

PBRVISVODAYAINSTITUTE OF TECHNOLOGY AND SCIENCE

Kavali-Nellore Dt. Pin-524201

HR Policy Handbook

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VISION AND MISSION OF THE INSTITUTE

VISION AND MISSION

VISION

To be a premier centre of learning in Engineering and Management education that evolves the youth into dynamic professionals with a social commitment

MISSION

- ✓ To provide quality teaching-learning practices in engineering and management education by imparting core instruction and state-of-the-art infrastructure.
- ✓ To engage the faculty and students in acquiring competency in emerging technologies and research activities through Industry Institute Interaction.
- ✓ To foster social commitment in learners by incorporating leadership skills and ethical values through value-based education

PBRVITS QUALITY POLICY

PHILOSOPHY:

We commit ourselves to the highest standards in our entire academic endeavors by adhering to high standards of

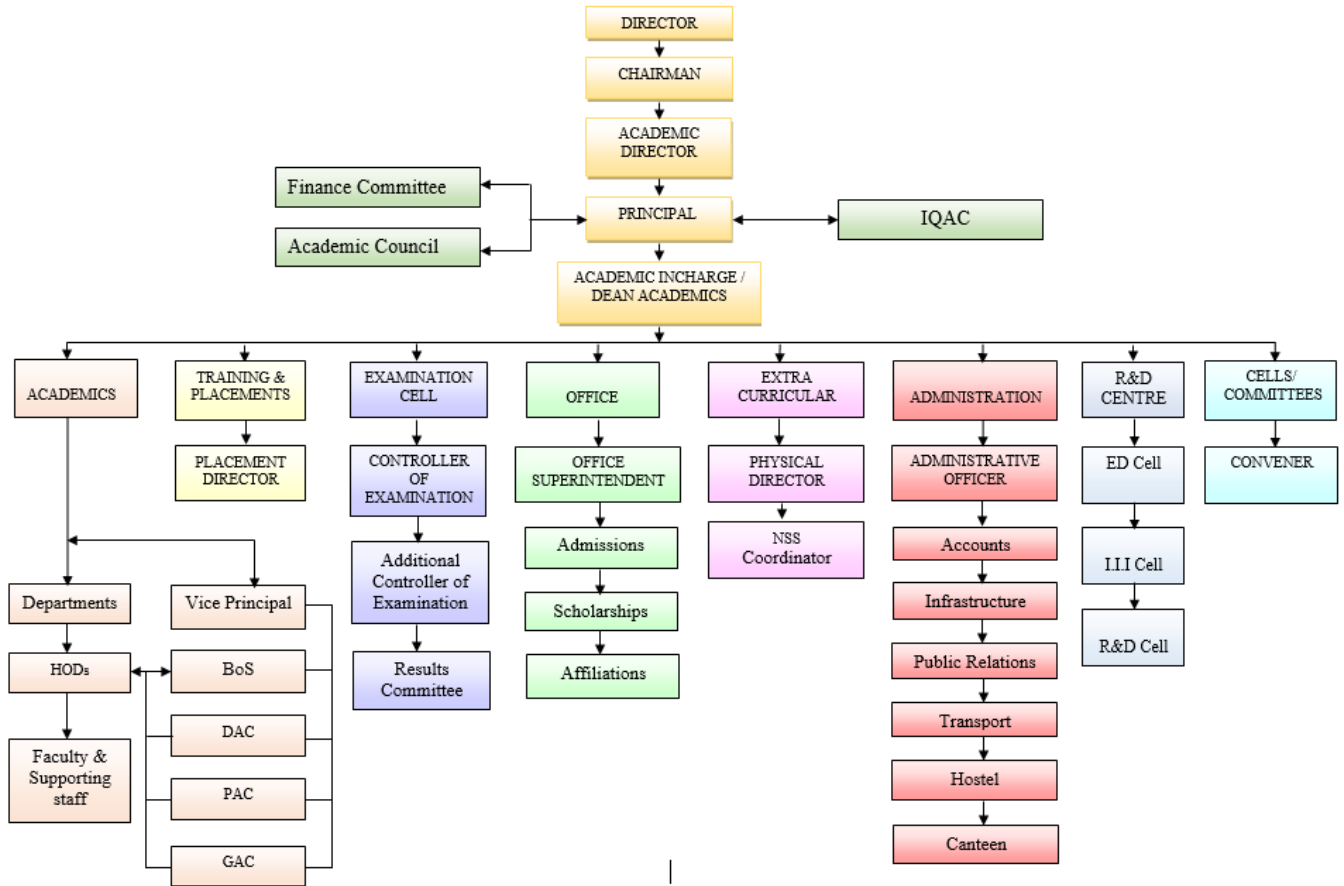
1. Integrity
2. Honesty
3. Ethics

In all our pursuits.

We in PBRVITS

1. Nurture creativity and talent
2. Create an ambience of mutual respect and compassion
3. Serve the society.

ORGANIZATIONCHART



CHAPTER-1

PLANNING

1.1 HUMANRESOURCE PLANNING

1.1.1 The Principal takes details of existing faculty and staff requirements in the month of April every year needed for the subsequent academic year.

1.1.2 The Principal obtains the list of existing faculty and other staff requirements from all the respective HODs and arrive at the number of faculty and other staff required for the next academic year considering the following guidelines.

- a) The number of positions required under different cadres is worked out based on the student Faculty ratio and the cadre ratio prescribed by AICTE from time to time. One of the professors will be designated as Head of the Department
- b) The minimum lecture hours per week for each category shall be maintained as per the University/AICTE norms.
- c) The Principal constitutes a selection committee for recruiting faculty in each discipline consisting of the HOD, one senior faculty member and experts.

1.2 RECRUITMENT

1.2.1 Teaching&Non-TeachingStaff

The Governing Body of PBRVITS has recommended adopting the following procedure for recruiting personnel for both Teaching & Non-teaching staff positions as per the guidelines set by AICTE & JNTUA.

1.2.1. (A)Teaching Faculty

- Department-wiserequirementsareobtainedwellinadvancebefore starting of every academic year.
- News paper advertisements in leading dailies inviting applicationsfrom qualified and competent persons are given.
- Receivedapplicationsarescrutinizedandshort listed.
- Shortlistedcandidatesareinformedtoappearforaninterviewbefore selection committee.
- Thelistofselectedcandidatesisfinalizedbasedonapprovalbythe appropriate authority.
- Appointmentlettersaresenttoselectedcandidatesafter approvalof relevant authorities.

1.2.1. (B) Non-Teaching Staff

- Department-wise requirement may be obtained well in advance before starting of every academic year.
- News paper advertisements in leading dailies inviting applications from qualified and competent persons are given.
- Received applications are scrutinized and short listed.
- Short listed candidates are informed to appear for an interview before selection committee.
- Appointment letters are sent to selected candidates after approval of relevant authorities.

1.2.1. (C) Selection Committees

- For teaching faculty selection of candidates is based on the following procedure:
- Selection committee comprise:

For the Post of Principal:

- Management representative
- Two Professors (External)

For the Post of Professors:

- Principal
- Two subject experts not less than Professor rank
- HOD of respective department
- Management Representative

For the Post of Associate Professors/Assistant Professors:

- Principal
- Management Representative
- Senior Faculty from the concerned department.

NONTEACHING:

- Principal/Nominee
- HOD of concerned department
- Senior Staff of concerned department

WALK-IN-INTERVIEWS

- In case the faculty requirement arises in the middle of the semester, the candidates kept in waiting list, if any, may be considered.
- In case if selected candidates including waiting list fail to turn up, such vacancies are filled up by giving another news paper advertisement calling for walk-in-interviews from qualified persons to appear for an interview before the selection committee consisting of

- Principal
- HOD concerned
- Management Representative

MODE OF SELECTION

- Demo lecture
- Personal Interview

TALENT-POOL

Sometimes persons with rich experience and flair for teaching may approach the college authorities requesting to offer them suitable teaching positions. For such candidates the selection committee may consist of

- HOD concerned
- A senior faculty member of concerned department

MODE OF SELECTION

- Demo lecture
- Personal Interview

1.2.1. (D) Direct Appointments/Visiting Professorships:

- These appointments are made generally when Need to strengthen the quality of Teaching & Learning process
- Planned to start PG courses in Engineering disciplines
- To encourage, promote and nurture research bent-of-mind
- To diversify academic activities of high standards
- Appropriate persons are identified and invited to serve PBRVITS in Research/ Teaching and Non - Teaching areas.
- All the above appointments are made on regular basis with the approval of relevant authority.

1.2.1. (E) Ratification

- All the teaching faculty appointed by the above committees are required to appear for an interview before university selection committee being conducted every year to get their post ratified.

1.3 ORIENTATION

Every teacher appointed in the College shall be given a brief Introduction about the College by the Principal on the day of his / her joining.

- The incumbent introduced to the respective HOD.

- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the Teaching and non-teaching members of his/ her team.
- He/she will also take him/her around the campus, explaining him/her the various codes of conduct to be observed
- The HOD will also ensure and obtain that all the registration formalities including joining report etc., are done with the assistance of the office team.
- The HOD will introduce the new faculty member to the students in the very first class he/she is going to handle in every section of his/her assignment.

CHAPTER-2

SALARY, INCENTIVES

2.1 POSITIONS AND PAYS CALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- Principal
- Special positions, including HOD
- Professors
- Associate Professors and
- Assistant Professors

2.1.2 In addition, each department shall have support staff like Lab assistants, programmers and department attendant.

2.1.3 The principal's Office will have the following positions of hierarchy in the administrative department.

- Superintendent
- Accountant,
- Secretary
- Clerical Assistants
- Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as per AICTE Norms and as detailed here under:

TEACHING FACULTY:

- Principal and special positions-pay as per AICTE norms commensurate with the qualification and experience.

Teaching faculty: VI payscale

Professor	:	Rs37400–67000+AGP 9000/10000
Associate Professor	:	Rs37400–67000+AGP8000/9000
Assistant Professor	:	Rs15600–39100+AGP6000/7000

NON-TEACHING POSTS:

Scales of Pay for non-teaching positions shall be as per AP state Govt. norms and are as follows:

- Accounts Officer Rs19,050-530-45,850
- Administrative Officer Rs.18,030-490-43,630
- Cashier/Accountant Rs.8,440-240-24,950
- Office Assistant Rs.7,520-220-20,110
- Lab Assistant Rs.7,100-200-18,520

- Copy of the publications.
- Cash incentives of Rs. 5,000/- per paper published in international reputed journal and Rs. 2,000/- per paper in a reputed national journal.
- The incentive amount shall be equally distributed amongst all the authors employed with PBRVITS only if the paper is published.
- Impact factor should be preferably 0.5 or above and the faculty should submit the impact factor issued by the journal.
- Incentive of Rs. 5,000/- per book will be paid for publication of books by more than one author in printed form with reputed publishers. In case of more than one author the amount will be equally distributed amongst all the authors and employed with PBRVITS only.

2.4.3 Financial assistance for faculty attending the seminar/conference/workshop:

- Registration fee and TA/DA expenditure for participating in national/ international conferences/workshops.
- Faculty should present the paper in person.
- Lead author is only eligible for availing the facility. In case of genuine difficulty, with prior approval other than lead author shall be permitted to avail the facility.
- Financial assistance is released on reimbursement basis on production of relevant receipts.
- Financial assistance should be claimed only from one organization.

CHAPTER-3

LEAVE RULES

3.1 GENERAL

3.1.1 These rules shall be called "PBRVITS -Leave Rules".

3.1.2 These leave rules shall be deemed to have come into force w.e.f. 16th June 2012 and applicable to all employees of PBRVITS.

3.1.3 A Leave account shall be maintained for each employee of PBRVITS in an appropriate format. Leave is earned by duty only. Duty for the purpose of leave does not include:

- Any period of absence on casual leave and special casual leave.
- Any period of absence on Public holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these leaves.
- Any period of absence during vacation either during a continuous period spent on duty or where permitted to be either prefixed or suffixed to leave under these rules.

3.1.4 Leave cannot be claimed as a right and is solely the discretionary power of the sanctioning authority to refuse or revoke leave of any category when the situation so demands.

3.1.5 The sanctioning authority may recall an employee to attend duty before the expiry of the employee's sanctioned leave when any emergency arises.

3.1.6 Unauthorized absence from duty may be treated as misbehavior and may invite disciplinary action.

3.1.8 An employee on leave shall not take up any service and accept any employment outside without the prior permission of the appointing authority.

3.1.9 Every application for leave on medical grounds shall be accompanied by a medical certificate issued by a Registered Medical Practitioner/Asst. Civil Surgeon and such an employee may return to duty after submitting a fitness certificate issued by a registered Medical Practitioner / Assistant Civil Surgeon.

3.1.10 The Head of PBR VITS or any person designated by him during his absence; shall be the authority competent to grant leave to all its employees. In lieu of the head of the PBRVITS, the competent authority will be the Secretary cum Correspondent of PBRVITS or his/her nominee to sanction leave.

3.1.11 An employee of PBRVITS can return to duty before the expiry of the sanctioned leave period.

3.2 CASUALLEAVE (CL):

3.2.1 Casual Leave shall be admissible to an employee of PBRVITS for a total no. of 12 days in a calendar year and one more additional CL shall be sanctioned to women faculty. The quantum of casual leave admissible will be on prorate basis. CL may be granted for a period of not exceeding

3 days at a time including public or other holidays. The period of unutilized CL will be carried to the next calendar year.

3.2.2 CL should not be combined on both sides with any kind of other category leave or with vacation period.

3.2.3 Granting of CL requires advanced sanctioning and the incumbent has to make alternate arrangement for his/her workload during his/her intended leave period.

3.2.4 Employees may avail CL for half-day also.

3.3 SPECIALCASUALLEAVE(SCL):

Casual leave for a period of 6 days (Non ratified) 8 days (ratified) in a calendar year may be granted to a regular employee of PBRVITS on special circumstances.

3.4 LEAVE ON DUTY (OD)

Leave on Duty may be granted to faculty for academic purposes such as attending conferences/ seminars/ workshops/ JNTUA exam-duty etc.

3.5 MATERNITY LEAVE:

3.5.1 Women employees of PBRVITS after completion of one year of service are eligible to avail maternity leave for 90 days.

3.5.2 This leave may also be granted in case of abortion or miscarriage for about two weeks on submission of a medical certificate.

3.5.3 Leave may also be granted in case of illness of a newly born baby for about six days.

3.5.4 This leave is not admissible in the case of those employees who have two or more surviving children.

3.6 ACADEMIC LEAVE

Study leave (Fulltime) is granted:

- To faculty with not less than 5 continuous years of service in the college to pursue PhD / post doctoral research.
 - To Non Teaching staff possessing not less than 3 years of continuous service in the college to pursue Diploma / Degree courses.
 - However the course pursued should be direct advantage to institute's interest.
 - The employee on return should submit full report on the work done during study leave period.
-

- The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.

Study Leave (Full Time) is not admissible

- For studies out of India.
- For an employee who is for retirement within 3 years after returning from study leave.
- Study Leave (full time) is for a maximum period of 36 months in case of Ph.D degree / post doctor research and 24 months for PG degree.
- 50% of the basic salary only shall be paid during the study leave period.

Study Leave (part-time)

- Study Leave (part-time) is granted to employees who have more than 2 years of continuous service in the college and are eligible to pursue PhD / Diploma courses provided they are of definite advantage to the institute interest.
- Permission to study leave is accorded only when regular class work is not disturbed.
- Full pay is paid during the study leave (part-time)
- Study leave shall be granted for attending coursework, reviews, examinations etc.

Note: PBRVITS reserves the right to amend the above leave rules from time to time with the approval of its Governing Body.

CHAPTER-4

PROMOTION POLICY

4.1 All promotions shall be considered on merit-cum-seniority basis.

4.2 The principal shall appoint a committee for promotion purposes, in which he shall be the Chairman, with two Professors and one/two invited experts from Industries/other Institutions.

4.3 The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate seeking promotion, for any misconduct he/she committed during the service.

4.4 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject, however, to the condition that he/she had completed the required years of service in the present position as prescribed below and should have obtained prescribed qualifications e.g.

- **Associate Professor:** 5 years of teaching/industry experience with
- **Professor:** 5 years of service at Associate Professor Level with Ph.D.
- Academic performance and student feedback.

4.5 Those who are promoted shall be placed in the pay scale applicable to that category.

4.6 All decisions on promotions shall be taken once every year whenever faculty meets the norms PBRVITS.

CHAPTER-5

RETIREMENT

4.1 RETIREMENT FROM SERVICE

- All teaching and non-teaching staff retires on completing the age of superannuation, which is 65 years for teaching and 60 for Non-Teaching.
- When a faculty member completes the age of superannuation on a day after commencement of the academic year, he/she shall retire on the 31st May of the succeeding year.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/ her retirement by making application to the Principal and appropriate sanction by him/her.
- The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category Appointments.

4.2 RETIREMENT BENEFITS

- The employees, who come under the purview of the Employees Provident Fund Legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- The college shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution in addition to the Employer's Contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme Authorities.
- The College shall pass on the annual statements pertaining to the EPF details of the Employee, as released by the EPF Authorities, to the concerned employee.
- The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- The College shall also pay to the employee the following benefits at the time of his /her retirement:
 - Gratuity, if any, payable under Payment of Gratuity legislation.
 - Encashment of Salary towards accumulated leave on his/her
 - Annual leave account.
 - Arrear of Salary, if any payable.

CHAPTER-6

DISCIPLINE GRIEVANCE AND REDRESSAL PROCEDURE

6.1 CODE OF CONDUCT FOR TEACHERS

6.1.1 Teachers should report at the classroom at the appropriate time without any exception.

6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

6.1.3 Every teacher shall close the Teaching work punctually at the end of the hour.

6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take an appropriate action, which shall be: Taking correctional action if it is within his/her power, or reporting the matter to the HOD/Principal.

6.1.5 Every staff member shall attend all the departmental and institutional functions and should carry out responsibilities assigned with commitment to the best of their abilities.

6.1.6 Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.

6.1.7 Faculty and Staff Members shall not receive gifts of any kind from the students or their parents.

6.1.8 Teachers shall maintain a respectable work conduct in terms of: i. Preparation for the particular day's classes, with latest information added to the earlier course content.

ii. Keeping ready all teaching aid material required for conducting the class in an orderly manner.

iii. Going according to lesson plan for the day and completing the syllabus for the semester without any backlogs.

iv. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.

v. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Teachers Shall Observe Good Personal Conduct in terms of:

i. Not using any abusive language towards students, fellow teachers, parents and other members of public.

ii. Not entering into quarrels, fights or any act of disrespectful nature.

iii. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

iv. Not to affiliate with any political organization since this might cause clash of interest with the duties of a teacher and the reputation of the Institution

6.1.10. Faculty shall conform to the Ethical Standards of a teacher as Described in Annexure 1.

6.2 DISCIPLINE

6.2.1 Any teacher violating the code of conduct defined in Section 6.1 of this manual shall be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any person can report the same in writing to the Principal.

6.2.3 The Principal shall hold a preliminary enquiry on the matter by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

6.2.4 If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

6.2.6 Based on the merit of the explanation offered or after the expiry of the time stipulated for submission of explanation, the Principal shall decide on the course of action, which may include a punishment.

6.2.7 The course of action for disciplining a teacher shall be under the following categories:

- a. Memoand Censure.
- b. Warning in writing, with recovery of moneys, where financial loss is involved in the act.
- c. Suspensionfromworkwithoutremuneration.
- d. Dismissalordischargefromservice.
- e. Any staff member receiving more than two memos or warnings will be given punishments mentioned in 'c' or'd'.

6.2.8 The Principal shall constitute a committee of 2 or more members to conduct internal enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principles of natural justice.

6.2.9 ThePrincipalshallreporttheceedingsoftheenquirycommittee with his comments to the Chairman/Correspondent if necessary.

6.3 GRIEVANCES AND REDRESSAL

6.3.1 The Principal shall constitute a Grievance and Redressal Committee to redress the grievances of the teaching and non-teaching staff.

6.3.2 The Grievances and Redressal Committee shall consist of minimum seven persons in the ranks of HOD, Principal/Director/Dean with one being nominated as member secretary/convener.

6.3.3 The Principal shall announce the Constitution of the Committee with the names of members at the beginning of every academic year.

6.3.4 The Grievances and Redressal Committee shall:

1. Have a member secretary/convener, to monitor the proceedings.
2. Meet once in a semester on a specified day and time.

6.3.5 Any teaching or non-teaching staff who has a grievance, he or she shall make a representation to the Committee.

6.3.6 The member Secretary or Convener of the Grievances and Redressal Committee shall include such grievances as an item of the agenda for the next meeting, unless the seriousness of the grievances warrant a meeting to be commissioned immediately.

6.3.7 The Member-Secretary/Convener shall record and maintain the minutes of the meetings.

6.3.8 Report on the grievances shall be submitted by the committee to the principal. The Chairman/Correspondent shall redress the grievances after due consideration to the extent possible.

CHAPTER-7

CONSULTANCY,R&DANDTEACHING ASSIGNMENTS

7.1 CONSULTANCY,R&D

7.1.1 The College encourages its teachers to take up consultancy and R & D assignments within the Institution, with other Institutions or Industries appropriate to the teacher's competence.

7.1.2 The teachers shall undertake such assignments as

a) When the college is approached for such help and the college assigns such engagement to the particular teacher **or**

b) When the teacher himself/herself is approached by the outside agency for such help.

7.1.3 In either case, the teachers shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

7.1.4 The teachers shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

7.1.5 The teachers shall also make other teachers associate in working on the assignments.

7.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis;

a. Where it is project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).

b. In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately with due notification to the Principal/Chairman.

7.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

7.2 TEACHING ASSIGNMENTS

7.2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

7.2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

7.2.3 Unless approved by the Principal, a teaching staff member shall not take up any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

CHAPTER-8

INCENTIVES-STUDENTS

8.1 The Management is pleased to announce the following incentives and rewards for Students

- i. Merit Scholarships for the academic Toppers upto Rs.15,000.
- ii. Fee concession for economically backward meritorious students.
- iii. Free placement training to all the students is arranged by inviting experts College management meets all the expenditure incurred in this respect.
- iv. College also arranges brain empowering workshops conducted by eminent persons in the field to empower memory power of students free of cost.
- v. Free internet facility to all students.
- vi. Reimbursement of total expenditure to students for presenting papers in reputed institutions like IITs, NITs, BITS.
- vii. Students presenting papers in seminars / conferences / symposium are paid per author.
- viii. Free coaching is provided for the competitive exams like GATE, CAT etc.
- ix. The college provides the required financial assistance for participating in national/university level sports and games.
- x. Best outgoing student award and cash prize.
- xi. Subsidized food facility for all the students.

ANNEXURE-I

ETHICAL STANDARDS FOR TEACHERS

A Teacher

1. Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
 - To respect parents, teachers, elders.
 - To express the love and affection to students.
 - To accept and extend due respect to every religion and social grouping.
 - To love the Nation and commit them to the endeavor to Her progress.
2. Shall have a sense of belonging to the Institution.
3. Shall assume total dedication and commitment to the teaching profession.
4. Shall always have an urge to excel in professional expertise.

A Teacher

1. Shall wear respectable attire, befitting the society's expectations.
2. Shall keep up immaculate personal hygiene at all times.
3. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
4. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
5. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort. **A Teacher**

1. Shall always listen to students with concern, whether it be in respect of doubts in the subject or it be relating to any personal help.
2. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

1. Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understand the system in a better manner.
2. Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
3. Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of society.

A Teacher

1. Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
2. Shall always endeavor to assist fellow teachers, either in their teaching practice or in any

form of adjustment required for discharging their responsibilities.

3. Shall always be responsive to societal needs.