

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.

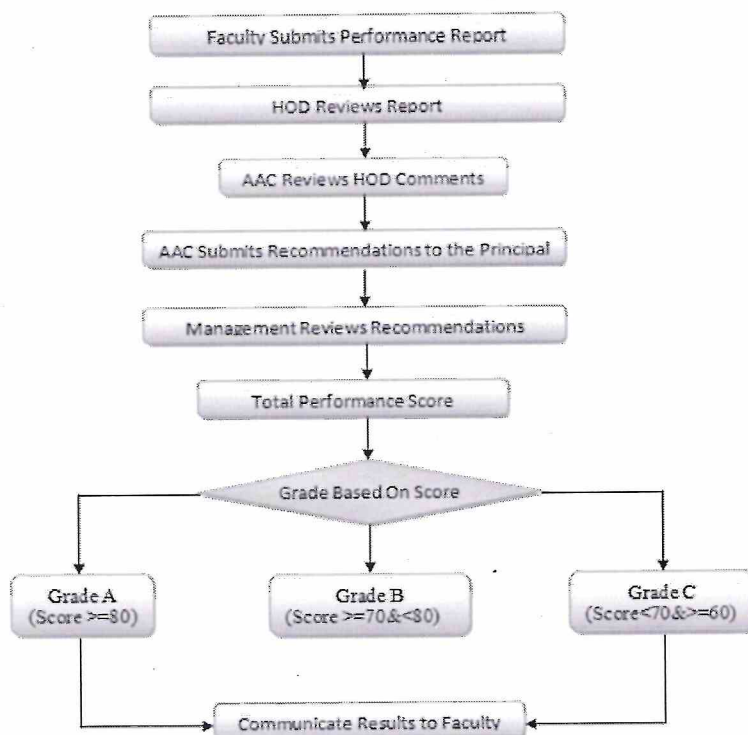
The assessment is based on:

- 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.

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|---|---|------------------|
| 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

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