitment report will be submitted to management by the principal.
- The Director /Principal / HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee and same has to be reflected in Service register.
- Duly completed Probationary Role Fitment report with the recommendations of the Principal will be sent to management at least two weeks before the completion of the probation period.

- During the period of probation, an employee shall be liable to be discharged from the service without assigning any reason, at the sole discretion of the Management without giving any notice.
- During probation, no request for resignation will be entertained. In case, the probationary staff leaves the job then the notice period pay will be applicable.
- The management may, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

### **Extension of Probation Period**

- Instances where an employee does not meet the required standards of performance, the Director / Principal / HOD may recommend extension of the probation for a maximum of six months.
- Probation period may be extended under any of the following circumstances:
  - Performance of the probationer is not up to expectations, but showing interest in improving
  - The role and the skills of the probationer are not aligned
  - A mutually agreed and detailed Role Fitment Report involving counselling and training will be documented and areas of improvement clearly communicated to the employee.
  - The probation may be extended only once. When probation is extended for an employee, the Director / Principal / HOD shall send the Probationary Role Fitment report to management at least 15 days before the expiry of probation, clearly stating the reasons for extension. Management will send necessary reminders in time.
- Based on the recommendation of the Director / Principal / HOD management will formally communicate the extension of the probation through a letter to the employee through the Principal.

- The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.
- If the probationer's performance remains unsatisfactory after the extended probation, his or her services may be summarily terminated, without assigning any reason.

### **Confirmation of services**

- On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- Upon confirmation, the notice period on either side will be two months for teaching, non-teaching, library and technical staff, three months for Director /Principal /Heads of the Department. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The Management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee.
- In case, any permanent faculty wishes to resign / desire to get relieved, he / she shall give two months advance notice, for Principal in such a way it is coinciding with the end of the semester or academic year.
- If any staff member resigns within two months of semester beginning and wants to get relieved immediately, he / she needs to pay notice period gross salary to the institution and also has to pay the equal amount of salary drawn during semester or annual break.
- The working hours of the staff members shall be eight hours from Monday to Friday. Saturdays four hours. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the institution.
- In case, the work or conduct of a staff member is found to be unsatisfactory or if he / she absents himself / herself without prior intimation or disobeys the rules and regulations of the institution or violates the instructions issued by the Principal / Management, he / she is liable to be terminated from the service, without any prior notice.

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## **CHAPTER 3**

### **INDUCTION POLICY**

#### **Objective**

To facilitate smooth assimilation of new employees into the institution and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institution.

#### **Applicability**

- All new employees of the institution

#### **Policy**

- The principal shall ensure that every employee, irrespective of grade, goes through an Orientation Program, which will be mandatory for the employee to attend beginning of the academic year.
- The duration and scope of Orientation program may vary with the grade of the employee and the depth of information that needs to be shared during induction.
- The Orientation program shall include the following:
  - Introduction to the Institution
  - Institution Vision, Mission, Values and Quality Policy
  - Introduction to HR Policies
  - Introduction to key officials
  - Welfare measures
  - Meeting to introduce about the Work culture

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## **CHAPTER - 4**

### **PROVIDENT FUND POLICY**

#### **Objective**

Provident fund scheme is extended by VET to all his teaching and non-teaching Staff member. Provident fund is a retirement plan for the private and public sectors in Malaysia, enacted by the Employees **Provident Fund (EPF)** Act of 1991, intended to help employees save a portion of their salary in the event of retirement, disability, sickness or unemployment. Same has been extended by VET to all the employees.

#### **Conditions**

- EPF includes Employer and employee contribution at the rate of 12% on Basic salary and Dearness Allowance.
- All the employees are covered under provident fund scheme.
- Employees Provident fund Act of central government is followed at VET
- Amount including Basic and DA up to 15000 are covered, above 15,000 are freeze to the same.
- At the concert of the employees the employees contribution may exceed the employer contribution
- Employer contribution is 12% which includes family pension of 3.67% .
- Employee provident Fund scheme is applicable till the superannuation or 58 years whichever is earlier.
- Employee may withdraw the Employer and employee contributions along with accrued interest at the time of retirement.
- At the attainment of 58 years employee are eligible for the monthly family pension as fixed by the government.
- Employees may avail the loan facility on accumulated EPF during the employment for medical, marriage, sickness etc.

## **CHAPTER – 5**

### **ESI BENEFIT**

#### **Objective**

All Employees who are drawing a gross salary of INR 21000 and below, covered under ESI Act are entitled for the benefits as mentioned below, administered by ESI Corporation:

#### **Policy**

- Medical Benefit
- Sickness Benefit
- Extended Sickness Benefit
- Temporary and Permanent Disablement Benefit
- Dependents Benefit
- Maternity benefit

## **CHAPTER – 6**

### **GRATUITY BENEFIT POLICY**

#### **Objective**

Gratuity is a monetary benefit given by the employer to his employee at the time of retirement or resignation of an employee by fulfilling the norms of the institution. An employee's eligibility to receive gratuity starts only if he/she has served in an organisation for at least five years. Therefore, if any employee teaching or non-teaching decides to leave VET after working for five years, are eligible to receive the gratuity.

VET extends the gratuity benefit to all the employees teaching or non-teaching at various institutions by fulfilling the norms of the institutions

It is a defined benefit plan where no contributions are made by the employee of VET, it is sole the benefit extended by VET for the staff for serving quality service.

- Staff must have good academic records for period of 5 years
- They must service the institution with good intention for at least 5 years
- Retirement or death of the employee, gratuity applies only if they have served for 5 years from the date of gratuity implementation.
- Resignation must be for the progress of the employee but not less than 5 years of service.

## **CHAPTER – 7**

### **TUITION FEE CONCESSION AT VET**

#### **Objective**

To provide employee welfare through tuition fee concession to the dependent children of employees who opt for admission into the Institution.

#### **Eligibility & Applicability**

All regular employees who have completed two years of service in VET are eligible for fee concession for one child.

#### **Policy & Procedure**

- The child will be entitled for 20% concession in the tuition fees for all the years.
- Those seeking this concession shall apply in the prescribed format with requisite details and supporting documents to principal to Management–Accounts and Finance.
- Accounts Department will check all the relevant documents for processing and approval and will arrange for the disbursement of the amount. The reimbursement shall be made annually with the consent of the Management.
- In the event of separation of an employee from the institution, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds.

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## **CHAPTER – 8**

### **TELEPHONE EXPENSES**

#### **Objective**

To facilitate communication for head of the institution where such facilitation is considered necessary for greater effectiveness in one's official role

To provide Mobile facility / expenses.

#### **Eligibility & Applicability**

- Director / Principal of VET institutions are provided with mobile / telephone facility with the special approval of Management.
- The eligibility limits shall be decided by the Management from time to time and is subject to changes at the sole discretion of the management.

#### **Policy & Procedure**

- The mobile allowance is provided strictly on need basis with special approval of the Management.
- All mobile phone bills shall be settled directly by the Management directly through accounts department on actual or based on eligibility, whichever is lower.
- Any exception to the reimbursement limit would be approved only upon proper justification and will be done as an exception and not resorted to as a routine practice.
- Office shall settle their phone bill on a monthly basis & claim not eligible for accumulation from the Accounts Department.
- This facility is provided to a few employees, based on their need and nature of work.



## **CHAPTER – 9**

### **INCENTIVE POLICY FOR RESEARCH AND PUBLICATIONS**

#### **Preamble**

The policy is to promote research activities in the institution is developed to give extra fillip to research, publication and other related activities.

#### **Objective**

To give special thrust to research culture in the Institution, and thus improve the profile of the Institution in the country.

#### **Policy and Guidelines**

- Incentive for completing Ph.D Degree when in service of VET standard.
- For the purposes of incentive under this clause, ordinarily, the degree will be awarded by the University or an Institution of national standing. The faculty undertaking their PhD pursuit is advised to check with the Institution about the University they are registered under, to ascertain the credibility of such University.
- For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis Defense is formally issued by the University awarding the degree.
- On receiving Ph.D degree, increments shall be given to the faculty member in the VET pay scale.
- In case a faculty is promoted along with completion of Ph. D, additional increments over the minimum basic salary applicable to the new position will be payable.

#### **Incentive for Paper Publication**

- It is expected that in an academic year, every faculty member should publish minimum two papers in UGC approved list of journals. In case papers are published in UGC listed Journals , they are entitled for 600 per paper towards publication expenses by producing the publication proof.

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## **Incentive for participation in Workshop / Seminar / Conference**

- The faculty members are expected to participate in minimum of two workshop / seminar / conference in an academic year, conducted by External Agencies. Registration charges up to Rs.2000/-Per Annum (Rupees Two Thousand only) shall be paid towards it Paper presentation and publications is must from the regular staff at seminars or conferences. Also they can utilize OODs for attending the same.
- OOD will be provided for meeting / presentation to the concerned agencies towards the sanction of any research projects with permission of the Management through the principal.

## **Faculty Development Programme (FDP)/Staff Development Programme (SDP)**

- Members of the staff are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institution from time to time.
- Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by reputed institutions.
- Eligibility for such programs shall be restricted to two staff members per semester from a department. In general, programmes sponsored by UGC/AICTE/ and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave (OOD) for the period.

## **CHAPTER – 10**

### **LAPTOP POLICY**

#### **Objective**

To provide a more technology-enabled work culture, and move towards a paperless work environment.

#### **Eligibility & Applicability**

Director /Principal/ HOD / senior teaching faculty, with a service VET. All key positions from Non-teaching staff on special approval of Management.

- Management will provide laptop to defined staff.
- Laptop expenses will be borne by the Management.
- Staff have right to use as long as they are in service at VET.
- At the time staff retirement/resignation laptop need to be handed over to concern principal.
- Laptop must be properly maintained by the concern staff.
- Any negligence in maintenance / handling of laptop will be liable for penalty.
- Any natural maintenance, expenses will be borne by the VET management.
- Management has every right to withdraw the service provided in case of misuse or any other reasons.

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## **CHAPTER – 11**

### **LOCAL CONVEYANCE REIMBURSEMENT**

#### **Objective**

To govern the reimbursement of local conveyance expenses

#### **Eligibility & Applicability**

All employees on regular rolls of VET

#### **Policy & Procedure**

- Employees using taxis/Auto/ own vehicle/bus fare for official purpose are entitled to claim reimbursement at actual with permission of the management..
- Reimbursement should be claimed on a weekly/ monthly basis.

## **CHAPTER – 12**

### **LEAVE POLICY**

#### **Objective**

To communicate the leave entitlements and provide guidelines for availing these leave.

#### **Eligibility & Applicability**

All employees on regular rolls of the Institution.

#### **Policy & Procedure**

- Categories of leave available to the employees are: Casual Leave, Maternity Leave, Vacation and Leave without Pay.
- For the purpose of leave, “Year” shall mean the Calendar Year commencing 1st January and ending 31st December.
- Unused Casual leave may be carry forward for next academic year.
- Employees shall apply for leave on prescribed formats with the permission of concerned authority of the institution.

- Holidays and weekly-offs between the leaves will be treated as a part of leave only.
- Entitlement & Procedure for availing Leaves:

### **Casual Leave (CL)**

- All Employees are eligible for 12 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis, until the completion of one year of service.
- Employees may avail CL for half-day also.
- CL may be prefixed or suffixed to intervening holidays or weekends but not on both the sides.
- All permanent teaching, technical and non-teaching staff members are entitled to twelve days of Casual leave (C.L.) in a calendar year.
- Six days of CLs will be credited in advance on Jan 1st and remaining Six CLs will be credited in advance on July 1st of each calendar year.
- Part - time employees are not entitled for any kinds of leave.
- The permanent employee can avail Casual leaves up to 3 days at a time.
- The Competent Authority can sanction up to 3 days of casual leave to staff members. The casual leaves beyond 3 days shall be the approved by the management in case of extreme emergency.
- C.L. shall not be availed without prior sanction of the sanctioning authority. The sanctioning authority may refuse to grant C.L., if he/she feel that the work cannot be managed due to functional reasons. In exceptional cases such as, an emergency caused due to sudden illness or death in the family, information shall be sent to the respective leave sanctioning authority in time enabling them to arrange a substitute.
- Casual leave availed on Saturday will be considered as one full casual leave.
- If the casual leave is both prefixed and suffixed to general holidays, then one side of the holiday is included as a casual leave. If a casual leave is not available, then the leave will be considered as leave without pay.

- Leave without pay shall be granted in continuation of casual leave on special Occasions / Emergencies.
- Staying away from duty without prior permission in the normal circumstances will be construed as absence without leave, resulting in loss of pay. Each day of unauthorized shall be liable to two days of pay deduction.
- No leave of any kind can be availed without prior sanctions. Absence without prior permission will be treated as Loss of Pay (L.O.P). Such absence may subsequently be regularized as C.L. if the competent authorities are satisfied with the given circumstances. Repeated absence without prior permission will be viewed as an act of indiscipline and suitable action will be initiated. If the leave application is not submitted properly and in time, the leave will be rejected and for two days of unauthorized leave, one day salary will be deducted and necessary entries shall be made to record the same.
- In the event that one does not have C.L. to his/her credit, the absence with prior permission will be treated as leave without pay.
- Staff members frequently applying for leave due to sickness will have to produce medical and physical fitness certificates from a registered medical practitioner.
- 10 minutes grace time is allowed for reporting to duty. If the employee reports beyond the grace time, is considered as ½ CL or ½ LOP. If institution starts at 8.30 Am, staff as to report by 8.15 am, max grace may be 8.25 am, not beyond 8.25am.

### **Maternity Leave (ML)**

- The Institution permits ML of one semester break for teaching staff, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. All permanent female employees who have put in not less than two years of service in VET are eligible for Maternity leave. Maternity leave shall be limited to an employee's one child. The employee shall inform the Director /Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate. ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave. Teaching women employee may report back at the commencement of the next semester.
- Non-teaching and technical female employees may avail Maternity leave up to 90 days, both pre-natal and post –natal.

- Maternity leave shall be granted on the condition that such employee shall serve or shall have served any of the institutions belonging to the Vasavi Educational Trust for a period not less than two continuous years, failing which service will not be considered.
- Maternity Leave benefits will be given on returning to work. Woman employee returned back after maternity period, if resigns within one academic year, shall pay the benefits received during maternity period and will be liable as per the Exit policy.
- If any teaching / non- teaching / technical women employee while on maternity leave wishes to resign from the post are required to pay the notice period (as per the institution's exit policy) pay to the institution.

### **Leave without Pay (LWP)**

- If an employee has exhausted all types of leave, exceptionally, she/he may be allowed to take leave without pay up to a maximum of 05 days in a year.
- In case, if the employees crosses 5 days of LOP, then the leave shall be approved by Management subject to proper supporting documents.

### **On Official Duty (OOD)**

- Employees are eligible for 10 days of OOD in a calendar year.
- The Head of the Institution deposes / permits the staff member to attend the work outside the institution, it will be considered as On Official Duty.
- The employee is entitled for OOD, if he / she is deposed for any kind of workshop / seminar / conference by the Head of the Institution.
- Attendance Certificate from the concerned institute / association is compulsory for considering OOD.

### **On Examination Duty (OED)**

- The faculty is entitled for 14 days of OED in a calendar year.
- Affiliated University/the concerned Board/the University, with whom Vasavi Educational Trust Institutions are having collaboration, may ask faculty members for their examination work. Faculty members may take up the same work up to 14 days in a year and it will be considered as On Examination Duty Leave. Attendance Certificate from the University / Board is compulsory for considering OED.

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## **CHAPTER – 13**

### **PROMOTION POLICY**

#### **Preamble**

This policy governs the promotions for the faculty so as to encourage them through high quality teaching, research and Institutional commitment.

#### **Eligibility**

- From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines
- PhD Qualification
- Required number of years of experience
- Prescribed research output
- Acceptable teaching feedback
- Demonstrated academic administration
- Performance / Self-Appraisal system
- The Eligibility shall stand modified in the following cases:
  - For those whose probation may have been extended.
  - The Eligibility conditions may be extended at the discretion of the Management, in the following cases:
    - Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitment
    - Faculty with track record of misconduct

#### **Policy and Procedure:**

- When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate).



## **CHAPTER – 14**

### **PROMOTION POLICY FOR NON TEACHING STAFF**

#### **Objective**

To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

#### **Eligibility**

- All non-teaching, library and technical staff.

#### **Policy & Procedure**

Pre-requisites for promotion

- Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- A promotion must always lead to an enhanced responsibility in the institution.
- The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

#### **Eligibility for promotion**

- Requisite performance rating in the previous years.
- No adverse remarks/reprimand in the personal file in the preceding three years.
- Requisite educational qualifications as per Job Description
- No. of years of experience in the existing grade
- However, mere eligibility is not a criterion for promotion.

### **Approving Authority:**

- The president/secretary of management will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Management, after approval, promotion will be insatiate.

### **Implementation**

- Promotions shall be taken up only once in a year.
- As a rule, all promotions shall be effective from beginning of academic year August 1st. Exceptions, if any, shall be approved by the management. Promotion letter along with job description will be issued.
- All promotions letters shall be handed over to the employee by the respective principal.

## **CHAPTER – 15**

### **TIME AND ATTENDANCE MANAGEMENT POLICY**

#### **Objective:**

To communicate the general office / college timings of the institute.

To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

#### **Applicability**

All employees on regular rolls are covered under this policy

#### **Procedure**

- The timings of the institute are from 8.15 AM to 3.00 PM on all working days (Monday to Friday) of the week, and 8.15 AM to 11.30 AM on Saturday.
- Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register and/or in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

#### **Grace Period**

- Up to 10 minutes after the designated starting time is considered as “grace period”. After the grace period every late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit, then half day salary will be debited from the employee.

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## **CHAPTER – 16**

### **STAFF WELFARE POLICY**

#### **Statement**

- The Institution recognizes all their employees to be the most valuable resource and that the health and welfare of all employees is essential in achieving the Institution's mission.
- The well-being of all employees is of a primary concern by investing in the health and welfare of employees, the Management is investing in the efficiency and effectiveness of the Institution.
- The Institution is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.
- Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the salary. Welfare helps in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. The welfare measures need not be in monetary terms only but in any kind/forms. Employee welfare includes monitoring of working conditions, creation of institution harmony through infrastructure for health, institution relations and insurance against disease and accident.

#### **Aim**

To provide a framework for the provision of staff welfare support.

#### **Roles of Responsibility**

- All staff members have a role to play with regards to their own health and well-being at work and are advised to raise any matters of concern. The staff members have a responsibility to be sensitive and responsive to the welfare of other colleagues at work.
- A staff member who has a concern regarding their welfare should address this initially to their HOD / Principal or directly to HR-Head.
- The Staff members also have a responsibility to co-operate as far as possible with any initiatives, recommendations, introduced in relation to their welfare and to follow any guidance provided by principal.

- The Institution recognises the importance of the professional relationship between HODs and staff members, they have primary responsibility for the welfare at work of the staff under their supervision. They should respond to staff in a supportive manner taking into account their feelings and difficulties, in an atmosphere of trust and confidentiality. They should provide support and ensure all staff members are treated in a fair, sensitive and confidential manner, at all times they are to be aware of Institution welfare policy.
- Human Resource has a responsibility to Management and individual members of staff. Confidential advice and support will be provided to staff that have personal, family, medical or work related problems with a view to assisting them to identify solutions.
- It is not the role of the Human Resources - Head to provide ongoing counseling for staff, the role is to:
- Provide quality listening and helping service, offering support and information
- Intervene and facilitate where appropriate in assisting to resolve welfare problems

### **Monitoring, evaluation and review**

- The implantation of the policy will be subject to regular monitoring, evaluation, and using effective indicator tools and will be strategically reviewed or modified to as required in the light of changing circumstances.

### **Staff Welfare Measures**

- Recreational Trip for staff members.
- Gifts for staff members during Teacher's Day / Dussehra / Diwali.
- Concession in tuition fee for staff children studying in New Horizon.
- Uniform for class 4 employees.
- Maternity leave
- Free Health checkup

## **CHAPTER – 17**

### **GRIEVANCE MANAGEMENT POLICY**

#### **Introduction**

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to, may affect morale and productivity. There is a need for formal grievance process to address such matters.

#### **Objectives:**

- The objectives of the grievances process is to settle/redress:
- Grievances of the employees in the shortest possible time
- At the lowest possible management level
- With appellate stages so that it is fair, transparent and reasonable.

#### **Eligibility & Applicability**

- All employees on regular rolls of the institution including part time employees

#### **Scope and Coverage**

- Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

#### **Grievances for the purpose of this policy will cover individual grievances such as:**

- Payment of Salary
- Recoveries of dues etc.
- Increment
- Working conditions/Health & Safety
- Leave and Reimbursements
- Compensation & Benefits
- Related to Appraisals
- Interpersonal Conflicts/Issues with the HOD or team members

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## **CHAPTER – 18**

### **CODE OF CONDUCT**

#### **Preamble**

Vasavi Educational Trust believes that for an institution to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

- The Code of Conduct and Ethics, articulated below, embodies the Institution's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
- All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institution's objectives.
- The Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

#### **Objective**

- The Institution's prides itself on the high standards embodied in its working principles. The institution expects its employees to adhere to these in their day to day activities.
- The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behaviour that the institution expects from its employees.

#### **Applicability**

- All employees on regular rolls of the institution including employees on Part time are governed by this Policy.
- Employees are the representatives of the institution and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.
- Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institution, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institution and its Values.

## **Policy Guidelines of Conduct**

### **National Interest:**

Vasavi Educational Trust is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

### **Use of the VET Brand:**

The use of VET name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institution. No employee, third party or joint venture shall use the VET for any purpose without specific authorization.

### **Quality of Services:**

VET is committed to deliver services of world class quality based on the requirement of its stakeholders and built to National and International standards.

### **Equal Opportunities:**

VET shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

### **Protection of Intellectual Property:**

Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as “Work made for hire” and the intellectual property rights over the same shall vest with the Institution.

### **Collaboration within VET Institutions:**

All VET Group of institutions shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its stakeholder value.

### **Confidentiality and Non-disclosure:**

Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/dischARGE of her/his duty to the Institution.

### **Falsification or Destruction of information-**

No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.



**Using equipment and consumable resources:**

Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

**Using the Internet, Intranet, and Electronic mail:**

- Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.
- Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.
- Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused.
- The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

**Protecting Institute's asset**

- Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.
- Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institution.
- Unethical Transaction: No employee shall assist in the misuse of Institution's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.
- All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority

**Gifts and Entertainment:**

- Except in connection with and specifically pursuant to programs officially authorized by the institution, no employee shall accept, directly or indirectly take any money, objects of value, or favors / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institution. All employees must disclose authorized transactions of this nature to the higher authorities.

- All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institution's books and records.

### **Relationship with Government and Public officials:**

- An employee of VET may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / he should also be familiar with specific rules set by individual agencies or other governmental bodies.
- **Public Representation:** No employee shall, without the express consent of the/Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institution.
- **Charitable Contributions:** Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institution's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institution.
- **Political Activity:** No employee shall involve in any political activity directly or indirectly.
- **Regulatory Compliance:** Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.
- **Third Party Representation:** Third Parties which have business dealings with VET but are not members of the VET Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a VET Group without the written permission.
- **Sexual Harassment and other harassment policy:** VET Group of Institutions recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Group's policy against Sexual Harassment.

- Other Harassment: The Group prohibits harassment of one employee by another employee or group of employees or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.
- The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.
- Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.
- Whistle Blower policy: VET Group provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institution without fear of reprisal or victimization.
- Ethical Conduct: VET Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. A GMR employee is supposed to inform in case, if he deviates from the above standard.
- No VET employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with New Horizon Group, he must disclose the nature of such relationships and transactions beforehand.
- Dress Code: VET Group's expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.
- Substance Abuse- To meet our responsibilities to Employees, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.
- Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms,

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ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

- The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:
- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.
- **No Smoking-** Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.
- **Disciplinary Actions:** All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.
- Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institution will recover any loss suffered by it due to violation of the provisions of this code by any employee.
- Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

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## **CHAPTER – 19**

### **RETIREMENT**

- The date of compulsory retirement of a College employee shall be the afternoon of the last day of the month in which he/she attains the age of superannuation of 60 years for teaching and non-teaching.
- Provided further that where the date of compulsory retirement of a College employee is a general holiday or the date of compulsory retirement and the days preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holidays.
- College may grant re employment to any college employee beyond the date of his/her compulsory retirement if he/she is physically fit such that reemployment can be granted, except in very special circumstances, with the prior and specific sanction of college. They will be appointed on contract basis.
- Notwithstanding anything contained in sub- rule a competent authority may remove or dismiss any college employee or may require him/her to retire compulsorily, on the ground of misconduct or insolvency or inefficiency.
- Notwithstanding anything to the contrary contained in this rule or any other rule made or in the contract, or the terms and conditions of retention of any college employee in service after the date of compulsory retirement, the services of a college employee so retained shall be liable for termination at any time by a notice in writing given either by the college employee to the appointing authority or the appointing authority to the college employee and the period of such notice shall be one month.
- Management is empower to exercise its right, over and above the conditions stipulated in the matter of retirement age and / or appointing such retired personnel on contract basis the rules and regulations will vary from time to time for such entrant appointments or as the case may be, for the period by which such notice falls short of one month.
- The authority Competent to sanction terminal benefits shall prepare every six months i.e. on the 1st January and 1st July of each year a list indicating the names, designations, date of birth and date of retirement of all employees of

college employees who are due to retire within the next 12 to 18 months. He/she shall send the list to Principal's office not later than 31 January and 31st July respectively.

- Note: In the case of a college employee retiring for reasons other than superannuating, the Management shall promptly inform the college office as soon as the impending retirement becomes known to him / her.

## **CHAPTER – 20**

### **R&D CELL**

#### **Operational Guidelines for a Sponsored Research Projects Principal Investigator (PI):**

- PI of a sanctioned project is considered to be the prime interface between the funding agency and R &D Cell and is operational head of the project. The PI is advised to keep the whole project team (including the respective HoDs) aware about the progress of the project and involve the Co- PIs in all related project activities. In his/her absence, the PI may request any of the Co-PI to take-over the responsibility of running the project and inform the change to R&D Cell using prescribed form. However, if the responsibility is being handed over to another faculty member other than Co-PI, prior approval of Research & Development Committee (RDC) consists of HODs/Dean (R&D)/ Principal is required.
- (In case of other than PI, originates/writes the Proposal for any Project, if submitted by other than the person who have generated/written the proposal for various reasons (limitations of handling more than 1 or 2 projects at a time etc as PI), then financial/non-financial incentives will be shared between them as decided by the HOD/Dean (R&D)/Principal as per the norms of NHC)
- The primary objective of Vasavi Educational Trust and R&D Cell is to encourage and nurture an environment to carry out research activities in the chosen professional fields/areas of interest. Accordingly, the members take initiative to work on local, regional, national and global challenges and to try to find logical/harmonious solutions to mitigate them by using efficient tools or techniques or methodologies.

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**Research & Development Committee (RDC):**

- RDC has been constituted with approved mandate and responsibilities of providing impetus to the College research and development activities and to provide support, advice and assist Research and Development. It has representation from all departments and inter-disciplinary programs. The body has become a vibrant entity to discuss policy issues and the NHC receives the first level feedback from the faculty. RDC members

**Highlight shortcomings in procedural matters and thus sharpen the performance of the R&D Cell**

- The VET's R&D activity aims at innovation and technological progress/growth through academic and research collaborations with various Universities, Ministries of Central/State Governments, R&D Establishments and Industries to meet the immediate as well as futuristic needs of the society and industry. The scope and scale of research has been envisaged from the era of student projects/theses and academic researches to sponsored research/funded research projects to interdisciplinary and multi-disciplinary research programs.
- The VET faculty members, research staff and students conduct research with goals and objectives ranging from intellectual curiosity/creative exploration addressing contemporary challenges, developing technology, or writing scholarly publications. The VET gains enormously from these activities and in fact, flourishes on faculty member quest. The VET wishes to position itself in the world in near future as one of reputed and prestigious Institution known for its academic pursuit along with performance in the research domain.
- **Research Idea:** Generate a list of best ideas from your research area (topics which are closest to your heart) in which you are really interested. As a Principal Investigator (PI), you should take into account your professional interest/passion in identifying new and important research questions. Organisation of brainstorming with a group (among peer at department) helps in terms of idea mapping. Moreover, identifying ideas that are innovative in which you will be comfortable requires refinement of your research idea in terms of its implement ability within the availability of scarce resources. One could establish an internal review panel as a team to discuss the efficacy of the proposed study. The team will concentrate on the improvement of scientific content of the proposal



## **Funding Agency**

One needs to learn about the funding agency in terms of its mission, research priorities, available financial resources, recent awards and current announcements. Faculty should initiate interaction with the programme manager and seek required information on matching of the research Idea and objectives of the agency. Faculty should visit the funding agency, if necessary and volunteer to serve on the review panel. Faculty needs to read and analyze the solicitation of the agency's grant application.

## **A General Format for Sponsored Research Project Proposal is provided below:**

### **Proposal Description:**

**Title:** It is the summary of the proposed study. It shall be a good match to the proposed themes of the funding agency. Moreover, it should be easily remembered by the reader cum reviewer.

### **Summary of the Proposal:**

- One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.
- **Research Statement:** Faculty should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).

### **Objectives:**

- The proposal should establish the overall direction of the proposed study. In the case of several objectives faculty should state the action, the behaviour and the standard against which it will be measured.
- **Literature Review:** Faculty needs to incorporate important work in a concise manner in the proposed study. In addition, faculty should try to advance the knowledge.
- **Study Design:** It shall be simple and clear. Moreover, the design should be based on the study objectives. You may need to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.



- **Ethics/IPRs:** Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity.

### **Viable Research Budget and Term:**

- It consists of direct and indirect costs of the proposed study. Moreover, provide rationale for each budget item within the lines of the objectives of the study. It is advisable to seek assistance from the concerned department staff of the VET, in case of interdisciplinary/multi-disciplinary studies. It is necessary to check your calculations before you submit it to the funding agency.

### **Benefits to the Academia and the Society:**

- The proposed study should contribute to the knowledge base and find solutions to the society's problems. The relevant design and finding of the study should be disseminated to the targeted groups of the society. The information sharing strategy could be worked out in consultation with stakeholders. The funding agencies provide incentives (in such a way to attend conference/seminar/publications etc) to the PIs to share the findings of the study.
- Thus, the investigator could incorporate the cost of the dissemination in proposed budget of the study.

### **Type of Research Projects**

#### **Initiation Grant for Innovative Projects of Students/Faculty Members:**

- To encourage Innovative Projects which will have scope for incubation and lead to potential enterprises, the R&D Cell will provide financial support to students funding will be for a maximum of Rs. 1 Lakh per project. No major equipment can be purchased or staff appointed out of this grant. Every year, the R&D Cell will issue circular inviting project proposals from students/faculty members through the Guide and concerned HODs for financial support of R&D Cell through management.
- The VET funds grant to interested faculty member(s)/student(s) for initiating sensible research project(s). The proposal should include a description of research that he/she wishes to conduct over the next 1-2 years. It is a platform meant to help interested faculty member(s)/student(s) to prepare for subsequent proposal submissions.

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## Guiding Notes

- The initiation grant is for an amount of Rs. 50,000/- to Rs. 1 Lakh at present to procure components, consumables, testing/hiring research equipment's/facilities, reference books, miscellaneous items and domestic travel for the purpose of initiating projects. It does not include:
- Appointing Staff;
- Conference Travel (for which other sources are available).
- Proposal is presented by the interested faculty member(s)/student(s) before an RDC, consisting of HoDs/Dean (R&D), Experts and Principal.

## Sponsored Research Projects

- Sponsored project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency.

## Individual Projects

- The VET encourages investigation of basic and applied areas of science, social science and technology, high end technology development in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

## Collaborative Projects

- Faculty may also participate in collaborative projects with other domestic (individuals/institutions/ professional bodies) or foreign partners (individuals/institutions). In such projects, even though there may be an overall project, there must be a separate budget and scope of work statement to be done by the faculty and staff of the VET. The summary statement provided to the VET should be based primarily on the portion to be done by the VET. The VET will treat this like any other sponsored project.

- The VET soon after receiving the sanction letter from the Sponsoring Agency allows the Project Investigators to initiate the project work by duly hires the personnel, spending on consumables, using the infrastructure and resources of the VET, in anticipation of the release of the Funds.
- The money received through Grants is parked in the Current Account held by the VET and the VET does not earn any interest on the Grants received. Neither the VET charges any interest from the Funding agencies in case of delay in reimbursement of expenditure or transfer of the Funds pledged by the agency towards the execution of the Projects by the PIs of VET.

### **Guiding Notes**

#### **Project Responsibility:**

- These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (Co-PIs)/administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs.
- For each sponsored project, the entire expenditure for the operation of the project is required to be met out of funds provided by the sponsoring agency.
- The responsibility for operation of the project lies with the PI.

#### **MoU/Agreement Preparation:**

- VET has approved guidelines for drafting MoU /Agreement of any Departments of NHC. For preparation of MoU /agreement, please contact: R&D Cell/HODs of each Department / R&D Coordinators at each Department. Some template/model MoUs of different types are available with them.
- When MoU is clear from all angles and acceptable to both the parties, it is sent to the Principal and management.
- After approval, PI/OD/Principal as the case may be along with witness sign the MoU.

**Project Responsibility:**

- These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (Co-PIs). The VET provides the PIs necessary support.
- After the project is sanctioned, for registration, operation of the Project, Contact: R&D Cell/HODs of each Department/R&D Coordinators at each Department.
- After completion of the project, final report should be submitted to the funding agency.
- A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.
- Payment of honorarium to all those associated with the assignment is made through, after deduction of service tax, and meeting other expenditures as envisaged in the project, the balance receipt of consultancy is distributed as: 34% to VET Corpus, 33% to Department Development Fund 33% to Personal Contingency Fund for Professional Development of PI.

**Incentives (Financial & Non-financial) to the PIs**

- The Project Investigators (PIs) can attend Conferences/ Seminars workshops in related areas utilizing the project grants. There is no ceiling for registration fee for attending National or International Conference held in India or abroad. Specific approval of the funding agency is required to utilize the travel grant for foreign trip.
- Membership (life or annual) of a professional body and subscription to journals is permitted from projects. The ceiling 200 USD (Approx. Rs.12, 000/- to Rs.13, 000/-) in a year /per project with permission of the Management.
- The investigators of the projects shall be reimbursed from the contingency grants of the project (subject to availability of funds under this head) expenditure incurred for use of telephone for project activities. No reimbursement from projects funded by UGC/CSIR, AICTE and MHRD.

The above telephone reimbursements can include expenses incurred through cell phones (subject to production of certified bills) and to be claimed by submitting written request. The consultants / investigators can be permitted to purchase cell phones only from their “PCF for Professional Development” account with permission of management.

PIs can incur, from project funds, expenditure of Rs.1000/- per bill as refreshment expenses towards meetings, interviews, connected with the projects subject to a ceiling of Rs. 5000/- per year per project. For amounts exceeding this limit, approval of the management has to be obtained.

### **Organising Seminars/Workshops/Inviting Visitors**

- The project may require arrange/organize Seminars/Workshops/Meetings etc. PIs are empowered for staging such events where such provision exists and the expenses are within the approved budget from Funding Agency. In case no specific provision exists in the project, expenses within a limit of Rs. 15,000/- may still be sanctioned by HoDs in consultation with principal and PI, however, expenses beyond Rs. 15,000/- require prior approval of Principal and management.
- Visitors from within country: You can invite outside scientist/expert to the VET under a project for short duration (up to one week) for project related work with expenses limited to their entitlement. For visits exceeding one week and for any relaxation in entitlement, prior approval of the management is required using online form.
- Air travel requires the approval of management using online form.
- Visitors from abroad: You may also invite Students/Researchers/Visitors for project activities from abroad that will require the approval of Management using online form. In some cases, prior approval of MHRD/Ministry of External Affairs, Government of India is also required and the PI is required to submit additional details as required.

### **OODs**

- You are permitted to go outside the VET on OODs, as per VET norms, for work related to Projects, but without affecting your classes or other academic work in the VET. The detailed guidelines can be referred.

**Revision of Budget/Extension of duration:**

- Revision of Budget: The expenses under the project are booked under specific budget heads sanctioned by the funding agency in their sanction letter. At times, due to change in nature of activities, reallocation of funds may become necessary. Such changes are possible only after written sanction/approval of funding agency, management and Govt. funded projects.
- Extension: The extension of duration of a project is possible only with the concurrence of concerned Funding Agency and Management.

**Do's And Don'ts**

- PI is the prime interface between the Funding Agency and Principal/R&D Cell. All correspondences from Principal/R&D Cell regarding the project are routed /approved through Management.
- The sanctions in a project and spending norms of management and funding agency are considered supreme.

**References:**

- <http://ird.iitd.ac.in/content/intellectual-property-rights-ipr>
- <http://ird.iitd.ac.in/policy/IPRPolicy-IITD.pdf>
- [http://ird.iitd.ac.in/fulltext/OperationalGuidelines\\_RP\\_05122014.pdf](http://ird.iitd.ac.in/fulltext/OperationalGuidelines_RP_05122014.pdf)
- [http://www.iitk.ac.in/olddord/R&D\\_%20manual.pdf](http://www.iitk.ac.in/olddord/R&D_%20manual.pdf)
- [http://www.iitmandi.ac.in/administration/files/officialdocs/Rules\\_Regulations\\_SRIC\\_IITMandi.pdf](http://www.iitmandi.ac.in/administration/files/officialdocs/Rules_Regulations_SRIC_IITMandi.pdf)
- [https://www.iitm.ac.in/icsrhttps://icsr.iitm.ac.in/project\\_hp#box7](https://www.iitm.ac.in/icsrhttps://icsr.iitm.ac.in/project_hp#box7)

## **CHAPTER – 21**

### **BUSINESS INCUBATION GUIDELINES AND POLICY**

#### **Preamble: The need to support business incubation activities**

In tune with the global trends in higher education, Vasavi Educational Trust encourages entrepreneurship among the Faculty, Staff, Research Scholars, and Students. VET will directly and actively support the incubation of VET Incubated Companies" by its Faculty/ Staff/Research Scholars/Students. Some of these companies may be founded based in part or in full on marketing/finance/technology developed by the College, or jointly with it in collaborative mode. VET may also provide incubation support to external Start-ups with which Faculty/Staff/Research Scholars/Students are associated as consultants or mentors.

#### **Definitions**

##### **VET Member(s) (Henceforth called MEMBER):**

Any permanent faculty/staff on duty or on short/long leave, research scholars and students having live registration.

##### **Incubator:**

A physical and/or virtual unit that extends various forms of support for Start-ups and engages in specified relationships with them on behalf of VET.

#### **Types of Start-ups with VET involvement**

SOCIETY may be actively involved in pre-incubation and incubation of a Start-up company promoted by one or more MEMBER, or by others.

MEMBER may promote an VET

MEMBER can be involved with an External Start up.

#### **VET Incubation center Governance Structure**

It will have a Governing Council (GC). The GC may have the following composition:

- Principal, VET college- Chairperson.
- Professor-in-charge - an VET Professor to be nominated by the Principal, VET college
- Senior assistant professors two to be nominated by the principal VET college
- An external Expert having a good track record in incubating companies.

- An external Expert with experience in IPR and Licensing.
- An external Expert with experience in Venture Capital/Private Equity.
- A VET faculty member, preferably below the age of 40 and with familiarity of Start-ups and intellectual property legal and commercial transactions including Patenting, Technology Transfer, Licensing.
- Except the ex- officio members, the remaining members will serve for a period of up to three years, and can be re-appointed for further periods. The Principal, VET College will nominate the initial GC, which will make subsequent appointments.
- In addition to its above members, the GC may invite experts in finance, audit, IPR, and other such areas, to its meetings as needed. It may also constitute sub-committees including such outside experts for specific tasks when needed.



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## **CHAPTER – 22**

### **DRESS CODE INSTITUTION POLICY**

#### **Dress code Institution policy**

- Outlines how we expect our employees to dress at work.
- Employees should note that their appearance matters when representing our Institution in front of students, parents or other visitors. An employee's appearance can create a positive or negative impression that reflects on our institution culture.

#### **These dress code rules always apply:**

- All teaching and non-teaching staff must be clean and well-groomed.
- All clothes must be work-appropriate. Clothes that are worn in workouts and outdoor activities aren't allowed.
- All clothes must be professional. Clothes that are too revealing or inappropriate aren't allowed.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed and avoid clothes with stamps that are offensive or inappropriate. Institution ID card must be worn at all times.

#### **For male members:**

- Must wear formal attire and shoes.
- Should be neatly shaved at all times.
- Formal Pants and Shirts
- Wearing Tie is optional.

#### **For female members:**

- Formal western / Indian wear.
- The saris must be formal and sober and suited to the working environment.
- Salwar Kameez and Chuddar with dupatta
- When an employee disregards the Institution's dress code, they may face severe consequences if they repeatedly violate the Institution's dress code.

**The above policy is with immediate effect.**