VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)

(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)

PALLAVARAM - CHENNAI

ACCREDITED BY NAAC WITH 'A' GRADE

Marching Beyond 30 Years Successfully

HUMAN RESOURCE MANUAL





1.General Guidelines

1 This document shall be called **VISTAS HR Manual**

2 This **HR Manual** shall apply to all employees of VISTAS

3 VISTAS reserves the right to amend (delete, add or modify) this **HR Manual** from time to time and such amendment shall be binding on all the employees from its effective date.

4 The VISTAS HR Manual **is strictly 'Private & Confidential**"

2.Vision

To make VISTAS an epitome of excellence in higher education by effectively providing high quality education and rigorous training to students in multiple streams of choice with ample scope for the all round development to make them excel their profession for betterment of society.

3.Mission

a) Effectively imparting knowledge and inculcating innovative thinking
b) Facilitating skill enhancement through add-on courses and hands on training
c) Doing original, socially relevant, high quality research
d) Facilitating appropriate co-curricular, extracurricular extension activities
e) Instilling the spirit of integrity, equity, professional ethics and social harmony

4.Quality Policy

To assure and enhance Total Quality Culture at VISTAS in order to fulfill the expectations of all the Stakeholders, with high Quality Standards.

- To channelize the learner-centric environment by using ICT tools in teaching and learning process for holistic development
- To systematize the feed back systems and corrective actions in academic, administrative and other welfare measures
- To maintain the standards in all research publications, dissertation and thesis reports as stated by competent bodies
- To motivate faculty in research activities such as publication in reputed journals, research projects, patents, awards and consultancy by appropriate monetary rewards and recognition
- To enhance the effective functioning of various committees so that Participative Management system is implemented
- To ensure quality standards by organizing Faculty Development Programs and lend support to various Schools in order to organize seminars and workshops in contemporary themes
- To maintain database and documentation of various activities for continuous follow up and to monitor the improvement
- To identify the bench marks for various quality certification bodies and act as a linchpin in formulation and implementation of Perspective plan of VISTAS

By IQAC

5.Ethics and Code of Conduct

As a constituent of reputed Institute of VISTAS , one is always under scrutiny of the stakeholders of the society thereby it is necessary to maintain a high degree of decorum and integrity at all times .Some of the general points that one should adhere is listed ,but the list is not limited as the human resources have to uphold high code of conduct as prescribed

MATTERS OF GENERAL CONDUCT-THE DO'S AND DON'TS

DO'S

- Maintain absolute integrity and absolute devotion to duty at all times.
- Those holding responsible posts should maintain independence, and impartiality in discharging their duties.
- Maintain a responsible and decent standard of conduct in private life, and render prompt and courteous service to the public.
- Report to superiors the fact of arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so. Keep away from demonstrations organized by political parties in the vicinity/neighbor hood of Government offices and maintain political neutrality.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- If any legal proceedings are instituted for the recovery of any debt due or for adjudging as an insolvent, report the full facts of such proceedings to the Competent Authority.
- Act in accordance with Government policies.
- Observe courtesy and consideration to Members of Parliament and State Legislatures.
- Commit oneself to and uphold the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, the security of the State ,public order ,decency and morality.
- Maintain high ethical standards and honesty;

- Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain accountability and transparency.
- Use public resources efficiently, effectively and economically.
- Declare any private interests relating to public duties and take steps to resolve any conflicts in a way that protects the public interest.
- Make choices, take decisions and make recommendations on merit alone.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of the society.
- Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- Maintain discipline in the discharge of duties and be liable to implement the lawful orders duly communicated .
- Maintain confidentiality in the performance of official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may affect the sovereignty and integrity of India, the security of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- Perform and discharge duties with the highest degree of professionalism and dedication to the best of your abilities.
- Use the IT infrastructure and facilities for official use only.

DON'TS

- Do not make joint representations in matters of common interest.
- Do not indulge in acts unbecoming of an employee of VISTAS.
- Do not adopt dilatory tactics in any dealings.
- Do not convey oral instructions to sub-ordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
- Do not practice untouchability.
- Do not associate with any banned organizations.

- Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.

- Do not give expression to views on Indian or foreign affairs, while visiting foreign countries. Do not get involved in unauthorized communication of any document or any part thereof or classified information to any Government servant or any other persons to whom not authorized to communicate such document or classified information.
- Do not join or support any illegal strike.
- Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
- Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings.
- Do not accept any offer of the cost of passage to foreign countries or hospitality by way of freeboard and lodging there, if such offers are from foreign firms contracting with the Government.
- Do not accept invitations for free inaugural flights offered by Air India, Indian Airlines, Corporation or Foreign Airliners.
- Do not give dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bride groom.
- Do not accept any gift from any foreign firm which is having official dealings.
- Do not engage in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by self or members of family.

- Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place oneself under pecuniary obligation with such person, firm or private company Do not approach subordinates for standing surety for loans taken from private sources either by self or relations/friends.

- Do not undertake private consultancy work.
- Do not speculate in any stock, share or other investment.
- Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
- Do not bid at any auction of property where such auction is arranged by one's own officers.
- Do not stay as guest with Foreign Diplomats or foreign nationals in India.
- Do not invite any Foreign Diplomat to stay as guest in India.
- Do not accept or permit dependents to accept passage money or free transport from a Foreign Mission/ Government or Organization.
- Do not bring any political influence in matters pertaining to service.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not employ children below 14years of age.
- Do not accept award of monetary benefits instituted by Private Trusts/ Foundations, etc.
- Do not address the higher authority prematurely on the same issue unless it is established that all points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with the matter.

- Do not use official position or influence directly or indirectly to secure employment for any member of your family in any company or firm. Do not place oneself under any financial or other obligations to any individual or organization which may influence in the performance of official duties.
- Do not misuse position as civil servant and take decisions in order to derive financial or material benefits for oneself , family and friends.

6. Grievance Redressal Mechanism

If a staff member has a grievance, it is better to sort it out by writing to, or meeting the concerned HOD. After giving sufficient time to the HOD, remind him/her to expedite the matter. In case the grievance

remains unresolved, there is an Institute grievance committee, to whom one can refer them . Suggestion boxes are placed at various location to vent out grievance .On-Line grievance reporting provision is enabled in the Website of the University for open and transparent communication. Open door policy is practiced to vent out the grievance with all top management.

HoDs will function as Grievances Officer who will coordinate and administer the grievance handling process. The Staff Grievances Redressal Committee will be responsible for addressing all the grievances submitted to the Grievance Officer. The committee will refer cases, if required, to the Dean and the Dean shall address the grievance in such cases. In cases where the VC's intervention is required, the Dean may forward the grievance case to the VC/Registrar. The VC will be the final authority on all grievance matters of staff and Officers.

7. Prevention of workplace Harassment

Behavior in all interactions with colleagues must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as through

(1) Physical contact and advances.

(2) Demand or request for sexual favors.

(3) Sexually colored remarks (this includes colored jokes in a mixed company, or even within hearing distance of a female member of the community).

(4) Showing pornography.

Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Except where such an act amounts to a specified offence under the Indian Penal Code (which then has to be dealt with by the Police under applicable law), a victim of sexual harassment (or one who perceives sexual harassment to oneself may lodge a complaint to

The Director, Deputy Director or to the Registrar. Any employee can approach the Women' Cell constituted by the Institute, either for advice or for redressal.

An inquiry by the Women Cell has the status of an official inquiry under the Civil Service Rules, and employees have to co-operate with the Cell in its investigations.

8. Right to Information

In 2005, the Indian Parliament enacted a legislation known as the Right to Information (RTI) Act, which empowers a citizen to get any information from the Government or from any publicly funded institution. Exceptions are few and an educational institute does not qualify for exemption. A query from the Institute's Public Information Officer must be answered within a stipulated time limit

9. Employment Terms –Faculty

The Board of Management of this University narrates the following terms and conditions:

1. Faculty Shall report for duty to the undersigned forthwith.

2. The services at this Institution shall take effect from the date of Joining duty.

3. Faculty Shall be on probation for a period of two years from the date of his / her joining duty, and services will be regularized subject to the successful completion of probation.

4. The Teacher shall have to work under the supervision and guidance of the Vice-Chancellor and the Registrar besides the Head of the Department and discharge official duties connected with setting up of Educational, Research & Extension activities of the Institution and render such other assistance as may be assigned by the authorities of the Institution from time to time.

5. A teacher of the Institution shall be a whole time salaried employee of the Institution and shall devote his/her whole-time to the Institution. No whole - time salaried teacher of the Institution shall without the permission of the Board of Management engage himself /herself directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emoluments or honorarium is paid.

6. Apart from giving lectures to the students of the department and other departments of the Institution where courses are conducted on interdisciplinary basis, the teacher shall have to engage in personal research work of funded research projects, guiding research students and publishing research papers in high impact factor journals. He / She has to publish atleast two Research articles in an academic year.

7. The teacher shall be governed by the Statutes and Bye-Laws of VISTAS, which include professional ethics and code of conduct and discipline for avoidance of sexual harassment besides VISTAS Employees.

8. The teacher will not be permitted to leave the institution during the Academic year. In case the teacher wants to leave the institution in the middle of the Academic year, 3 months prior notice or 3 months salary should be given.

9. The Teacher's headquarters shall be at Chennai. If the teacher desires to move out of the headquarters on official business or otherwise, prior permission shall be obtained from the Registrar.

10. Recruitment and Selection Policy

VISTAS is committed to provide equal opportunities to all without regard to race, colour, religion, caste, gender, national origin or disability in recruitment, Promotion training, compensation, benefits, transfers, and employee movement within the organisation. In adherence to the above VISTAS shall :

- Provide equal opportunity to all irrespective of the strata of the society they belong to in order to reduce vulnerability
- Provide equal opportunity to the different genders everything remaining equal from the point of view of the requirement of the particular job

- Provide preference to persons from the weaker and marginalized sections of the society
- Qualified women should be specially encouraged for careers in VISTAS

Necessary advertisement will be released in the newspaper for the requirement of the manpower which will clearly indicate the position, qualification and other details.

Inviting applications from the suitable candidates for the position

Interview Panel for selection of candidates will be constituted by the competent authority based on the post and also keeping in mind the UGC Norms on inclusion of member of Minority and SC/ST.

Based on the performance in interview, written/skill test and also keeping in mind the reservation policy the candidates are selected and also if required, the list of candidate in wait-list is prepared, on which the approval of the Selection Committee is taken.

11.Joining Formalities and Induction

The Administrative office will assist the new joined for the preliminary joining formalities.

The first day at work will start with introduction and filling up of important forms. The sequence may be like this:

- Welcome and introduction
- Issuing Employee –Handbook
- Joining Report
- Credential verification in connection with education, experience and achievements
- Filling up of forms
- Identity card details to be filled in
- Assisting for opening an Salary Account with Equitas Bank [campus branch]
- Briefing about Attendance System
- Taking around and reaching department & handing over to HOD (for Staff member)

Identity Card

Employees will be issued with an identity card. Apart from the Institute name and address; this will bear the name, employee code number, photography, blood group and emergency contact details etc of the employee

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Certificates of birth, education and medical fitness
4. Written comments of reference,if any
5. Appointment letter / Contract letter
6. Joining Report
7. Job Description, Performance& Development Plan
8. Personal details of employees like permanent/ current address/ blood group
9. Relieving letter or experience certificate from the previous employer or last employer
10. Letters of annual salary revisions & copies of performance appraisal
11. Two colour passport size photograph
12. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc
13. Any other personal memos
14. Resignation / Contract termination letter
15. No Claim Certificate

Any other information deemed appropriate by VISTAS

INDUCTION

The induction schedule will be prepared and informed to new joined in order to familiarize with the key operations, practices and policies of our Institute. This INDUCTION either is arranged for self or for a group of new employees.

The new employee will feel the pulse of the Institute on meeting the members from different sections will get good enough idea about the Institute, our activities

and the role which the incumbent will be playing on entering the services of the Institute. This will also help the employee to gain an understanding of our Institute's policies, the philosophy, vales, operational guidelines, including aspects related to performance, career planning, HR policies &procedures.

12. Working days / Weekly Off, Working Hours and Attendance

Electric Biometric machine has been kept at each block to record the attendance and manual attendance is also maintained.

Office timings are 9.30 am to 4.30 pm for teaching Monday to Friday. Lunch break is from 12.40 pm to 01.20 pm.

Institute works as per academic calendar. Mostly Institute works on 5 days working, i.e. Saturday & Sunday

13. Leave Policy

CASUAL LEAVE [CL]

Employees are entitled to 12 days CL in a calendar year. Proportionate number of CL will be credited to your account on the day of your joining the Institute and thereafter 8 days of CL will be credited on the first day of every Calendar year.

COMMUTED LEAVE

HPL could be commuted to full pay leave on specific request supported by Doctor's certificate.

MATERNITY LEAVE

This is applicable to all female employees in Institute.

As per the Maternity Benefit Act, one is eligible to take 90 days of maternity leave with pay.The employee will have to give an intimation in the leave application format, clearly indicating the approximate date of delivery [child birth]. Later on one can produce the birth certificate signed by the Doctor. This leave can be availed of only twice during your entire service period.

The employee can claim 6 weeks of maternity leave, in case of unfortunate event like miscarriage.

PATERNITY LEAVE

All male employees with less then 2 surviving children are eligible for 15 days of leave during the confinement of his wife.

14.Public Holidays Policy

The Institute will follow 14 public holidays and restricted holidays in a calendar year as fixed by the State Government.

15.Compensatory off (for non supervisory staff members)

If any employee is required to work on his/her weekly off or on paid holiday, he/she would be entitled to avail one compensatory off. However, this is applicable to employees up to category of Officers level.

Procedure to Avail Leave :Leaves are to be applied through leave letter through the proper channel .

16.Promotion Policy

The Promotion Policy is a step in the direction of developing a comprehensive human resource framework for the Institute. The Promotion Policy is one of the component of that framework to specifically address the issue of promotion of employees. For the Promotion Policy to be effective, it is important, to develop a scientific appraisal system, staff training and development programme and link them with promotion. As promotion is a process of enabling personal growth of an employee ,it is important that the Institute take s up the responsibility of institutionalising staff development and training so that the desire and aspiration of the employee is balanced with the interest of the Institute. Institute follow seniority-cum- performance based promotion policy.

17.Training & Development Policy

Based on the training evaluation, for individuals with performance found to be below average (i.e. less then 50%), retraining shall be organized in the subsequent training programme in consultation with the concerned HOD.

IQAC shall organize and conduct the training programme on the guidelines of the approved training calendar

IQAC shall send circular to concerned supervisor along with list of identified personnel for training topic, faculty, date and time and venue in advance. Administrative office may also include relevant personnel for training, where found appropriate in consultation with concerned supervisor well before the training programme

18.Resignation / Retirement

Resignation : When an employee decided to part ways with VISTAS, employee will have to submit a resignation letter to the appointing authority for acceptance. If the resignation is accepted, the date of relieving will be communicated by the administrate office and will be relieved accordingly. Employee can not resign while on leave. In case an employee resigns while on leave, the effective duties of resignation will be his/her last working day.

Quitting employee will be required to handover the charges and responsibilities to the concerned HOD /superior, clear the dues, and return the items given for official use before getting relieved. A clearance certificate form is required to be circulated through various departments, for this purpose. On submission of the clearance certificate to Administrative office which will be forwarded to Accounts to complete the formalities for the Full & Final settlement. Resigned employee can be in touch with Accounts department for all future F&F related queries.

RETIREMENT

The age prescribed for retirement on superannuation is 60 years.

Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.

19.Travel Policy

We have structured travel policy for guiding our employees on the subject of class of travel, lodging and boarding expenses, etc while undertaking official trips.

20.Performance Appraisal Policy

The Institution has introduced Self-Appraisal report for teachers which are required to be submitted at the end of each academic year for both the teaching and non teaching faculty members.

a.Performance Appraisal for Faculty members:

Institute has a very transparent self Management system. The appraisal system covers all the aspects of academic, administrative and research activities of the staff. The factors for appraisal are listed below:

- Teaching Assignment
- Mentoring & Guidance
- Journal Publication
- Conference Publication
- Research Project
- Award / Honors / Recognition
- Professional Membership
- Administration Support Services
- Organizing Events
- Accreditation Activities
- Consultancy

In addition to the above, faculty are rated by students through an online feedback system. The attributes covered for theory courses are:

- Punctuality
- Sincerity
- Subject Knowledge
- Lecture Preparation
- Communication & Presentation Skills
- Coverage of Syllabus as per Schedule
- Standard of Test Questions
- Interaction & Approachability
- Helping for Clarification of Doubts
- Overall Rating of the Teacher

For indirect assessment of the course outcomes ,feedback is sought from the students and this score is also taken in to consideration during appraisal .This inculcates Management by objectives as the targets are set for the course outcomes

b.Performance appraisal for Non –Teaching faculty

VISTAS recognizes the key role played by the non teaching staff in underpinning the functioning of the system and has developed a self appraisal system so that non teaching staff show involvement, take responsibility and are held accountable. The components of assessment are listed below:

- Task Execution & Punctuality
- Work in Time & work Perfection
- Work interest & Motivation
- Ability to work independently & in groups
- Capability to maintain discipline among staff
- Dress code & Neatness
- Fairness and impartiality
- Capacity & willingness to assume responsibility
- Integrity, honesty in behaviors
- Ability to rise to difficult situation & execute tasks
- Behavior with Colleagues
- Cooperation with colleagues for work activities
- Helping colleagues
- Learns from colleagues

21. Consultancy Policy

Faculty are encouraged to take up consultancy projects from various organization A separate Guidelines is created.

22 .Employee Welfare Measures

FINANCIAL SUPPORT/INCENTIVES

To encourage the faculty members to publish in Scopus / Web of Science Indexed journals, an incentive of Rs 5000/- would be provided for a published paper. For organizing and attending quality conferences funding would be provided by the Institution.

VISTAS recognize the contribution of the employees towards the development and progress of the Organization. The Institution offers/provides rewarding welfare schemes to all the employees to ensure and increase their work efficiency. Some of the welfare schemes prevalent in the Institution are:

PROVIDENT FUND

VISTAS as the employer and the employee contribute to PF at the 'rate of 12%' of the basic wages. Provident Fund is available to the members of both teaching and non-teaching. This scheme is available since inception of the Institution.

ESI FACILITY

The self-financing social security and health insurance scheme, ESI facility is provided to all Non teaching staff members of VISTAS from September 2016.

MATERNITY LEAVE

All women members of staff are given maternity leave for a period of three months with salary.

LOAN FACILITY

All the employees of the Institution are provided interest free loan facility once in a year

FEE CONCESSION

- The wards of faculty and staff members get fee concession in the Institutions under Vels Group.
- 50 % concession in the tuition fee for faculty members who pursue PhD course in VISTAS.

TRANSPORT FACILITY

To ensure comfortable travel of all faculty and non-teaching staff, VISTAS provides free transportation up to the railway station .50 % Concession is given for utilizing University Bus facility .Vehicle facility is available to Deans ,Directors ,HoDs for comfort travel .

SUBSIDIZED ACCOMMODATION

VISTAS provide S Quarters facility for teaching and non teaching staff in the Institution Hostels and Quarters.

CONFERENCE SPONSORSHIP

Sponsorship / Grants are provided for the teaching faculty to attend Seminars / Conferences / Paper Presentations / Paper Publications both in India and Abroad.

CRECHE FACILITY

A Crèche is available inside the campus mainly for the children of the employees members

INCENTIVES

Incentives are provided for Faculty providing 100% pass percentage, for publishing articles in SCOPUS indexed journals and for long tenure in the organization etc.
Gift cheques are given to Faculty and staff members who are getting married.

DRESS

Free supply of uniform clothes are provided to all the Non-teaching staff members. Blazers are provided for the female faculty members and tie is provided for the male faculty members.

IN CAMPUS FACILITIES

- Food courts are available for food and refreshment.
- A 24 hr ATM is available. During banking hours a bank “Equitas” is available for the benefit of faculty.
- Apollo Shine Medical Centre, a wing of Apollo Hospital, to provide medical assistance is available round the clock
- Jan Aushadhi (Government of India Initiative) a generic Pharmacy maintained by our Pharmacy department is available in the compound for the easy accessibility of low price medicines
- Accupressure sevices are available within the campus
- Professional Counseling Services are available for all within the campus for Talk Therapy
- Free Apollo Shine health cards are issued to all for regural Medical check up
- Fully equipped Gymnasium and Swimming pool is available for Faculty and Non Teaching Staff
- On lieu of Sports day celebration Indoor and outdoor games are conducted for faculty and Non teaching staff to cope up with Stress
- Outbound training is organized by various department faculty for building interpersonal relationship and team work
- Computing Facilities Every workplace on the campus including individual faculty rooms, classrooms, computer labs, and administrative offices has network connectivity. Students can use computer labs for their computing requirements. In addition, students have access to a Mac lab of Apple academy offering multimedia facilities. The server of the library has several national and international CD- ROM databases. The Institute subscribes to databases and news services like Prowess, India Trades, Reuters, etc. All systems on the campus are in one large inter- network, which comprises 10 local area networks. Through these systems, users have access to the Windows based Office suites, several languages processors, statistical and math programming packages, simulation software, etc. Besides the campus wide network, the dorms have standalone computers and printers.

- Networking is based on a variety of technologies including Novell NetWare, TCP/IP, UNIX, and Windows NT. Unix and Novell servers provide file, print, and many other value added services like email and electronic notice boards. The Institute has on- line Internet connectivity through a VSAT and a radio modem.
- There is a cafeteria facility where nutritious and delicious lunch/dinner and snacks are provided at subsidized rates.

DEVELOPMENT PROGRAMS

For the benefit of faculty FDPs and Skill Development courses are conducted regularly in house as well as deputed outside Faculty are insisted to Annual Refresher Program in Teaching (ARPIT) offered by MHRD in Swayam platform ,ToT programs offered by IITs ,Case writing workshops etc.

ATTENDANCE

Flexible Attendance system (Selection of shifts ,Selection of Timings to attend classes etc) with biometric is available for all the faculty .For administrative staff the fixed timings are maintained and for overtime suitable rewards are provided .