

Service Rules, Policies and Procedures

The Institute has a well-framed Service Rules, Policies and Administrative Practices comprising of recruitment policies and procedures, duties and responsibilities, service rules and regulations and faculty awards and incentives which is revised from time to time. Initially all these guidelines framed in the year 2008 and the last revision, dissemination happened in October 2014. The revised Service rules and Policies document is displayed in college website (www.vignannirula.org). The following are the list of contents related to it.

Service Rules, Policies & Procedures	
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Table: Service Rules, Policies & Procedures

Service Rules:

- a) The employees at Vignan's Nirula Institute of Technology & Science for Women have been classified into two categories, namely Teaching and Non- Teaching.
- b) The Teaching fraternity has an extraordinary role to play in the academic life of VNITSW, merely as teachers, researchers, counsellors and contributors in various academic affairs.
- c) The Non-Teaching fraternity is responsible to support and enable the academics at the institution.
- d) VNITSW has various Departments of Engineering, Sciences, and Humanities. Each of these faculties consists of various roles and run under the supervision of Principal.
- e) A person shall be deemed to be appointed in the service when his appointment is made to a post in accordance with the existing AICTE norms.
- f) Initially the appointment of the selected candidate will be temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance
- g) If a person have been appointed temporarily to a post is subsequently appointed regularly: he / she shall commence probation from the date of regular appointment.

- h) Any candidate appointed on temporary / ad- hoc basis, his / her services can be terminated without any notice and without giving any reason.
- i) The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

General Conditions of Service:

Medical Fitness:

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

Permanent/ Full Time Employee:

Unless otherwise stated specifically in the terms of appointment, every employee is a full time employee of the institution and may be called upon to perform such duties, as may be assigned to him / her by the Principal, even beyond the scheduled working hours and on holidays and Sundays. An employee of the Institution shall devote his / her whole time to the service of the Institute and execute such duties as may be assigned to him / her by the Principal. He / she shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his / her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Principal, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

Probation:

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

Confirmation:

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

completion of the prescribed period of probation, the employee will be deemed to have completed the probation satisfactorily.

Termination of Service:

Where it is proposed to terminate the services of a probationer during the period of probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be appraised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on "one month notice". If a member of the staff is not regularized after the period of probation and his/her probation also is not formally extended, he/she may be appraised of the reason thereof within 6 months and he/she shall be deemed to have continued on a temporary basis and his/her services may be terminated by the appointing authority by giving "one month notice". The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice. The Governing Body shall have the power to terminate the service of any member of regular staff by giving him/her "three months' notice" if the member's retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc. The Governing Body shall have the power to terminate the service of any member of regular staff on grounds of retrenchment for reasons of economy by giving "three months' notice" in writing to the person concerned.

Resignation:

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

However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.

Applications for Outside Appointment:

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

Retirement:

The age of retirement of all teaching staff shall be as per AICTE norms.

Leaves

There are 4 different leaves in existence related to leaves, appraisal, promotions, welfare facilities and incentives are as described below:

All categories of employees will be entitled for the below mentioned type of leaves.

i. Casual Leaves

Every employee shall be eligible to avail 10 Casual Leaves per year (starting from 1st January). If any employee joins later, he will be given casual leave pro-rata. No unused casual leaves will be carried forward to the next year.

ii. Half-Day Leaves

Every employee shall be eligible to avail 12 Half-Day Leaves per year. These half-day leaves if unused can be converted into earned leaves in 2:1 ratio. These can be used only after obtaining with prior permission of the principal.

iii. Earned Leaves

A maximum of 6 earned leaves (not related to cash) will be sanctioned per year. These unused earned leaves can be carried forward to next year and so on. They can be accumulated to the extent of 90 only.

iv. Medical Leaves

Every employee is entitled to avail 6 days towards medical leave. These leaves will be sanctioned only when he/she is hospitalized and minimum of three days to be used at a time.

v. Compensatory Leaves

All the staff shall be entitled to compensatory leave whenever they work on a holiday. But these Compensatory Leaves have to be utilized during that year only.

vi. Marriage Leaves

The employee who ever completes one year of service is entitled to use 15 days towards marriage and the employee who ever completes six months of service is entitled to use 7 days towards marriage.

vii. If anyone applies for Leave (CL) on day(s) falling in between two public holidays including Sunday, then holidays falling on one side of the Leave (CL) is (are) considered as Leave (CL).

viii. On any day a maximum of 20% of the staff are entitled to avail Casual Leave (HoDs should take care of this).

Extra-ordinary leave:

Extra-ordinary leave may be granted to the employees by the governing body on the recommendation of the Principal on private affairs or academic affairs.

Special Casual Leave:

Special casual leave may be granted for the teaching staff to attend seminars / conferences and other related reasons to a maximum of 6 days in an academic year.

Maternity Leave:

- A female employee who has put in a minimum 1 Semester service may be granted maternity leave on full pay for a period of 30 days.
- Those who have completed a minimum 1 year or 2 semesters of service may be granted maternity leave on full pay for a period of 60 days.
- This benefit is given up to second child birth only.
- Staff members availing this leave have to give an undertaking letter before availing maternity leave stating that they will work for a minimum of 1 year after their return.
- Schedule of vacation for all the employees in a department is to be approved by the HoD.

Summer Vacation:

All teaching staff who complete one calendar year of service are eligible to avail four weeks' vacation. Two weeks' vacation is permitted for those who completed more than six months and one week vacation is permitted for those who put up service less than six months. However, sometimes they may be called on duty if necessary. If the staff is called back from vacation to be on-duty, one earned leave for every 2 days of vacation is credited. All non-teaching who completed one calendar year of service is eligible to avail two weeks of vacation. Those who put up less than one calendar year of service are eligible to avail one week of vacation.

Management's Right:

The management reserves the right to add / delete / modify the leave rules at any time without any prior intimation to the staff members and the decision on interpretation of leave rules by the management will prevail.

Faculty Assessment Process for Appraisal

To promote excellence in teaching, research, and service, the institution has established a structured Faculty Performance Appraisal and Development System (FPADS). This system is designed to ensure the continuous professional growth of faculty members, enhance their contributions to the institution, and reward their performance through a fair and transparent process.

Purpose: It is the organization's philosophy to recognize and reward the performance of all employees. Enhancement of compensation in the form of annual increment is based on the performance appraisal done by the staff selection committee at VNITSW. An effective performance appraisal system for the faculty is vital for optimizing the contribution of individual faculty to institutional performance.

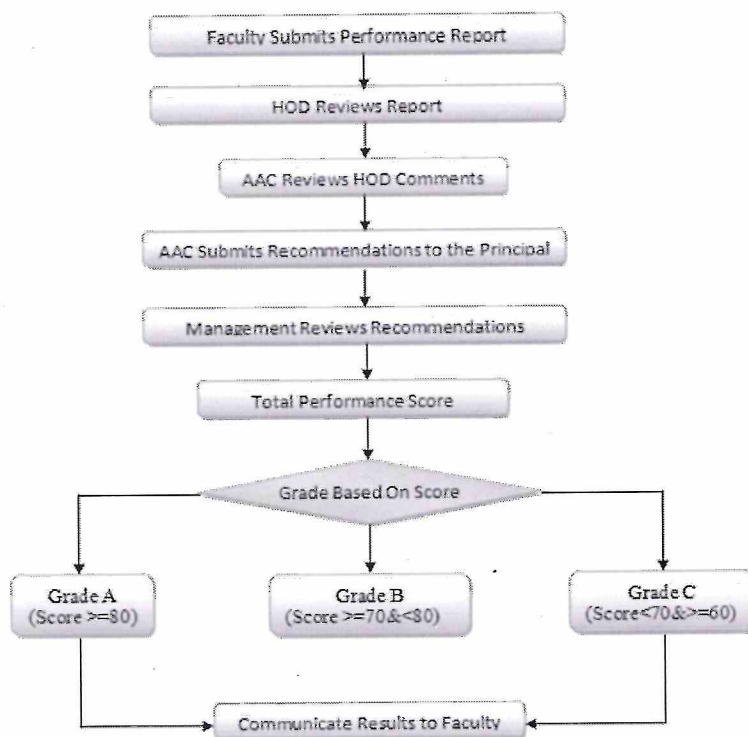
The assessment is based on:

- A well-defined system for faculty appraisal for all the assessment years
- Its implementation and effectiveness

Each academic year, faculty members are required to submit a comprehensive performance report that reflects their academic achievements, research contributions, participation in counseling, administrative activities, and professional development efforts. This report is first reviewed by the Head of the Department (HOD), who provides comments and observations. The report is then submitted to the Academic Planning and Advisory Committee (APAC) for further evaluation. APAC assesses performance based on the following key criteria: **Academic Results & Feedback** (30% weightage), evaluating teaching effectiveness and student outcomes. **NPTEL/Workshops/FDPs/Short-Term Certification Courses** (20% weightage) measures the faculty member's engagement in continuous learning and professional development activities. **Research & Development** (30% weightage) focuses on research outputs, publications, and innovative contributions. **Counseling & Administrative Activities** (20% weightage) assesses involvement in student counseling and administrative responsibilities. APAC then submits recommendations to the Management through the Principal. The appraisal process plays a critical role in assessing faculty performance for career advancement, salary increments, and institutional recognition.

The outcomes of the appraisal are used for:

1. **Award of Annual Increments:** Annual salary increments based on performance scores.
2. **Special Increments/Allowances:** Additional financial incentives for exceptional performance.
3. **Career Advancement and Promotions:** Progression in academic rank and responsibilities.
4. **Continuous Monitoring and Development:** Ongoing assessment and recording of the professional growth of each faculty member.



Flowchart for the process of Faculty Performance Appraisal

Criteria for Performance Appraisal

Faculty performance is assessed based on four primary criteria, each contributing to a total score of 100 marks, which determines eligibility for annual increments:

S.No.	Element of Criteria	Max. Score	% of Weightage
1	Academic Results & Feedback	30 Marks	30
2	NPTEL/Workshops /FDPs /Short-Term Certification Courses	20 Marks	20
3	Research & Development	30 Marks	30
4	Counseling & Administrative Activities	20 Marks	20
Total		100 Marks	100%

Table1:Criteria Weightage Distribution for Faculty Evaluation

Grant/Award of Annual Increments

Increments are awarded based on the total score achieved by the faculty member. The management, based on the recommendation of the Principal, determines the number of increments granted as follows:

Secured Score	Grade	No. of Increments
≥ 80	A	3 Increments
$<80 \ \& \ \geq 70$	B	2 Increments
$<70 \ \& \ \geq 60$	C	1 Increment

Table : Details of Grades and Increments

Faculty members achieving a score of 80 or above are eligible for the highest increment, whereas those scoring below 60 receive no increment, signaling the need for performance improvement.

Awards/Incentives to the Faculty:

- a. Incentives were given to the faculties those are in Category A ranging from Rs.5,000 to Rs.15,000 for strengthening in teaching-learning and research culture of the institution.
- b. The faculty who are in category B are upgraded their skills to some extent, are further inspired to improve the performance in terms of teaching-learning and research by attending conferences, workshops, online courses and FDPs.
- c. The faculties who are unable to meet the expected levels of excellence in research publications, academics are considered as category C. The management supports and motivates them to gear up their knowledge and skills. They are encouraged to attend workshops, FDPs, register to online courses like NPTEL and continuous interactions with senior faculty members to sustain the levels of up gradation from C to B and B to A.
- d. Apart from individual faculty development, the process of appraisal resulted in incremental improvement in the number of research papers published and a considerable hike in the university results.

Staff Promotion:

- i. Promotions are purely based on merit, competencies and past performance
- ii. The college follows a certain criteria for fixing the promotion. The checklist is as listed below:
 - Requisite qualification and experience
 - Job knowledge
 - Skill requirements/competencies of the job
 - Performance history of past 3-5 year
 - Demonstrated leadership qualities and team work
 - Value based job related behaviour in the past
- iii. Promotion is not automatic and cannot be claimed by an employee as a matter of right. The promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Principal
- iv. Promoted employees will be given a higher level of salary appropriate to the increased responsibilities but it is not the same drawn by the person previously worked in that post. Sometimes vacancies may get filled with internal or external suitable candidates. Internal candidates will be given equal opportunity to compete with external candidates.
- v. In case of a sudden vacancy at a higher level has to be filled immediately with an internal candidate from a lower level, they may be given an acting responsibility by the Principal till normal recruitment to the position can be made.
- vi. For non-teaching staff, time bound grade promotions as stipulated in the pay revision will be granted.

Welfare Facilities for Staff:

I. Provident Fund

VNITSW is committed to comply with statutory provisions of Employees. All those employees who ever complete minimum 1 year of service in VNITSW were given with the provident fund option. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuring benefits as prescribed by law.

II. Employees State Insurance (ESI)

For Non-teaching and Admin staff- Employees State Insurance (ESI) benefit is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit and other benefits.

VII. Local Conveyance

Local conveyance is applicable to the faculty who wish to attend Work Shops /Conferences/FDP or any other duty assigned by Principal within the limits of the city. TA, DA and accommodation cannot be provided during local visits.

- | | | |
|-------------------------------------------|---|------------------|
| 1. Principal | - | Rs. 1000 per day |
| 2. Dean/HoD/Professor/Associate Professor | - | Rs. 500 per day |
| 3. Assistant Professor | - | Rs. 300 per day |

VIII. Subsidized Transport Facility

The institute buses are running on "No profit –No loss" basis

- All staff members who are drawing salary less than and equal to Rs.6,000 /- will be provided a free transport facility.
- The staff who are drawing the salary of above Rs.6,000 /- and below Rs.20,000 /- will be given 50% concession in transport charges
- The staff who ever drawing a salary of above Rs.20,000/- will be given 40%concession in transportation charges.
- The applicable bus fees will be deducted from the salary of faculty.

IX. Refreshments: Tea/Coffee provided to all Teaching and Non-Teaching staff during morning and afternoon sessions. Teaching and Non-Teaching staffs are given sweets during festivals like Dussera and, Diwali.

Faculty Awards and Incentives

It is natural that nobody acts without a purpose behind. Therefore, a hope for areward 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 the concern. Therefore, management is offering the following categories of incentives to motivate employees.

Admission Policy: Vignan's Nirula is affiliated to JNTU Kakinada and approved by AICTE. All the seats in different programs will be filled by through APGET/APPGET/APICET/APECET following the guidelines provided AP State Council of Higher Education.

Recruitment Policy: Faculty members are recruited based on the qualifications prescribed by Regulations (2010) of AICTE and subsequent amendments, issued by AICTE from time to time. Staff Selection Committee at VNITSW directs the finance officer to give advertisement in all leading newspapers inviting qualified and experienced candidates to meet the manpower requirement of the institution. The institution has built a sound reputation of adequate faculty with required staff-student ratio. There is a three-tiered procedure of selection followed here is described below.

- i. An examination with MCQs is conducted to test the knowledge of the candidates in their respective domains.
- ii. Each of the shortlisted candidates is asked to present a demonstration lecture to examine them on communication and pedagogic skills.
- iii. Final interview is conducted by a committee consisting of Principal, HoD and two subject experts who will assess the candidate on their attitude and behavioral aspects.

Based on the performance in three levels, a selection list in the order of merit is finalized. Besides the above method of recruitment, the college also extends invitation to reputed senior professors by offering them attractive pay packages.

Non-teaching/Administrative staff members are recruited as per the state government norms and on the basis of prevailing procedures at the institution. The selection of technical staff is carried out at the department level by the interview committee comprising of HoD and two senior faculty members.

a. Issuing Offer Letters:

The offer letter is sent to the selected candidate based on the selected list. The candidate should confirm his/her acceptance in writing within the stipulated time mentioned on the offer letter.

b. Joining Report:

The candidate should submit a joining report in the Principal's office and report to the duties with the respective department. At the time of reporting to duty, staff members are required to submit their original certificates of higher study/degree/diploma and mark sheets.

c. Letter of Appointment:

The selected candidate must bring the relieving order from the previous organization and submit to the college on the day of reporting to duty. The candidate will be given the Appointment Letter duly signed by the Chairman on that same day.

d. Scales of Pay: Teaching Staff:

The candidates are given AICTE scales of pay as applicable from time to time. At present we are offering sixth pay scale to all our faculties. For some deserving candidates in a specific teaching cadre, more payments can be made as prescribed by the Governing Body.

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

e. Allowances:

Dearness allowance and house rent allowance shall be adopted as per the Government of Andhra Pradesh rates and ratified by the Governing Body.

f. Fixation of Pay:

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post. When, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

g. Increments:

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

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

Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority. The Principal will be the finalizing authority to sanction the increment for the Teaching and Non-teaching staff.

- h. **Ratification:** All the faculty recruited by the college staff selection committee and whose names are recommended for ratification shall undergo ratification process by affiliating university from time to time as compulsory. The institute shall notify all eligible faculties to attend the ratification interviews as per the affiliating university notified schedule.

Placement Policy:

The students who are having 60% of marks and Zero backlogs, up to III B.Tech II Semester are eligible for placements. All the 4th year students will be given with intensive training on Aptitude, Verbal & Technical training by internal and industrial experts. Every year 70-75% of final year admitted students will be placed into reputed MNCs. Every eligible student will be allowed to grab at least 1 core/development/nonit opportunity. Already placed students can be allowed to participate in any product based company opportunities with higher package.

Code of Ethics: as per the draft guidelines issued by the University grants commission through UGC regulations 2017 plagiarism is considered as Academic dishonesty and to develop the right character among the students and faculty in academic / research activities in terms of IPRs, projects & publications. At VNITSW TURNITIN anti-plagiarism software supplied by the affiliating university JNTUK has been implemented.

Code of Conduct: The code of conduct has been formulated to provide a clear statement of the college, expectations from students in respect of academic matter and personal behavior. The College recognizes and values the diversity of students, experiences and expectations and is committed to treat students, both academically and personally in a fair and transparent manner. All the students must comply with the requirements laid down in the code of conduct. An elaborated version of this code of conduct has been made available in the institute website.


PRINCIPAL

Principal
Vignans Nirula Institute of
Technology & Science for Women
Pedapalaluru Road, GUNTUR-522 009

Date:5-2-2018

POLICY ON DEGRADABLE AND NON-DEGRADABLE WASTE MANAGEMENT

Objectives of the policy

- To manage waste effectively
- To minimize waste generation.
- To adopt waste management procedures.

Degradable and Non-degradable Waste Management

The institution committed is to reduce and manage waste generated on the campus. In order to ensure the protection of environment, the following specific procedures have been implemented.

- Systematically address the 3Rs of being green (reduce, reuse, recycle).
- Reduce paper consumption by supporting the digitization of attendance records and Internal assessment records
- Reduce the need for printed books by updating e-books and e-journals.
- Encourage students and teachers to use online platforms for submission of assignments.
- Initiatives to raise awareness among students about food waste and ways to minimize it
- Reuse and recycle non-degradable products.
- Organize various programs for students on degradable and non-degradable waste management.

E-Waste Management

The e-waste Management policy is formed as per the needs of the Institute covering all electronic devices and e-waste management operations.

Objectives:

- To minimize generation of e-waste at source
- Dispose the waste in a most effective manner
- To ensure safe handling and disposal of waste in campus

E-waste is sold to an authorized recycling agency by adhering to the norms and guidelines issued by Government and Regulatory bodies. The space is earmarked for safe storage of the e-waste before its proper disposal.


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Pedapalakaluru Road, GUNTUR-522 009

Date:25-4-2011

Admission Policy

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Date:5-2-2018

POLICY ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION MEASURES

Objectives of the policy

- To conserve resources within the campus.
- To efficiently use the energy from all resources
- Tap renewable energy resources including solar energy.
- To conduct Energy Audit from time to time.

Infrastructural Initiatives:

Renewable Sources of Energy

Solar Power Plant

The institution believes in self-sustainability and energy conservation. We have switched to cleaner sources of energy like solar energy to minimize the usage of electricity in the institution produced from non renewable resources. A 250kW capacity Solar Power Plant has been installed on the rooftop.

Energy Saving and Energy Efficient Equipment

Use of LEDs

To minimize the use of utilization of electricity and using cleaner sources of energy the institution is committed to install energy saving and user friendly alternatives like LED lights, CFLs of 20W.

- The Institution uses Energy star rated appliances and sensor based equipment for the efficient use of power.


PRINCIPAL

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Peda Palakaluru road, GUNTUR

Date:9-10-2019

POLICY ON DISABLED - FRIENDLY, BARRIER FREE ENVIRONMENT

Objectives of the Policy

- To create inclusive culture to avoid discrimination, exploitation and exclusion of disabled students and staff from all spheres of work and education.
- To Provide the necessary facilities for Disabled people to perform their regular activities without any discomforts.
- To facilitate scribe and other facilities during the examinations as per the norms of the Government.

Facilities provided in the Institute

- Lift facility is available.
- Ramps are available near the steps
- Specially designed toilets are provided
- Wheel chair facilities are arranged


PRINCIPAL

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Date:20-2-2017

CONSULTANCY POLICY

Vignan's Nirula Institute of Technology and Science for Women , Palakaluru has faculty with strong profile and enormous expertise in different research areas of science and engineering. Additionally, the institution has got state-of-the art equipment for qualitative research which provides enough support to carry out consultancy activities to share the knowledge and give valuable technical inputs in the interested areas of industries and organizations.

Consultancy is well recognized as an effective way for any higher educational technical institution to disseminate the knowledge and make a direct impact on the society. On the other hand, the consultancy and the traditional roles of the academic staff should balance to protect the interest of the institution. Vignan's Nirula is committed to make its expertise available through service to the industry, government, other educational and research organizations.

SCOPE OF THE POLICY

This Policy is valid to all stakeholders who are prepared to carry out consultancy works in the college.

GENERAL GUIDELINES

1. The faculty members involved in the consultancy can avail on-duty leave to visit industries. However, the visits shall not create any conflict of interest with the academic and other administrative role at the college.
2. The services of college employees may be availed to execute consultancy projects but they shall not affect their principle functions and responsibilities related to the Institute.
3. The employees giving such services may be given suitable honoraria from the college budget.
4. Travel out of the institution campus on account of consultancy activities may be undertaken with prior intimation to the Head of the Institution. In emergencies, prior intimation to travel out of the campus may be exempted with appropriate justification.
5. Faculty members should not use the name of the college or its logo for consulting work, consulting reports etc.
6. The faculty shall spend a maximum of 52 working days per year, preferably one working day per week. Additionally, they may be allowed to avail one non-working day per week.

7. Consultancy assignments taken up should do not have any adverse impact on the ongoing academic and research activities. Moreover, such assignments need schedule in the light of ongoing commitments.
8. The students who are interested to work on consultancy projects may be allowed as per the norms of institution to safeguard their academic commitments and performance.
9. The statement of expenditure and utilization certificate will be prepared at the end of every financial year by the competent designated authority.
10. The publications arising out of the consultancy works shall carry institute affiliation and the facilities used may be acknowledged.
11. Patents arising from the consultancy work shall be jointly published in the name of staff and the college.

PROCESS FLOW

1. An organization seeking for consultancy services from the faculty/department shall write to the Principal of the institution detailing the nature of consultancy.
2. On being received the request from the industry/organization, the Principal shall inform to the respective Head of the Department (HOD).
3. The HOD shall nominate the faculty or a group of faculty members, who have the required expertise, for approval by the Principal.
4. The nominated faculty who involve in the consultancy work should also give consent to the HOD prior to the approval of the Principal.
5. The department and the industry/organization seeking consultancy shall sign on the document of MoU stating the nature and scope of consultancy and commercials involved.
6. The faculty of consultancy shall often report the progress of work to the Principal through HOD.

REVENUE SHARING

The facilities of Institute and resources utilized for consultancy work are chargeable and the revenue sharing between staff and institute shall be subject to the norms of the college varying time to time after deduction of all actual expenses incurred.

CONFLICT OF INTEREST

Engagement in consultancies should not generate a conflict of interest professed or actual. Any conflict of interest must be reported to the Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the college interests or the interests of other employees or students.


PRINCIPAL

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Date:15-2-2020

**Policy on Establishment of Entrepreneurship Development Cell
 &
 Committee Constitution**

Entrepreneurship Development Cell of Vignan's Nirula Institute of Technology & Science for Women (VNITSW) is established on 21.07.2017 under the guidelines of AICTE with a view to fostering entrepreneurial skills among the student community. Entrepreneurship is a crucial element in a nation's industrialization and economic progress. History is replete with examples of entrepreneurs who have chased their dreams right from their student days and VNITSW believes that education is never complete without exposing students to this option.


Vision: ED cell of VNITSW is aimed to "Build up entrepreneurial culture in Academic Institutions to promote Learner Community into Businessman"

Objectives of ED Cell

- ✓ To build awareness among the students of the Institution on the focus of entrepreneurship as a career option
- ✓ To provide guidance and facilities to become entrepreneurs
- ✓ To create awareness on entrepreneurship among the students
- ✓ To make students be self-governing, competent, and promising businessmen

ED cell of VNITSW has been established for entrepreneurship activities among students and Dr. S.Siva Venkata Ramana, Associate Professor of Department of MBA will be the Coordinator. The following committee members are nominated for the ED cell to meet the institutional objectives.

S. No	Faculty Name	Position	Department
1	Dr.P.Radhika	Principal	Chairman
2	Dr. S.Siva Venkata Ramana	Assoc. Prof-MBA	Coordinator
3	Mrs.Aruna Kumari	Asst. Prof- IT	Member
4	Mr.A.Peda Gopi	Asst. Prof- CSE	Member
5	Ms.P.Padmini Rani	Asst.Prof-CSM	Member
6	Mr.N.Lakshmi Narayana	Asst.Prof-EEE	Member
7	Ms.J.Sarada	Asst-Prof-CSD	Member
8	Mr.P.Ganesh Babu	Asst. Prof- ECE	Member
9	Mr.Syed Taj	Asst. Prof- MBA	Member

Principal 
Vignan's Nirula PRINCIPAL
 Technology & Science for Women
 Pedapalakaluru Road, GUNTUR-522009

Date:16-10-2017

E-GOVERNANCE POLICY

E-Governance helps to enhance the transparency, provides speedy access to information dissemination, and improves efficiency in administrative services and other aspects of education.

Stepping forward in line with its vision of becoming a center of excellence, VNITSW is committed to implement e-governance in its Administration, Academics, Examinations, Finance, Accounting, Admissions and Student Services. This policy is going to enable transparency and clarity in various functionalities. The objective is to leverage the activities of all departments such as teaching learning, office administration, examination section and Library. As a part of strategic approach, implementation of automation in administrative work enhances productivity, effective data storage and faster retrieval of information at all levels with predefined hierarchy. Effective implementation digital communication across the departments/sections of the Institution can result the institutions work efficiency and output optimization. E-Governance can help the institution in building a centralized data management system for proceeding with accreditation's like ISO, NBA, NAAC & Autonomous etc.,

College website should be updated with all latest information to provide correct and important information to all the stakeholders. Institutional Circulars, activity updates, press coverage must be linked to web site to ensure proper reach to the needy. Group SMS enablement allows smart communication system to get connected with parents, students and staff. Parents can be intimated about their wards absenteeism, academic performance, participation in training, exam & event schedules, holiday's information etc.,

Comprehensive library automation results in timely disbursement of necessary information and can help in understanding the book needs of the students & faculty. Implementation of office automation software like Tally also helps in channelizing the cash flows and transparency in financial transactions. All financial transactions happen only through a bank lead to give scope for legitimate audit reports. Over the next 10 years digitization across the entities can lead the institution to be with utmost optimization of all its resources in line with institution vision of carving the students lives into professionals.


PRINCIPAL

Date:6-9-2014

Faculty Appraisal Policy

To promote excellence in teaching, research, and service, the institution has established a structured Faculty Performance Appraisal and Development System (FPADS). This system is designed to ensure the continuous professional growth of faculty members, enhance their contributions to the institution, and reward their performance through a fair and transparent process.

Purpose: It is the organization's philosophy to recognize and reward the performance of all employees. Enhancement of compensation in the form of annual increment is based on the performance appraisal done by the staff selection committee at VNITSW. An effective performance appraisal system for the faculty is vital for optimizing the contribution of individual faculty to institutional performance.

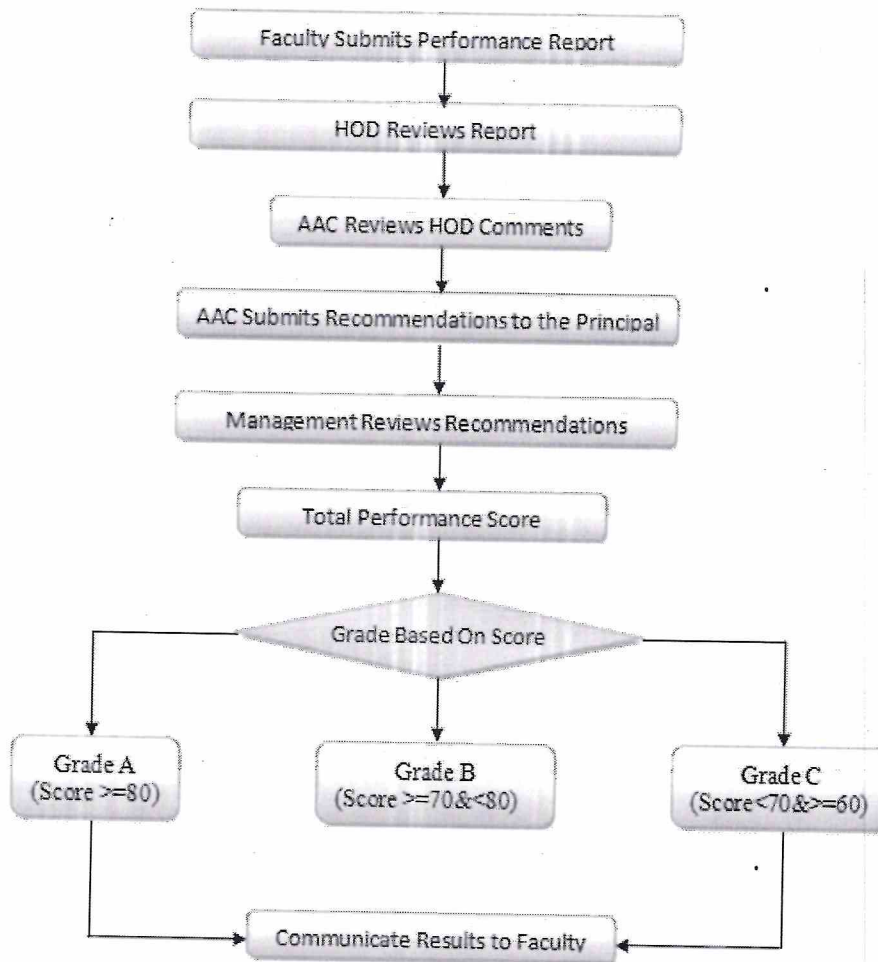
The assessment is based on:

- A well-defined system for faculty appraisal for all the assessment years
- Its implementation and effectiveness

Each academic year, faculty members are required to submit a comprehensive performance report that reflects their academic achievements, research contributions, participation in counseling, administrative activities, and professional development efforts. This report is first reviewed by the Head of the Department (HOD), who provides comments and observations. The report is then submitted to the Academic Planning and Advisory Committee (APAC) for further evaluation. APAC assesses performance based on the following key criteria: **Academic Results & Feedback** (30% weightage), evaluating teaching effectiveness and student outcomes. **NPTEL/Workshops/FDPs/Short-Term Certification Courses** (20% weightage) measures the faculty member's engagement in continuous learning and professional development activities. **Research & Development** (30% weightage) focuses on research outputs, publications, and innovative contributions. **Counseling & Administrative Activities** (20% weightage) assesses involvement in student counseling and administrative responsibilities. APAC then submits recommendations to the Management through the Principal. The appraisal process plays a critical role in assessing faculty performance for career advancement, salary increments, and institutional recognition.

The outcomes of the appraisal are used for:

1. **Award of Annual Increments:** Annual salary increments based on performance scores.
2. **Special Increments/Allowances:** Additional financial incentives for exceptional performance.
3. **Career Advancement and Promotions:** Progression in academic rank and responsibilities.
4. **Continuous Monitoring and Development:** Ongoing assessment and recording of the professional growth of each faculty member.



Flowchart for the process of Faculty Performance Appraisal

Criteria for Performance Appraisal

Faculty performance is assessed based on four primary criteria, each contributing to a total score of 100 marks, which determines eligibility for annual increments:

S.No.	Element of Criteria	Max. Score	% of Weightage
1	Academic Results & Feedback	30 Marks	30
2	NPTEL/Workshops /FDPs /Short-Term Certification Courses	20 Marks	20
3	Research & Development	30 Marks	30
4	Counseling & Administrative Activities	20 Marks	20
Total		100 Marks	100%

Table1:Criteria Weightage Distribution for Faculty Evaluation

Grant/Award of Annual Increments

Increments are awarded based on the total score achieved by the faculty member. The management, based on the recommendation of the Principal, determines the number of increments granted as follows:

Secured Score	Grade	No. of Increments
≥ 80	A	3 Increments
$<80 \ \& \ \geq 70$	B	2 Increments
$<70 \ \& \ \geq 60$	C	1 Increment

Table : Details of Grades and Increments

Faculty members achieving a score of 80 or above are eligible for the highest increment, whereas those scoring below 60 receive no increment, signaling the need for performance improvement.



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Principal
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Date:6-9-2014

Financial Policy

The Institute is following all the statutory norms as prescribed by the societies act and income tax act and operates with in the generally accepted accounting pokies and principles. All the financial transactions are transparent and are through bank only.

Accounts Coordinator is the controller of all day to day financial transactions. All the departments maintain all financial books and records which are open to review by statutory and internal auditors. The institute is operated with in the allotted budget approved by the Finance Committee. If any excess of budget to be allocated, initially gets the approval by the Head of the institution and later approved by the finance committee.


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PedaPalakaluru Road, GUNTUR-522 009

Date:6-4-2015

Grievances Redressal Policy

As per AICTE, Establishment of Mechanism for Grievance Redressal Regulations, 2012, F. No. 37-3/Legal/2012, dated 25.05.2012, VNITSW is committed to provide a harmonious & fair learning environment. Students and Staff have access to processes that allow for appeals, complaints and grievances that are to be resolved. Student and staff grievance resolution process seeks to facilitate their formal resolution of grievances as close as possible to the source of the aggrieved person's dissatisfaction, though there will be instances when either students may choose to lodge a formal appeal or a grievance needs to go to a higher authority for resolution.

The institute has the following mechanism to analyze the grievances.

1. Suggestion boxes are put along all hallways of the Institute to receive feedback, complaints, and suggestions from all stakeholders.
2. The committee should meet once a month to investigate any complaints brought by students or staff.
3. The Grievance Redressal Cell's duty is to give fair representation to all parties involved. Throughout the inquiry, the investigator will take thorough notes on conversations with the aggrieved member and pertinent witnesses.
4. In addition to the student's and faculty member's written comments and testimony, the committee may gather and evaluate any information it deems important, as well as hear from anybody it believes has relevant information.
5. Both students and faculty members may propose names of people with pertinent knowledge, but the committee will make the final decision on who to interview.
6. The proceedings and deliberations of the committee will be strictly confidential and not open to the public.
7. After investigating the grievances submitted, the committee members prepare a report that is forwarded to the Principal for further action.
8. After analyzing and comprehending the scope of the situation, the principal presents it to the management committee for appropriate action.


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Peda Palakaluru Road, Guntur-522 009

Date:16-10-2017

INFORMATION TECHNOLOGY (IT) POLICY

Introduction

IT policy of this institution assures the quality of the IT infrastructure, which includes computers, intranet, internet, and Wi-Fi facilities as per the requirements of students and faculty. This policy describes the guidelines for purchasing IT infrastructure, its upgradation, periodical maintenance, and information security. These procedures apply to all stakeholders.

The main aspects of the IT policy are to

- Provide IT infrastructure for the academic laboratories, research laboratories, departments, sections, and offices.
- Upgradation of advanced configuration systems in CSE and IT departmental laboratories every five years or existing configuration till they work satisfactorily as per the JNTUK curriculum requirements (whichever is earlier)..
- Upgradation of systems to a high configuration in other departmental laboratories and sections every five years or existing configuration till they work satisfactorily as per the JNTUK curriculum requirements (whichever is earlier).
- Regular maintenance of the systems for proper functioning.
- Budget provisions to upgrade and expand systems and services.
- Provide digital content through intranet and internet.
- Maintenance of UPS, antivirus for systems security, and cyber security.
- Maintenance of critical data and necessary backups.
- Provide and maintenance of separate internet to the examination cell and their upgradation.
- Use and promote open-source software and disposal of old computer systems.

Hardware, software purchase procedure

Computer hardware refers whole or the physical parts of a computer and related devices. Internal hardware devices include motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.

- With the approval of the institute head, any peripherals of the computers/software are purchased.
- Planning and Monitoring Committee (ITIDC) follow the below procedure for purchasing computers and their peripherals, software, and UPS, which cost more than Rs. 50,000.

- Based on the department's curriculum necessities, HoD sends a request letter to the PMC for approval.
- Then the respective department receives three quotations from three potential suppliers and prepares the comparative statement.
- The concerned departmental head places a letter with the attachment of quotations cum comparison statement to the principal.
- The principal sent the proposal to the review and recommendations of the purchase committee.
- Based on the recommendations of the purchase committee and subsequent approval from the management, PMC releases the purchase order to the supplier following the terms and conditions.
- After the receipt of the items PMC enter them into the central stock register and distribute them to various departments as per their earlier request.
- The concerned department laboratory, section, and office personnel must thoroughly verify the received items during establishment and must enter them into the stock register.

Utilizing open-source software

- Based on the various departments' curriculum necessities, HoD sends a request letter to the PMC for approval.
- After that, the programmer installs the approved freeware in the systems after checking their compatibility with the systems' configuration.
- PMC must authorize any modifications from the above procedure.

Purchased Software usage

- The software purchased based on PC and management approval will be used on the systems within the VNITSW. System administrators do the renewal of the software as per PMC guidelines.
- Before using any software, the students and employees must adhere to the policy and regulations of the concerned software.
- The programmers, the concerned lab in charge, and the faculty will undergo training on all new softwares.
- Employees and students should not load the licensed software on their laptops/desktops.

- They are also not supposed to install unauthorized software without the approval of PMC.

Information Technology Security procedure

This policy provides guidelines for protecting and using information technology assets and resources within the institute to ensure data and assets' integrity, confidentiality, and availability.

- The programmers/attendants should shut down the computers in each laboratory, department, section, and office and lock the respective room properly after work.
- PMC monitors the physical existence of systems and their peripherals in coordination with system administrators and programmers.
- Personal systems and laptops are to be taken care of by an individual faculty.
- To safeguard the data, students and faculty members have to utilize the intranet service and e-mail. The students and faculty do not have to use external devices on the institute systems.
- In case of intentional damage to the systems, the concerned persons must attend disciplinary action per the institute procedure.
- The staff and students are instructed not to share the official documents without the prior approval of the competent authority in social media or any external source.
- The system administrator takes backup to safeguard the essential documents with the approval of PMC.

Intranet Management Information System Access

Network (Intranet & Internet) Use Policy

- As per the IT policy, I/C System Cell will be responsible for providing network connectivity to the institute through authenticated network access.
- The PMC is responsible for the ongoing maintenance and support of the network. The system administrator reports the network problems of the institute to the service provider.

IP Address Allocation

- Any computer connected to the institute network should have an IP address assigned by the I/C System Cell
- A systematic approach decides the range of IP addresses allocated to each block.

- So, the I/C System Cell allocates an IP address using Local Area Network (LAN) with Dynamic Host Configuration Protocol (DHCP) to any computer connected to the network from the corresponding block.

Internet Access

- The new faculty/staff submit a request letter to the Principal for internet access through LAN/Wi-Fi.
- The I/C System Cell solves the problems that arise from the network.

Website Policy

The web developer continuously monitors and updates the institute website following the guidelines of Principal.

- Domain name registered to the VNITSW.
- Date of renewal for the domain name.
- Hosting service provider and expiry date of hosting
www.vignannirula.org

The web developer must maintain the register up to date and inform the renewal date to the I/C System Cell.

- The institute website must continuously update the following information after the approval of the respective authorities.
 - Governance
 - Academics
 - Departments
 - Student Corner
 - Placements
 - Research


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Technology & Science for Women
Pedapalakaruru Road, GUNTUR-522 009

Date:11-4-2012

PLACEMENT POLICY

The Vignan's Nirula Institute of Technology & Science for Women has predefined eligibility criteria to register for the placements and stringent policy for campus placement as given in the below sections.

Policy for eligibility of the students

- The students, who are aspiring placement through T & P Cell, have to register with T & P Cell by paying the prescribed fee.
- All eligible students shall have minimum aggregate CGPA of 6 with maximum of two backlogs apart from satisfying the criteria specified by the recruiting organization/company which may differ from company to company.
- All the registered students have to furnish their resume with details like Name, Aadhaar No., Category, Parents details, Branch, Regd.No, Ph.Nos, E-mail ID, Address, % of marks obtained from 10th class onwards till date, Academic institutions etc.,.
- To be eligible for placement, a student must maintain a minimum academic attendance of 75% in the semester up to the campus visit of a company.

Campus Placements Policy

1. Students shall attend the recruitment process in the dress code specified for placements and maintain strict punctuality at stages of selection process.
2. All registered students shall maintain an Interview Kit/File/Folder containing: ID card, 4 Pass port Photos, 3 Curriculum vitae, Xerox copies of marks sheets from X class onwards, any other certificates of merit/credentials, Govt. Issued ID proof, Pen, Pencil, Eraser, stapler etc.,
3. All registered students shall attend the CRT programme on Technical, Aptitude, Communication & Soft skills, being arranged without fail. Schedules will be announced 2 weeks before the program commencement. A min. of 90% attendance shall be maintained.
4. Often company specific recruitment timings will be conducted. If any student fails to attend any of these special training programs without prior permission/valid reason his/her name will be removed from the placement registered list.

5. The students shall be in regular contact with their HOD/respective department T & P coordinators/ T & P Cell members concerning the schedule of visiting companies. They shall also check their emails, Whatsapp groups and other social media exclusively used by the institutional members for regular updates related to recruitment/training.
6. If the student who is not already employed, if found to be absent in 3 ON/OFF Campus Recruitments, his name will be deleted from the active list of registered students and the concerned HOD shall obtain a letter from him with his statement of unwillingness to participate in the campus recruitments.
7. The student shall attend the campus recruitment with proper dress code-Formals and shall carry the file cited in point 4 above the premises till the conclusion of the event.
8. After every campus interview, the students shall enter necessary details of the campus event in the campus placement card. These cards will be maintained by their respective HOD's and updated from time to time.
9. The students shall be prepared to attend off campus interviews being arranged by the T & P Cell at Hyderabad, Bangalore, and Chennai or at any other place as situation demands at their own expenses.
10. The selected students shall be in regular contact with the T & P Cell, concerning their Offer Letters/Appointment orders and acceptance/acknowledgement of the offer letters.
11. Before appearing for the campus recruitment of a company, the student is advised to gather all Basic Information of the company, by Visiting/Browsing its website.
12. The students who are appearing for interviews should help the College/Departments in the form of a realistic feed back of their success and failures, in order to improve up on in house training for better employment. Every student should maintain the Dignity & Decorum of ECET in all interviews as a must.
13. All eligible students will be permitted to have at least 1 core/IT/Non IT offer letter and 2nd job offer can be from other than the 1st kind. After taking 2 different offers, the candidate name will be automatically removed from the eligible list and further student will not be permitted to attend any more drives, except the dream job offer (Pay scale>3.2L, Global MNC, % criteria>75-Zero backlogs, Off/Pool campus/Job Fairs etc.,).


PRINCIPAL

Principal
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Pedanalakaluru Road, GUNTUR - 522009

Date:25-4-2011

Recruitment Policy

Faculty members are recruited based on the qualifications prescribed by Regulations (2010) of AICTE and subsequent amendments, issued by AICTE from time to time. Staff Selection Committee at VNITSW directs the finance officer to give advertisement in all leading newspapers inviting qualified and experienced candidates to meet the man power requirement of the institution. The institution has built a sound reputation of adequate faculty with required staff-student ratio. There is a three-tiered procedure of selection followed here is described below.

- iv. An examination with MCQs is conducted to test the knowledge of the candidates in their respective domains.
- v. Each of the shortlisted candidates is asked to present a demonstration lecture to examine them on communication and pedagogic skills.
- vi. Final interview is conducted by a committee consisting of Principal, HoD and two subject experts who will assess the candidate on their attitude and behavioral aspects.

Based on the performance in three levels, a selection list in the order of merit is finalized. Besides the above method of recruitment, the college also extends invitation to reputed senior professors by offering them attractive pay packages.

Non-teaching/Administrative staff members are recruited as per the state government norms and on the basis of prevailing procedures at the institution. The selection of technical staff is carried out at the department level by the interview committee comprising of HoD and two senior faculty members.

a. Issuing Offer Letters:

The offer letter is sent to the selected candidate based on the selected list. The candidate should confirm his/her acceptance in writing within the stipulated time mentioned on the offer letter.

b. Joining Report:

The candidate should submit a joining report in the Principal's office and report to the duties with the respective department. At the time of reporting to duty, staff members are required to submit their original certificates of higher study/degree/diploma and mark sheets.

c. Letter of Appointment:

The selected candidate must bring the relieving order from the previous organization and submit to the college on the day of reporting to duty. The candidate will be given the Appointment Letter duly signed by the Chairman on that same day.

d. Scales of Pay: Teaching Staff:

The candidates are given AICTE scales of pay as applicable from time to time. At present we are offering sixth pay scale to all our faculties. For some deserving candidates in a specific teaching cadre, more payments can be made as prescribed by the Governing Body.

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

e. Allowances:

Dearness allowance and house rent allowance shall be adopted as per the Government of Andhra Pradesh rates and ratified by the Governing Body.

f. Fixation of Pay:

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post. When, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

g. Increments:

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

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

Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority. The Principal will be the finalizing authority to sanction the increment for the Teaching and Non-teaching staff.

- h. **Ratification:** All the faculty recruited by the college staff selection committee and whose names are recommended for ratification shall undergo ratification process by affiliating university from time to time as compulsory. The institute shall notify all eligible faculties to attend the ratification interviews as per the affiliating university notified schedule.


PRINCIPAL

Principal
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Date:3-10-2016

Research Policy

VNITSW encourages its teaching staff to seriously involve in research and produce quality scientific articles in reputed journals. An effective incentive system is in place to acknowledge their efforts and contributions in terms of funded projects. In case of sanctioned project, the researcher will be awarded

with incentive depending on the grant value. For the project grant between 10-20 lakhs the principle investigator will be given a monthly incentive of Rs. 5000/-, for above 20-50 lakhs, Rs.10,000/- will be given during the period of project.



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Date:11-4-2012

Staff Promotion Policy

- i. Promotions are purely based on merit, competencies and past performance
- ii. The college follows a certain criteria for fixing the promotion. The checklist is as listed below:
 - Requisite qualification and experience
 - Job knowledge
 - Skill requirements/competencies of the job
 - Performance history of past 3-5 year
 - Demonstrated leadership qualities and team work
 - Value based job related behaviour in the past
- iii. Promotion is not automatic and cannot be claimed by an employee as a matter of right. The promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Principal
- iv. Promoted employees will be given a higher level of salary appropriate to the increased responsibilities but it is not the same drawn by the person previously worked in that post. Sometimes vacancies may get filled with internal or external suitable candidates. Internal candidates will be given equal opportunity to compete with external candidates.
- v. In case of a sudden vacancy at a higher level has to be filled immediately with an internal candidate from a lower level, they may be given an acting responsibility by the Principal till normal recruitment to the position can be made.
- vi. For non-teaching staff, time bound grade promotions as stipulated in the pay revision will be granted.


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