Vidyalankar Institute of Technology

Members of the Governing Body

Sr.No.	Name	Designation
1.	Smt. Rashmi Deshpande	Chairperson
2.	Shri. A. R. Chatorikar	Nominee, VDT
3.	Shri. Milind Tadvalkar	Nominee, VDT
4.	Dr. V. N. Gupchup	Nominee, VDT
5.	Nominee, VDT	Nominee, VDT
6.	Dr. Ajit Singh	Nominee, AICTE-Regional Officer(Ex-Officio)
7.	Nominee, AICTE	Industrialist / Technologist / Educationist nominated by regional committee as Nominee of Council
8.	Nominee of UoM	Nominee of UoM
9.	Dr. Abhay Wagh	Nominee of State Government -Director, DTE(Ex-officio)
10.	Nominee, State Government	Nominee, State Government
11.	Dr. Saurabh Mehta	Faculty Nominee, CAO (Ex-Offico)
12.	Prof. Varsha Bhosale	Faculty Nominee, VP(Ex-Offico)
13.	Dr. S. A. Patekar	Principal & Member Secretary
14.	Shri.Vishwas Deshpande	Invitee
15.	Smt. Namrata Deshpande	Invitee
16.	Dr. Amit Oak	Invitee

Functions and Responsibilities

To provide quality and economical engineering education towards preparing students as knowledgeable and industry-ready professionals.

• Scrutinize and accept the audited statement account for each year.

• To estimate the workload, approve the staffing pattern and create posts-Teaching and Non- Teaching.

• To consider and make provisions for meeting the general and specific conditions laid down by the council (AICTE), the state Government and Affiliating body.

• To consider the report of the Principal on status of admissions, academic performance of the students, improvement in academic performance of the staff.

• To consider any proposal for expansion of educational activities to be made by Council/Government/ Affiliating Body.

• To form and consider the recommendations made by Sub- Committees.

• To approve the budget estimates.

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Vidyalankar Institute of Technology

Standard Operating Procedure Development

Process Documentation
Module: Faculty Recruitment & Evaluation

Table of Contents

4. PROCESS: FACULTY RECRUITMENT & EVALUATION

PRE-REQUISITES		
1.	▪	The AICTE guidelines on minimum number of permanent faculty required in a college
2.	▪	The student teacher ratio to be maintained by the college as per the AICTE guidelines

4.1: SUB PROCESS – DECISION ON FACULTY REQUIREMENT		
Key Objectives	▪	Decide on the department/subject wise faculty requirement
Key Inputs	▪	Job description as per AICTE norms

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Estimate Faculty Requirement	1.1 The AICTE has defined the following ratios. ○ Faculty & student ratio: 1:15 for UG while 1:12 for PG ○ Professor, Associate professor and Assistant professor: 1:2:6
	1.2 The HR should coordinate with the departments to gather the faculty requirements twice in a year at least 3 months before the commencement of new semester, for odd and even semesters respective.
	1.3 The HR in co-ordination with Registrar should adhere to DTE norms regarding recruitment and appointment of faculty to be carried out through University Staff Selection Committee (USSC). (Refer process 4.1.3 for details)
	1.4 For rest of faculty (other than to be appointed by USSC), The Department Head should submit requirements at least 2 months before the commencement of the new semester
	1.5 The Departments may send their requirements based on ○ Total courses ○ Number of subjects ○ Number of periods to be taken ○ Number of batches The total load is calculated based on the above measures. This total load is calculated based on the load assigned to Professor , Associate Professor and Assistant Professor as per the norms
	1.6 The count of faculty should be based on the ratios mentioned above and forwarded to the HR. The requirements should be divided across ○ Permanent faculty ○ Visiting faculty
	1.7 The faculty requirement should be submitted to the Principal for approval
	1.8 The Principal can approve the faculty requirements. It can also seek clarification from the Department Head/ FE In-charge if required.
	1.9 The Principal can change the faculty requirements with the mutual consent of the Department Head and HR
2. Advertisement	2.1 The HR should publish the advertisement for the faculty requirements in at least

PROCESS DESCRIPTION	
Key Activities	**Description**
	2 national and 1 regional newspaper
	2.2 The advertisement may have the following details: o Designation / Nature of Post o Job description (pre-defined by the AICTE, UGC) o Required qualifications / experience o Remuneration range for the posts o Details of application form o Contact details for queries o Other benefits provided by the institute
	2.3 The advertisement should be published at least 45 days before the commencement of the semester as per the faculty requirements in the respective semester
	2.4 The HR should revert back to all the queries regarding the application and other details
	2.5 The HR should record all the queries related to the recruitment by the probable applicants
3. USSC Process	3.1 The roster should be updated with faculty details 3.2 Submit letter to University with draft AD based on roster for approval 3.3 Receive approval from special cell of the University 3.4 Release AD in national level as per applicable norms 3.5 Receive applications and check eligibility 3.6 Schedule Interview and send call letters for eligible candidates 3.7 Identify panel and contact experts 3.8 Conduct Interviews and finalize selection in proper format 3.9 Issue appointment letter 3.10 Based on candidates joined, prepare 3-page report and submit it to University for approval 3.11 Post approval, submit 7 page report to University 3.12 In case of disapproval, the candidate has to be rejected 3.13 In the event of non availability of candidate in the particular category / post, candidate from other category may be appointed on AD hoc basis. This appointment is temporary till the candidate of respective category is recruited.

Key Outputs	▪ Department wise faculty requirements ▪ Advertisement publish date and newspaper ▪ List of queries by the probable applicants
KPIs	▪ Adherence to the timeline of gathering faculty requirement ▪ Accuracy of estimating the faculty requirement ▪ Zero Vacancy

4.2: SUB PROCESS – APPLICATION FORM PROCESSING

Key Objectives	▪ Process and scrutinize the candidate application form
	▪ Schedule the personal interviews for applicants
Key Inputs	▪ List of applications received for the post of candidates applied

PROCESS DESCRIPTION

Key Activities	Description
1. Application Form Collection & Processing	1.1 The application form should be available on the website for download
	1.2 The applicants should submit the application form along with the required documents till the last day of submission
	1.3 The applicants should submit the copy of following along with the application form: o Resume o Qualification details o Mark sheets & degree o Experience certificates
	1.4 The documents and application forms should undergo scrutiny at the HR within a period of 10 days from the last day of submission of the application form . HR has to maintain tracker of the applications received.
	1.5 The application should be segregated on the basis of department and the data entry should be done for all the applications by the HR
	1.6 The HR should shortlist the candidates based on the details submitted depending on the skill set requires, educational qualifications and eligibility criteria as specified by the AICTE and Mumbai University guidelines and submit list to department Heads
	1.7 The Department heads should scrutinize this list and submit the names of final shortlisted candidates to the HR within 2 days of receiving the applicant details
	1.8 The HR should prepare an interview schedule in coordination with all the Department Heads
	1.9 The interview details should be communicated to the candidates, through letter/telephonic call at least 8 days in advance of the interview date
	1.10 The interview rounds may comprise of o Technical (Department Head/Subject experts) o Human Resource o Principal /Director o Trustee Member
	1.11 The interview panel should be decided as per faculty's experience and availability during interview schedule. This should be approved by the Principal

Key Outputs	▪ List of shortlisted candidates for the interview
	▪ Call letters
	▪ Department list of panel for the interview
	▪ Interview schedule

KPIs	▪ Adherence to the faculty ratios as per AICTE guidelines
	▪ Adherence to the timelines for application collection and processing
	▪ Zero error in short-listing the candidates as per the eligibility criteria specified by AICTE and Mumbai University

4.3: SUB PROCESS – INTERVIEW PROCESS

Key Objectives	▪ Conduct interviews of shortlisted candidates
Key Inputs	▪ List of department wise shortlisted candidates for interview

PROCESS DESCRIPTION

Key Activities	Description
1. Interview process	1.1 The selection should be done on the basis of norms defined by the AICTE and Mumbai University
	1.2 The committee may also look out for the following qualities apart from the pre-defined norms: ○ Subject knowledge ○ Verbal/written communication skills ○ Research orientation ○ Leadership skills ○ Teaching skills ○ Technical knowledge ○ Extra –curricular Activities ○ Awards and Recognition
	1.3 The final list of selected candidates should be collated by the HR from interview panelist /Principal and the appointment letter should be sent to the faculty selected

Key Outputs	▪ Department wise final list of selected candidates / Waiting List
KPIs	▪ Adherence to the candidate selection norms set by AICTE and Mumbai University

4.4: SUB PROCESS – JOINING OF NEW APPOINTMENTS

Key Objectives	▪ Define the joining process of new appointments
Key Inputs	▪ List of selected candidates / Waiting List

PROCESS DESCRIPTION

Key Activities	Description
1. New appointment joining	1.1 The new faculty should be given a joining date within 10 days of receiving the appointment letter
	1.2 The joining letter should comprise of the post and the salary offered to the candidate. The salary and scale should be negotiated with the candidate and

PROCESS DESCRIPTION	

Key Activities	Description
	finalized before issuing the joining letter
	1.3 In case the faculty shows inability to join the college on the designated date, an approval should be sought from the Principal through a written application to the HR by the candidate
	1.4 In case the faculty from the main list is unwilling to join, the appointment letter should be issued to the faculty in the waiting list. If the waiting list is insufficient , fresh applications should be sought
	1.5 The Principal can change the joining date on the timelines for requirement
	1.6 The new faculty should submit the following documents at the time of joining 　○ Copy of Joining letter 　○ Original copies of degrees and experience certificates (for verification) 　○ Attested copies of degrees and experience certificates 　○ Relieving certificate from previous employer 　○ Birth certificate / School leaving certificate 　○ Copy of PAN card 　○ Bank account details (in case of existing ICICI) 　○ Passport size photographs
	1.7 In case any of the documents is not available at the time of joining, the faculty should submit the same document within 1 week of the joining date. The approval from the Principal/HR can be provided in case the faculty needs more time to produce the required documents
	1.8 The faculty should be informed about the induction process and should be introduced to their mentor after joining the college (Refer 4.9.1)
2. Database updation	2.1 Data sheets should be filled with the correct details of the new faculty for generating ID proof
	2.2 A personal file for each faculty should be prepared and maintained. It should contain all the documents and letters
	2.3 A service book should be formed which would be used to maintain details like joining details, leave records increments etc
3. Communication	3.1 HR should ensure that new joinees get access to intra mail/web mail/ Vidyalankar live within 15 days of date of joining 3.2 HR should ensure that Telephone extensions for the faculty are set up within 15 days of joining 3.3 HR may initiate policy of 'Mobile phone' reimbursements in case faculty/staff is outdoor for official purpose

Key Outputs	▪ Service book for the faculty ▪ Personal file of faculty ▪ List of documents pending by the faculty
KPIs	▪ Adherence to the timelines for the joining dates ▪ % faculty joined of the faculty given offers

4.5: SUB PROCESS – BACKGROUND VERIFICATION	
Key Objectives	▪ Verifying the background of appointed faculty
Key Inputs	▪ Personal details submitted by the appointed faculty ▪ Mark sheets and Experience certificates submitted by the appointed faculties

PROCESS DESCRIPTION

Key Activities	Description
1. Background verification	1.1 The HR should carry out a background verification of the newly appointed faculty before their joining
	1.2 The background verification can be conducted through a professional agency

	1.3 The verification should constitute of the following:
	  o Verification of mark sheets, degrees
	  o Verification of experience certificates
	  o Feedback from ex-employer
	  o Involvement in criminal or civil case (if any)
	  o Termination cases (if any)

	1.4 If any discrepancies are observed in the background verification, then the faculty should be asked to give his/ her clarification. The decision of firing or continuing with the faculty should be taken by the management depending upon the severity of the situation
	1.5 The background verification details should be maintained along with the personal file. (Refer 4.4)

Key Outputs	▪ Background verification record of personal file
KPIs	▪ Number of cases of fired employees on the basis of background verification

4.6: SUB PROCESS – FACULTY INDUCTION / DEVELOPMENT PROGRAM	
Key Objectives	▪ Define the orientation program for the faculty ▪ Define the annual faculty development program ▪ Ensure overall development of the faculty
Key Inputs	▪ Department wise list of faculty members

PROCESS DESCRIPTION

Key Activities	Description
1. Faculty Orientation Program	1.1 The faculty should be provided an induction program within one week of joining of the institute

	1.2 The induction program should comprise of
	  o Orientation about Vidyalankar Group of Institution, its philosophy
	  o Orientation about VIT
	  o Functional Overview (HR, Accounts, Library etc)

PROCESS DESCRIPTION	
Key Activities	**Description**
	o Department Overview
	o Brief of academic and other responsibilities by Principal / Dean of the institute
	o Research and Plagiarism Overview
	o Website Overview
	o Job manual
	o Seating Arrangement etc
	o Any other inputs (with focus on training) as deemed required from time to time
2. Annual faculty development program	2.1 The college should have an annual faculty development program, where the primary objective will be to facilitate the overall development of the faculty
	2.2 The faculty development program (FDP) may constitute of the following: o Participation in workshops o Participation in Seminar o Research work o Organizing & managing technical symposiums o Organizing & managing cultural programs o Social service o Participation in paper presentations 2.3 This should be worked out jointly between Principal and HR
	2.4 The faculty members should submit their annual development plan to the respective Department heads within one month of the commencement of the academic session. It should include the faculty's planned(mandatory and optional) initiatives over the semester
	2.5 The faculty should follow the development plan over the year, which should be reviewed by the Department Head
	2.6 The Department Head should have a one to one discussion with the faculty on the annual development plan before acceptance. If required, the plan can be edited as per the discussion between the faculty and department head
	2.7 Department Head/Reporting Officer should evaluate these plans at the time of mid –term reviews and yearly appraisal
3. Staff /Faculty Development	3.1 HR has to arrange/co-ordinate following activities to promote staff development o On job training o Book Allowances o Refresher Training o Deputation for STTP & higher studeies

Key Outputs	▪ The faculty wise annual development plans including all inputs suggested at the time of appraisal
KPIs	▪ % faculty submitting annual development plans as per the timelines

4.7: SUB PROCESS – LEAVE MANAGEMENT	
Key Objectives	▪ Provide and Manage leaves ▪ Control on unsanctioned leaves
Key Inputs	▪ Leave application form ▪ Rules pertaining to the leaves

PROCESS DESCRIPTION	

Key Activities	Description

1. Leave approval	1.1 The faculty should apply for leave on an online portal. The leave details should constitute of the following:
	   o Type of leave
	   o Duration of leave
	   o Reason for leave
	   o Date of joining
	The Reporting Officer can approve or reject leaves online.

	1.2 The categories under which the leaves should be permitted to the faculties can include
	   o Casual Leave(CL)
	   o Sick Leave (SL/NE)
	   o Maternity Leave (For female faculty only)

	1.3 The maximum number of casual leaves allowed to a faculty should be 08 days
	1.4 SL leaves that can be carry forward to subsequent years. CLs cannot be carried forward to the next year
	1.5 In case the faculty is applying for a planned leave of more than 3 days, the application should be made at least 2 weeks in advance
	1.6 The Department Head should approve/disapprove the leave online within 2 days otherwise it should get automatically approved
	1.7 In case the faculty has to apply for a medical leave then he/she should submit the necessary medical certificate to the Reporting Officer after resuming
	1.8 In case of medical leave the department should maintain the records of all the medical certificates submitted by the faculty members

Key Outputs	▪ Leave applications submitted by faculty ▪ Medical certificates submitted by the faculty for medical leaves ▪ List of faculties opting for sabbatical leaves
KPIs	▪ Reduction in unsanctioned leaves

4.8: SUB PROCESS – SIX- MONTH REVIEW OF FACULTY	
Key Objectives	▪ To ensure that confidentiality of the feedback is maintained ▪ To ensure that students are able to understand the subjects ▪ To maintain appropriate standards of teaching in the college
Key Inputs	▪ Feedback from the students

	▪ Results based on analysis of the feedback

PROCESS DESCRIPTION

Key Activities	Description
1. Induction and Mentoring	1.1 A new teacher should be enrolled in an induction program which is conducted by Human Resource

	1.2 The faculty induction program should include
	    a. Information about the college
	    b. Number of departments and courses offered
	    c. Admission process and student intake
	    d. Various facilities available at the college
	    e. Expectations from a teacher (Inputs to be provided by the teacher)
	    f. Training in soft skills, interactions with students and basics of teaching
	    g. Introduction to the Head of Departments

	1.3 Each new teacher should be assigned a mentor. The mentor should be a senior faculty (2+ years) from the same department
	1.4 The mentor should be the guide to the new teacher and should help the new teacher to get accustomed to the policies and align to culture of the college

	1.5 The mentor may attend 2 lectures per week of the new teacher for a month and guide the teacher on :
	    a. Presentation skills
	    b. Communication skills
	    c. Level of interaction with the students
	    d. Syllabus covered vis-à-vis the teaching plan
	    e. Appropriateness of the lecture given

	1.6 The mentor has to document his in the form of ratings on a scale of 1-5,1 being lowest and 5 being highest. HR has to prepare the evaluation form.
	1.7 An average rating should be calculated by mentor at the end of every month. The mentor has to submit his report to Principal with his comments.
	1.8 This rating should be added to the monthly feedback and should be provided to the Department Head/Principal for the evaluation purpose
	1.9 The mentee has also to submit feedback form for the mentor
2. Quarterly Evaluation	2.1 Every new teacher may be evaluated on a quarterly basis. The evaluation should be capture in DLRs as well.

	2.2 The evaluation should be conducted by the Reporting Officer on the following basis:
	    o Number of classes taken vis-à-vis planned classes
	    o The portion covered vis-à-vis the teaching plan
	    o Modules completed before the commencement of the unit test
	    o Adherence to the timelines for conduction of unit test
	    o Reasons for deviations from any plan
	    o Any complaints

PROCESS DESCRIPTION	

Key Activities	Description
3. Evaluation Conduction	3.1 Faculty should be evaluated quarterly by Reporting Officer on a one to one basis on the first Saturday of every quarter. The evaluation should be in form of discussion on strengths, weaknesses, areas of improvement of the candidate.
	3.2 The Reporting Officer should tabulate his/her observations and feedback
	3.3 The feedback from the mentor will also be added to the current evaluation
	3.4 The RO should evaluate the faculty once all the data is collated and discuss the same with faculty and Principal

	3.5 In case the faculty fails to cover up the classes/portion the following escalations should happen for repeated cases
	   a. Counseling by Department Head/Principal
	   b. Verbal Warning
	   c. Written warning
	   d. Escalation to the Director

Key Outputs	▪ Faculty's weekly mentor report ▪ Faculty's monthly performance report ▪ Mentor & Department head feedback on the faculty
KPIs	▪ % classes completed as per the schedule ▪ % Modules completed as per teaching plan ▪ Adherence to the Academic Calendar and Teaching Plan ▪ Adherence to the timelines for the feedback

4.9: SUB PROCESS – STUDENT FEEDBACK	

Key Objectives	▪ Have a 360 degree evaluation of the faculty ▪ Evaluate faculty on the basis of feedback from the students
Key Inputs	▪ List of students with 75% or more attendance

PROCESS DESCRIPTION	

Key Activities	Description
1. Feedback in-charge Appointment	1.1 Feedback in-charge should be appointed by the Department Head with the approval from the Principal
	1.2 The in-charge should be responsible for coordination of the entire student feedback process for all the departments
2. Prepare Format for feedback	2.1 A format should be made available to students for the feedback
	2.2 The name of the student should not be mentioned in the feedback form to maintain the confidentiality of the student
	2.3 Feedback from the students should be taken once for every semester
3. Conduct Feedback Collection	3.1 The students having more than 75% of attendance should be informed of the deadline of the feedback
	3.2 The feedback should be completed by each of these students on or before the

PROCESS DESCRIPTION	
Key Activities	**Description**
	deadline date
	3.3 If, the number of students giving the feedback are low (below 40%), deadline can be extended by maximum of 2 days
	3.4 Feedback should not be accepted after the extended deadline
4. Evaluation	4.1 The feedback in-charge should download the data from the system
	4.2 The ratings mentioned in the feedback should be converted into percentage to prepare a list with Teacher / Subject / Corresponding rating or percentage
	4.3 At least a benchmark of 60% should be achieved by every teacher
	4.4 The tabulated results will be given to the Department Head for further action
	4.5 The Department Head should follow the escalation mechanism as present in other feedbacks
5. Counseling	5.1 The results of the students' feedback should be shared with all the faculties individually. The HoDs should counsel teachers below a certain threshold level.They should seek Principal's guidance on the same.
	5.2 The feedback should be used for annual appraisal of the faculty
6. Issue Handling	6.1 In case a faculty is not satisfied with the feedback or evaluation, he /she is free to file for a grievance redressal through grievance redressal mechanism

Key Outputs	▪ Students' feedback on the faculty ▪ Grievances filed by the faculty
KPIs	▪ % Students participated in faculty feedback process ▪ % faculty above the threshold level ▪ Adherence to timelines for the completion of students' feedback

4.10: SUB PROCESS – APPRAISAL	
Key Objectives	▪ Define the appraisal policy of the college faculty
Key Inputs	▪ Performance appraisal form

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Appraisal process	1.1 The Reporting Officer has to mention Staff's goals in staff diary
	1.2 The self appraisal should be submitted to the Reporting Officer by all the faculty members within 2 weeks of the term end

	1.3 The appraisal evaluation of the faculty may be done on the basis of :
	  o Teacher Evaluation from the mentor for new teachers
	  o Student feedback
	  o Department Head feedback
	  o Completion of annual development plan
	  o Participation in Department Activities
	  o Participation in committee Activities

PROCESS DESCRIPTION	
Key Activities	**Description**
	1.4 Managerial and Technical aspects should be rated by ROs and then assign ranking to staff within department
	1.5 The appraisal reports (with ranks) should be submitted by the Department Head to the Principal and HR
	1.6 Based on the appraisal rating, the increments can be provided to the adhoc staff. The permanent staff increments' should be as per 6th pay Commission rules , however all reviews must be carried out
	1.7 The additional increments can be decided upon during the appraisal interview in case the staff has shown extra –ordinary achievements

Key Outputs	▪ Self appraisal submitted by faculty
	▪ Appraisal rating given to the faculty
	▪ List of promotions and % increment given to the faculties
KPIs	▪ Number of faculty members considered for additional increments
	▪ % Average increment given to the faculty

4.11: SUB PROCESS – DISCONTINUATION ORDER	
Key Objectives	▪ Define process of discontinuation of a faculty
Key Inputs	▪ The list of the ad-hoc faculty
	▪ Performance appraisal of the ad-hoc faculty

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Ad-hoc faculty	1.1 The ad-hoc faculty's appointment letter has the last date of working mentioned on it
	1.2 After the tenure of an ad-hoc faculty ends, they can be given a discontinuation letter based on their performance over the employment period
	1.3 In case the department is interested in making the ad-hoc faculty permanent, then the respective department should coordinate with the HR and conduct an interview for the faculty
	1.4 The process of interview and appointment will be similar to the process for permanent faculty recruitment. (Refer to sub-process 4.4)
2. Permanent faculty	2.1 In case of permanent faculty there is a probation period of 6 month
	2.2 The performance review of the permanent faculty should take place by the RO
	2.3 The RO should keep a track of the performance analysis based on the monthly feedback, student feedback and one to one discussion with the faculty
	2.4 In case the RP finds the faculty performance satisfactory at the end of 6 month, the faculty should be made permanent with a prior discussion with the HR and Principal .
	2.5 HR should issue 'probation completion' letter to the faculty
	2.6 In case the RO does not find the performance to be satisfactory, the faculty may

PROCESS DESCRIPTION	
Key Activities	**Description**
	be given probation extension for 3 months. If after completion of additional probation, RO is satisfied , faculty should be given 'probation completion letter by HR. If RO is still not satisfied , he/she should be given a discontinuation letter only after the approval from the Principal

Key Outputs	▪ List of discontinued faculty
KPIs	▪ Percentage of ad-hoc faculty's contract renewal ▪ Percentage of faculty gaining permanent status after probation period

4.12: SUB PROCESS – RESIGNATION AND FULL & FINAL	
Key Objectives	▪ Ensure smooth Process for Resignation and Full & final settlement of the faculty
Key Inputs	▪ Resignation letters from the faculty

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Resignation process	1.1 In case of resignation, the regular faculty should submit a resignation letter to the Principal which is forwarded to the management
	1.2 The Principal/ Management can try to retain the faculty by giving them the necessary incentives if required
	1.3 Once the resignation of the faculty is approved by the management, the faculty should be given resignation acceptance letter by the HR. The letter should contain the last working day of the faculty at the college
	1.4 The copy of the resignation acceptance letter should be sent to the accounts section to prepare for the full & final settlement of the faculty
2. Exit Interview Process	2.1 The HR should conduct exit interview of the faculty to understand the reasons for resignation and feedback on the period for employment of faculty
	2.2 The exit interview forms should be maintained with the HR for future references
3. Settlement Process	3.1 The faculty should serve notice period of 30 days from the day of submission of the resignation letter before the relieving letter would be given by the HR. In case the faculty is on probation the notice period as per norms
	3.2 If the faculty does not wish to serve the notice period, the approval from the Head of Department and the Principal is required
	3.3 If the faculty member does not serve the notice period, then the payment is recovered by deducting the basic salary of the faculty for the remaining days

	3.4 The faculty should take the clearance from various sections and should submit ti to the HR. The clearance is required from various section like
	    o Department
	    o Labs
	    o Library
	    o Accounts

PROCESS DESCRIPTION	
Key Activities	**Description**
	o Stores
	3.5 The relieving letter should be issued by the HR on the final working day only once the clearance certificate has been signed from the required sections mentioned above. Apart from this the experience and salary certificate(if required) should also be given to the faculty
	3.6 The financial settlement of the faculty should be done within 45 days of the last working day by the accounts section. The amount for the financial settlement along with the necessary details should be sent to the permanent address mentioned in the exit form

Key Outputs	▪ List of faculty resignations
	▪ Exit interview forms of the faculties
KPIs	▪ Ratio of faculty retained to the faculty resigned.

4.13: SUB PROCESS – VISITING FACULTY	
Key Objectives	▪ Invite guest faculty to improve the quality of teaching
Key Inputs	▪ List of lecturers/ professors who can be invited as guest faculty

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Guest faculty	1.1 The college can invite a guest faculty in any of the following cases 　　o Introduction of new subject 　　o Unavailability of faculty 　　o Feedback from existing faculty regarding need of supporting lecturer 　　o Temporary adjustment of teaching load
	1.2 The college should maintain a list of lecturers/professors/ industry people from highly esteemed institutes like IITs, NITs etc. 1.3 There should be focus on increasing visiting faculty basefrom the industry
	1.4 The college should invite guest faculty for delivering lectures to 　　o Cover few modules of one subject in coordination with the subject faculty 　　o Other recent Industry topics
	1.5 The guest lecturers should be given a suitable remuneration as per DTE norms and depending on: 　　o Qualification 　　o Current/Ex employer (educational institution) 　　o % of course being covered (Modules covered)
	1.6 The classes should be preferably scheduled for the weekend, so that the guest faculty can travel to and fro conveniently. Their travelling and boarding arrangements will be taken care of by the college
	1.7 The guest faculty's sessions should be made compulsory for the students. They should maintain a 100% attendance for these classes

PROCESS DESCRIPTION	
Key Activities	**Description**
	1.8 The students should be asked to fill feedback form for the guest faculty which should include the following: o Understanding of subject o Clarity on the subject o Faculty's teaching methodology o Faculty's problem solving capabilities o Internal assessment methodology
	1.9 If the lecturer gets an overall ranking of 1 or 2 then the HR should observe the student's performance in the internal assessment and take a decision along with the respective Department Head regarding the continuation of the guest faculty
	1.10 If the lecturer gets an overall ranking of 3 or above then the HR should continue with the guest faculty

Key Outputs	▪ Student feedback on guest faculty
KPIs	▪ The rating received by guest faculty

4.14: SUB PROCESS – OTHER RESPONSIBILITIES OF HR	
Key Objectives	▪ Ensure smooth operations of the HR
Key Inputs	▪ List of reports to be prepared by the HR

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Issue of Certificates	1.1 The HR should issue following certificates related to the faculty and other staff of the institution: o Address proof o Salary certificate o Loan application processing o Experience certificate o Gratuity o PF certificate o IT certificate o LIC deduction certificate o Advance deduction certificate
	1.2 The certificates should be issued by the HR within 3 working days of the submission of written request by the faculty and staff
2. Maintenance of Statistics & Ratios	2.1 The ratio and statistics of all teaching and non-teaching staff should be maintained by the HR. This report should be maintained on cadre wise. o Attrition Report (Comprising of attrition at each level) o Level wise qualification report

PROCESS DESCRIPTION	
Key Activities	**Description**
	○ Ratio of teaching / non-teaching / contractual staff
	2.2 The HR should update this statistics whenever a faculty / staff resigns or joins the institute and should send the report to the Principal
	2.3 This report and statistics should be sent by the HR department to Principal and Institute on each update
3. Audit salary leaves	
	3.1 The following details should be maintained by HR ○ Days of leaves for each faculty / staff ○ Applications submitted by the faculty / staff for the leave ○ In case the leaves are not available, it should be made leave without pay ○ Leaves forwarded or credited / debited for the next period
	3.2 These details should be audited by the internal auditors every month
4. University approval for faculty	4.1 The HR should prepare the list of department wise / course wise faculty requirements and send it to the University for the approval
	4.2 If required, the HR should send the compliance requirements and also follow up reminders till the time the approval is received from the University
5. Record Salary drawn & deductions	5.1 HR should calculate the salaries for each faculty / staff for every month by 30th of every month. The calculation period for the salary is 1st of the month till 30/31of the month
	5.2 The salary calculation should consider the following details: ○ IT deduction (from accounts based on submission by employees) ○ Leave without pay ○ Any allowances to the faculty / staff ○ Increments, if any ○ DA/ HRA in case of increase ○ Incentives ○ Loan deduction ○ Personal advance deductions ○ Any other payments to the faculty / staff
6. Loan & Personal Advance Processing	6.1 The faculty / staff can apply for loan / advance payment by submitting a written application to Institute
	6.2 In case the advance is approved, the application is forwarded to accounts section and the amount is disbursed to the faculty
	6.3 The accounts section informs the HR of the advance payment for the monthly deductions to be made
7. Leave credit balance Calculation	7.1 The balance leave for the faculty should be calculated for each category of leave by the HR
8. Service Book Maintenance	8.1 HR should maintain the service book for each faculty / staff. This service book should comprise of the following details ○ Education

PROCESS DESCRIPTION	
Key Activities	**Description**
	o Salary
	o Designation
	o Leaves
	o Promotions / demotions
	o Memos
	o Annual appraisal
	o Any other details required
	8.2 The book / MIS should be updated by the HR whenever there is any change in the employee record
	8.3 The personal file should be maintained for each faculty / staff. The documents related to the following should be present in the personal file
	o Education
	o Salary
	o Designation
	o Leaves
	o Promotions / demotions
	o Memos
	o Annual appraisal
	o Any other details required
9. Discipline Handling	9.1 The HR should prepare memos and send it to the faculty / staff through Dean / Principal in cases where they have not followed rules and regulations
	9.2 The HR receives the response from the faculty / staff and check if the response is satisfactory
	9.3 In case the response is not satisfactory by the faculty / staff, the Principal can take an action
	9.4 In case the faculty / staff receives more than 5 memo in a year, Principal can put up the issue in front of the Governing Body and seek their decision
10. Approval from Institute for Faculty	10.1 In case of any changes in the scale, promotion, incentives etc for the faculty / staff, the HR should send the report to the Institute for approval
	10.2 The scale, promotion, incentives should be changed / disbursed only when the approval is received
11. University Statistical Information	11.1 The HR should provide the required information to the University / DTE related to staff / faculty whenever required. HR may finalize the format and content for the same.
12. Joining & Confirmation	12.1 HR should conduct the probation review on the completion of probation period and issue probation completion / extension certificate. In case the faculty cannot be confirmed, the HR should extend the probation
	12.2 The HR should collect the required certificate / documents from the faculty as part of joining formalities
	12.3 It should perform the verification of the documents and do a follow up with the faculty in case all the documents have not been submitted. A letter should be issued to the Controller of Examination of the University from which the faculty has qualified for UG/PG courses to certify that the degree

PROCESS DESCRIPTION	
Key Activities	**Description**
	provided by the joining faculty are genuine
13. Resignation Management	13.1 HR should manage the approval of resignation from authorities / management and intimate it to the faculty
	13.2 HR should inform and manage the acceptance and rejection of resignation request based on management decision

14. Staff Reports	14.1 The HR should prepare the following report monthly
	        o List of staff / faculty in the college
	        o List of staff recruited / resigned from the college
	        o Probation assessment / completion / extension report
	14.2 HR should also prepare and update job manuals, training manuals, Leave policy, travel policy, dress code policy etc

Report usage limitations

This report is intended solely for the information and use of the management of VIT and is not intended to be and should not be used by anyone other than these specified parties. Ernst & Young therefore assumes no responsibility to any user of the report other than VIT Management. Any other persons who choose to rely on our report do so entirely at their own risk.

Limitations of procedures

As it is practically not possible to study all aspects of a process in its entirety thoroughly during the limited time period of a review, based on our methodology for conducting the exercise, we conducted a review of the process and held discussions with the process owners and other key people in the process during the planning stage of audit which helped us in identifying specific areas where control weaknesses & process gaps may exist, opportunities for process improvement and/or cost reduction/revenue enhancement. Our subsequent test work, study of issues in detail and developing action plans are directed towards the issues identified. Consequently this report may not necessarily comment on all the function / process related matters perceived as important by the management.

The issues identified and proposed action plans in this report are based on our discussions with the people engaged in the process, review of relevant documents/records and our physical observation of the activities in the process. We made specific efforts to verify the accuracy and authenticity of the information gathered only in those cases where it was felt necessary. The work carried out and the analysis thereof is based on the interviews with the personnel and the records provided by them.

The identification of the issues in the report is mainly based on the review of records, sample verification of documents / transactions and physical observation of the events. As the basis of sample selection is purely judgmental in view of the time available, the outcome of the analysis may not be exhaustive and representing all possibilities, though we have taken reasonable care to cover the major eventualities.

An Overview

- Institute Organigram

- Recruitments

  - o Selection & appointment of faculty members

  - o Selection & appointment of non-teaching staff members

  - o Support & maintenance staff

- Salary

  - o Mode of payment of salary

  - o Provident Fund

  - o Gratuity

  - o PF / EPF / IT deductions

- Career Advancement, Assessment & Rewards

- Leave

- Vacation

- Holidays & Weekly off

- Staff attendance system, Duty hours, Duty timings, etc.

- Retirement age

- Joining formalities

- Exit formalities

- Staff attendance system

- Grievance handling mechanism

- Dress code

- Smoking & consumption of alcoholic beverages, etc.

- Various policies applicable to staff members of the Institute

- Other useful material related to staff

- Institute, departmental publications

- Other special initiatives

- Website

Recruitments

Selection and appointment of faculty members

Adhoc appointments

Vidyalankar Institute of Technology shall call for applications by advertising in newspapers, website, etc. Candidates eligible as per qualifications and experience prescribed by regulating authorities shall be considered for recruitment following process as given below.

   i.   Technical interview by technical panel as appointed by the Principal. External expert may be invited for technical interview.
   ii. Demo lecture on relevant topic. Demo lecture shall be attended by technical panel and current select students of the Institute. Feedback of students shall also be considered while making any decision.
   iii. Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.
   iv. Shortlisted candidates shall be interviewed by the Principal and representative/s of Vidyalankar Dnyanapeeth Trust.

University Selection Committee appointments

Vidyalankar Institute of Technology shall follow University Selection Committee procedure,   call for applications by advertising at national level through newspapers and additionally on social networking sites. Candidates eligible as per qualifications and experience prescribed by regulating authorities shall be called for interview by technical panel as appointed by the University.

Candidates recommended by the committee shall be issued appointment letters and their candidature shall be send to the University for approval. In case of denial of approval, appointment shall be revoked immediately.

Selection and appointment of non teaching staff members

Vidyalankar Institute of Technology shall call for applications by advertising in newspapers, website, etc. Candidates found eligible as per qualifications and experience for the required posts shall be considered for recruitment following process as given below.

Technical Staff

   • In case of technical staff, technical Interview followed by a technical test by technical panel as appointed by the Principal
   • A technical test to know proficiency in handling laboratory equipment.

- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.
- Shortlisted candidates shall be interviewed by the Principal and representative/s of Vidyalankar Dnyanapeeth Trust.

Administrative staff

- Interview by a panel as appointed by the Principal
- A test to know proficiency about word processing and spreadsheets.
- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.
- Shortlisted candidates shall be interviewed by the Principal and representative/s of Vidyalankar Dnyanapeeth Trust.

Support and maintenance staff shall be appointed through external agencies.

HR department shall handle recruitment activity and shall issue appointment letters to selected candidates on approval by the Principal

All adhoc and non-teaching staff appointments shall be issued with last date as 31 May of current or following year whichever is earlier.

Before joining staff members may be required to submit Medical Fitness Certificate as deemed fit.

Salary

Staff members are paid salary as per the 6th Pay Commission recommendations adopted by the State Government. Main components of salary are,

Basic Pay (Basic+AGP)
Dearness Allowance(DA)
House Rent Allowance(HRA)
Travelling Allowance(TA)
City Local Allowance(CLA)

Consolidated salary pay packages (Cost to company) are given to ad-hoc appointments.

CTC package shall include EPF contribution by employee and employer

Income Tax deductions shall be done in accordance with as per IT considering investment plan declaration by the employee. Last date for investment plan declaration I the prescribed form would be 31st October and last date for submission of investment proofs to the Institute authorities would be 31st January.

Institute shall provide form 16 certificate as applicable to all concerned staff members by 15th June.

Profession Tax shall be deducted every month as per prevailing rules.
No loan facility shall be available. Facility for deduction of EMIs from salary is not available.

Mode of Salary Payment

Staff members need to provide account number by opening an account in ICICI bank. Salary is paid through bank.

In some cases salary is paid by a cheque. However, in no case salary is paid by cash.

Provident Fund

Staff members are covered as per Employees Provident Fund benefits.

Gratuity

Staff members completing continuous service of minimum 5 years in the Institute are eligible for Gratuity under the Gratuity Act, 1972 scheme.

PF / EPF / IT deductions

Profession Tax deduction shall be done every month as applicable.

Deduction of EPF shall be done as per PF rules with Employer's share ceiling.

Income Tax deductions shall be done in accordance with as per IT considering investment plan declaration by the employee. Last date for investment plan declaration in the prescribed form would be 31st October and last date for submission of investment proofs to the Institute authorities would be 31st January.

Institute shall provide form 16 certificate as applicable to all concerned staff members by 15th June.

Loans & Deduction of EMIs from salary

No loan facility shall be available. Facility for deduction of EMIs from salary is not available.

Increments, Career Advancement, Assessment & Rewards

Staff members are issued increments annually.

The Institute considers guidelines issued in the respect of career advancement benefits based on acquiring higher qualifications. Such benefits are given on screening by a committee comprising of Principal, Head of Departments and/or senior staff members of the Institute.

All teaching staff members shall undergo appraisal every year. Appraisal shall be based on performance in previous two semesters on following criteria,

Academic activities
Administrative activities
R&D activities
Participation in co and extra-curricular activities
Mentoring

All non-teaching staff members also shall undergo appraisal every year . Appraisal shall be based on performance on following criteria,

Attendance & Punctuality
Pro-activeness & helpfulness
Behavioral aspects

Rewards

Staff members shall be considered for reward points based on Performance Appraisal/KRA score. Nature of reward shall be decided time to time by the Principal in conjunction with Governing Body.

Leave

Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

The employee shall have to apply for grant of leave in the prescribed e-form and shall proceed on leave only on due sanction. However, if the emergencies exists and employee is required to proceed on leave for the reasons beyond his control, the leave sanctioning authority may, on satisfying itself sanction leave on application which is submitted later.

Leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave.

If the employee overstays the sanctioned period of his leave, without prior permission or intimation, he shall not be entitled to any leave salary for such period and such absence may be treated as misconduct.

If any employee of the Institute resigns, he/she shall not be granted leave either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

The Principal reserves right to revoke or curtail any kind of leave as deemed necessary.

Absence after expiry of sanctioned leave shall be viewed very seriously.

Kinds of Leave

Casual Leave   An employee shall be entitled to 8# days of casual leave in a calendar year.

Sanction for casual leave shall ordinarily be obtained using prescribed form. In exceptional circumstances, ex–post–facto sanction shall be obtained by the employee. If the leave sanctioning authority is not satisfied with reasoning for exceptional circumstances, sanction for leave shall be denied and absence shall be treated as leave without pay.

Casual leave in continuation for more than 3 days shall be treated as mass casual leave. Mass casual shall not be treated as casual leave and shall be treated as unauthorized absence and may be treated as mis–conduct.

Sundays, holidays (and Saturdays, as applicable) may be prefixed or suffixed with casual leave. However, casual leave cannot be combined with any other kind of leave.

Casual leave for ½ day can be granted to an employee. However, if it is half day working on Saturday, absence shall be treated as leave for a full day.

Unused casual leaves shall not be carried to the following calendar year.

Sick Leave	An employee shall be entitled for $10^{\#}$ days of leave for calendar year to cover absence due to medical reasons. Credit of 5 leaves shall be given on 1st Jan and 1st Jul of each year.

Staff member availing leave on medical ground may need to submit medical certificate issued by medical practitioner. The Institute reserves right to verify the same. If demanded, the employee may need to submit fitness certificate before joining the duties.

Unused sick leaves shall be carried to the following calendar year.

Earned Leave	An employee who is not entitled to vacation shall be entitled to earned leave at the rate of one eleventh of the period spent on duty, subject to maximum of 30 days in a calendar year and subject to the accumulation of maximum of 240 days of earned leave.

The employee may not be granted more than 120 days of earned leave at a time.

Earned leave shall be calculated, twice a year, for the period 6 months, Jan to Jun and Jul to Dec, and shall be credited to employee on 1st January and 1st July of each year. Employees who have completed 1 year of service on 1st Jan or on 1st July shall be considered for credit of earned leave on respective dates.

1 day leave shall be deducted for 10 without pay leaves.

An employee, who is eligible for vacation, is prevented from availing vacation in full or a part thereof, shall be granted earned leave, proportional to ½ the number of vacation days not availed. In any case, maximum number of earned leaves earned in a year shall be 30.

The employee shall cease to earn such leave when earned leave accumulated exceeds 240.

Surrender of earned leave is not allowed.

The employee who retires on superannuation or who dies while in service shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his credit on the date of such retirement or death as the case may be. In such case, cash equivalent shall be based on salary and dearness allowances admissible on such day.

Maternity Leave	Female employee who has put in more than two years of service shall be eligible for maternity leave of 90 days. Maternity leave can also be granted in case of miscarriage including abortion subject to maximum number of 45 days for a period of entire service. In any case, application for maternity leave shall be supported by a certificate by a medical practitioner. The Institute reserves right to verify the same as deemed fit. During maternity leave, leave salary equal to last pay drawn is admissible.
Study Leave	A teacher can be granted study leave at the discretion of the governing body of the college subject to a maximum of 6 months. The teacher who is granted study leave shall enter into an agreement / bond with the institute for a period as deemed fit by the authorities.
Extra Ordinary Leave	Extra ordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances. Nature and period of leave may be decided by the Principal.
Compensatory Leave	Employee asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Only those employees whose gross salary is less than Rs. 20,000/- shall be eligible for compensatory leave. This leave shall not be carried to the next calendar year.

#Number indicates leaves for calendar year. The same shall be modified proportionately as per service period, i.e. if last date of service is 30th June, all leaves shall be reduced to half.

Leave application and sanction process is handled through v-MIS.

Leave without Pay(LWP or WP)

Leave without Pay shall be seriously viewed. Following, criteria shall be applicable with respect to leave without pay.

- There shall not be ½ day LWP. It will be treated as full day LWP.

- Holidays and weekly offs, suffixed and prefixed to LWP shall be treated as leave without pay.

- If number of leaves without pay in a month are more than 5, all holidays, weekly offs in that month shall be treated as LWP.

Vacation

Eligible staff members may be issued in summer and/or winter break strictly at the Institute's discretion. Maximum number of vacation is limited to 60 days per year. Employee should be physically present either before proceeding on vacation or the day preceding the last day of vacation.

However, the Institute highly discourages vacation and desires proactive working on maximum number of days.

Holidays & Weekly off

Principal shall declare list of holidays in year in the month of January.

Staff members shall avail 1 day, generally Sunday as weekly off.

Staff attendance system, Duty hours, Duty timings, etc.

Institute uses biometric based fully computerized staff attendance system. All staff members shall note log-in and log-out time on any one terminal designated for this purpose.

All newly appointed staff shall put in 8½ hours of duty on each working day.

Duty timings are decided by the Principal. Normally a staff member shall be given 9 hours of time span to put in 8 ½ hours of duty. This takes care of late marks due to hassle in traffic, train, etc.

When duty hours actually recorded are more than 4 hours but less than as assigned, ½ day leave is deducted. If duty hours actually recorded are less than 4 hours, 1 day leave is deducted.

In case one fails to note log-out time, 1 day leave is deducted on the next log-in. Please see Staff Attendance Procedure Policy for details.

Retirement age

Retirement age for teaching staff is 60 years.

Retirement age for non-teaching staff is 58 years.

Joining formalities

On joining, new staff shall have to submit copies of his/her certificates, PAN, Aadhar, bank account details and other required information. Personal information recorded and staff member is required to update personal information time to time in concurrence with HR.

Newly joined staff shall be given,

Institute Identity Card
Official e-mail id
Library membership
Login credentials for computer and internet use in the Institute
Login credentials v-MIS use

Institute uses biometric – finger print for attendance purpose. Hence, every new joinee shall allow finger print scanning for the purpose.

EPF registration formalities shall be completed.

Seating place, reporting officer shall be decided by Head of the department/Principal.

New joinee undergoes thorough induction process which is arranged by HR department.

Exit formalities

Staff interested in leaving, need to give 1 months' notice. In notice period no leaves can be claimed.

On the last date of the notice period, staff member shall complete 'No Dues' formalities and surrender Institute Identity Card at HR department.

Official e-mail id, Library membership, Login credentials for computer and internet use in the Institute, Login credentials v-MIS use shall be de activated.

HR shall conduct exit interview. Report of the same shall be sent to the Principal.

Staff attendance system

Institute uses biometric based fully computerized staff attendance system. All staff members shall note log-in and log-out time on any one terminal designated for this purpose.

Grievance Handling Mechanism

Institute shall take utmost care of its staff members and assures fair treatment to all. In case of unforeseen incidents, staff member may approach the Principal for grievance redressal. All such matters shall be handled with total confidentiality and sensitivity.

Institute has devised following committees in this respect.

Anti Ragging Committee
Mahila Takrak Nivaran Committee
Grievance Redressal Committee
Internal Complaint Committee   As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

A suggestion box is also available for receiving suggestions on various matters.

Dress Code

In an educational environment, the standard of dressing for men is neatly ironed, formal light coloured full sleeves shirt and dark trousers and for women a saree, shirt or blouse with skirt or a dress paired with appropriate accessories. For official functions, men shall

wear suit and women shall either wear suit or formal western dress or a very formal saree. Accessories for men are formal shoes, ties, belts and for women, scarves, belts and jewelry. Jewelry should be worn in good taste, with limited visible body piercing. Hats are not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

A professional appearance is encouraged and excessive makeup is discouraged. Excessive use of perfume, may be disturbing to others, so use these substances with restraint.

If uniform is issued, use of uniform shall be mandatory. Cost of uniform shall be borne by the Institute. Not wearing uniform shall be strictly dealt with.

Smoking & Consumption of alcoholic beverages, etc.

Smoking and Consumption of alcoholic beverages is not allowed in Institute campus. Chewing tobacco, pan, etc. is also not allowed in the Institute campus.

Various policies applicable to staff members of the Institute

- Book Allowance Policy
- Leave Travel Concession Policy
- Library Policy
- Professional Membership/STTP/Paper Publications Sponsorship Policy
- Laptop Issue Policy
- Time Table Policy
- Industrial Visit Policy
- Educational Tour Policy
- I-Card Policy
- Vehicle Parking Policy

Other useful material related to staff

- Academic Manual
- Faculty Handbook
- Staff Diary
- Course Diary
- Mentoring Handbook
- Student Handbook
- Student Diary
- Project Diary

Institute, departmental publications

- Vector
- V-Express
- Vibes
- Applied Engineering & Technologies
- V-Ideas

Other special initiatives

v-MIS   Comprehensive Management Information System developed in-house to take care of various day to day academic and administrative activities

Staff attendance & Leave management
Academics – Time table, students attendance, etc.
Admissions
Library
Examinations
Committee
Placement
Accounts
Stores
Facility Management
Security
Registry

v-Tutorial   Automated random tutorial printing station

v-Print   I-Card driven network laser printing (colour & B/W) facility with e-purse

v-Live   Academic networking forum

v-Refer   Repository of course content

Website

www.vit.edu.in