



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
INSTITUTION WITH UGC 12B STATUS
Marching Beyond 30 Years Successfully

HR POLICY

CHAPTER I

INTRODUCTION

The Policy & Procedure Manual of Vels Institute of Science Technology And Advanced Studies (VISTAS) is founded on the belief that the Institution's success hinges primarily on its staff, and that nurturing their potential is advantageous for both the staff and the Institution.


All preceding Policies and Procedures, whether accepted or communicated, are superseded by this Manual. The Institution reserves the right to amend or update the contents of this Manual to reflect current conditions. Any changes will be communicated to employees in writing. This Manual is a private and confidential document exclusive to the Institution and is not for public distribution.

REVIEW AND REVISION

VISTAS reserves the right to amend (delete, add, or modify) these HR Manuals from time to time, and such amendments shall be binding on all employees from their effective date. Any amendments altering the benefits, perquisites, or other terms of employment for staff will require approval from the Chairman and Vice Chancellor.

VISION

The vision of VISTAS is to become a beacon of excellence in higher education by effectively providing high-quality education and rigorous training to students across multiple disciplines, fostering all-round development to enable them to excel in their professions for the betterment of society.


Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Velan Nagar, P.V. Vaithiyalingam Road,
Pallavaram, Chennai - 600 117.

Campus : Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai - 600 117. INDIA.
Phone : (91-44) 2266 2500 / 2266 2501 / 2266 2502 / 2266 2503, **Fax :** (91-44) 2266 2513

Email : vels@vistas.ac.in **Website :** www.vistas.ac.in

Admin. Office : 521/2, Anna Salai, Nandanam, Chennai - 600 035. **Tele Fax :** 2431 5541 / 2431 5542

MISSION

- Effectively imparting knowledge and instilling innovative thinking.
- Facilitating skill enhancement through add-on courses and hands-on training.
- Conducting original, socially relevant, high-quality research.
- Promoting appropriate co-curricular and extracurricular extension activities.
- Instilling the values of integrity, equity, professional ethics, and social harmony.

MOTTO

The crest bears the motto “Knowledge is Power,” embodying the ethos of Vels Institute of Science, Technology, and Advanced Studies (VISTAS). The institution embraces this dictum, nurturing a wealth of knowledge in young minds. Students are encouraged to imbibe the eternal value of knowledge.

The emblem features a computer, symbolizing modern pathways to knowledge. The open book of wisdom represents the vast reservoirs of information awaiting exploration. The dish antenna signifies technological advancements, particularly in a satellite age. The fourth figure symbolizes expertise in medical and paramedical fields, including Dentistry, Nursing, Physiotherapy, and Pharmacy. VISTAS invests in education by providing top-notch facilities, infrastructure, and state-of-the-art laboratories to empower students through teaching, training, innovation, and research.

QUALITY POLICY

The quality policy of VISTAS aims to assure and enhance a Total Quality Culture, meeting the expectations of all stakeholders with high-quality standards. Key objectives include:

- Fostering a learner-centric environment through ICT tools for holistic development.
- Establishing systematic feedback mechanisms and corrective actions.
- Upholding standards in research publications and academic dissertations.
- Encouraging faculty engagement in research activities through appropriate incentives.
- Enhancing participative management through effective committee functioning.
- Organizing Faculty Development Programs and supporting schools in organizing seminars and workshops.
- Maintaining databases for continuous monitoring and improvement.

- Setting benchmarks for various quality certification bodies and contributing to the formulation and implementation of VISTAS' Perspective plan by the IQAC.

CHAPTER II:

RECRUITMENT AND SELECTION POLICY

2.1 PURPOSE

This policy aims to establish a robust framework for recruiting and selecting personnel, adhering to the principles outlined below, while ensuring compliance with the Institution's Equal Opportunity and Employment Policy and relevant employment laws.

2.2 OBJECTIVE

- This policy is adaptable for any employee recruitment scenario. By providing suitable processes for appointing employees, the Institution's Recruitment Policy aims to discourage, reject, or identify individuals who may pose a risk to students or are otherwise unsuitable for employment.
- To ensure that the most qualified candidates are hired based on their qualifications, skills, and suitability for the job.
- To ensure fair and consistent treatment of all job applicants.
- To prevent discrimination based on ethnicity, color, nationality, faith or religious belief, disability, or age.

2.3 RECRUITMENT PROCEDURE

The Institution follows a three-stage recruitment and selection process: Planning, Resourcing, and Onboarding.

2.3.1 FILLING UP OF VACANCIES IN TEACHING CADRE

- At the end of each academic year, workload requirements are gathered from all departments through Circulars.
- Department Heads submit workload data and any requests for additional staff to the Registrar.

- The Admin office evaluates workload and staff requests, submitting an Office Note to the Registrar with relevant details.
- Necessary approvals from Management are obtained.
- Subsequently, advertisements are issued via newspapers and online portals like the Institution's website and Naukri for filling vacancies.
- If responses for specialized subjects are insufficient, existing applications in the Office are reviewed and sorted accordingly.
- Shortlisted applicants are called for interviews after document verification by the administration office staff.
- The Selection Committee, as per norms, interviews applicants and assesses their performance.
- Based on the candidates' marks, the Selection Committee recommends suitable candidates for recruitment.
- Selected candidates receive official orders and proceed with the onboarding process.

2.3.2 REFERRAL POLICY

The Institution encourages employee referrals to identify and recruit suitable candidates from their networks.

2.3.3 RECRUITMENT CONSULTANT

External recruitment consultants may be engaged if necessary, subject to prior approval from Management. Consultants must be empaneled with the Institution as per policy and provide services under a mutual service agreement.

2.3.4 FILLING UP OF VACANCIES IN NON-TEACHING CADRE

- Manpower requirement requests from administrative sections/departments are reviewed by authorities.
- Based on workload assessment, authorities decide on recruitment needs.
- Applications are invited through advertisements and other media.
- Administrative Office scrutinizes applications and shortlists candidates.
- Shortlisted candidates undergo interviews and skill tests.

- Based on performance, candidates are selected for appointment.
- Selected candidates proceed with the onboarding process upon receiving official orders.

2.4 SELECTION COMMITTEE

ACADEMIC STAFF SELECTION COMMITTEES:

The Selection Committee comprises the Vice-Chancellor, Registrar, HOD, Internal School Member (nominated by Head), and External Member (nominated by the Vice-Chancellor).

2.4.1 SHORTLISTING

- The Chair of the Selection Committee determines the shortlisting method, ensuring assessment of all applications against selection criteria and referee notes (if requested).
- All committee members have access to a table listing candidates and their applications if required.
- The shortlist is finalized by the full Selection Committee or a sub-committee nominated by the Chair.

2.5 FINAL SELECTION

2.5.1 SELECTION METHOD

- Interviews are mandatory for all positions (in person). A subgroup of the Selection Committee may conduct initial candidate interviews and shortlist candidates for further interviews with the Committee's endorsement.
- Interviews cover all selection criteria.
- For academic positions, the Head of School invites applicants to make seminar presentations and consults with affected staff. Seminar presentations are arranged by a Faculty member.

2.5.2 APPROVAL

The Selection Committee's report and recommendation are forwarded to the Vice-Chancellor for approval.

2.5.3 OFFER OF EMPLOYMENT

- The HOD completes successful applicant details, finalized and signed by the Vice-Chancellor.
- HR prepares a written Offer of Employment using University-approved templates for the selected candidate.
- The Offer of Employment contains appointment conditions and the offer expiry date.
- The HR sends the Offer of Employment to the candidate following final approval from the Vice-Chancellor.

CHAPTER III:

ONBOARDING POLICY

3.1 PURPOSE

The purpose of an onboarding program is to develop the necessary skills, knowledge, and behaviors within newly hired or transferred employees, enabling them to become effective contributors to the institution. It aims to welcome and integrate the new employee into the Institution as a productive member.

3.2 OBJECTIVE

This document aims to establish and maintain an onboarding process that embraces new workers, facilitating their integration into the institution's community and culture.

3.3 SCOPE

The onboarding process at Vels Institute of Science Technology and Advanced Studies (VISTAS) aims:

- To help new employees understand their roles, responsibilities, and the Institution's purpose, vision, priorities, and business objectives.
- To familiarize them with the culture, strategies, and structure of the Institution.

3.4 ONBOARDING PROCEDURE

The onboarding process for a new employee is divided into three major stages:

3.4.1 PRE-ARRIVAL

Procedures outlined below detail the steps to be taken prior to an employee's first day of work.

3.4.2 ORGANIZE NEW EMPLOYEE SETUP

The Responsible Manager should refer to the Management Delegated Authority Matrix to determine the position authorized to approve the purchase or assignment of new equipment for the Employee.

3.4.3 CREATE ONBOARDING PLAN

The Responsible Manager, with HR team assistance, will create an Onboarding Plan for the Employee's employment. This plan is a working document that can be updated to meet the specific needs of each employee as the onboarding process progresses.

3.5 ONBOARDING PROCESS STEPS

Onboarding begins from the moment an offer is made to the employee until they become a productive member of the institution. A checklist is a powerful tool for onboarding new employees.

3.5.1 THE ONBOARDING PROCESS

Faculty onboarding is coordinated jointly by the Administration Office and the Department of Human Resources.

3.5.2 EMPLOYEE REQUIREMENTS

All employees must provide certain educational documents to work in the institution and complete a communication form. Documentation for the form must be reviewed and verified by the Department of Human Resources on the first day of employment.

3.5.3 FIRST DAY INDUCTION

The personnel responsible for induction will greet the employee on their first day of employment and provide them with an induction pack containing the First Day Induction checklist. The checklist covers:

- Institution overview
- Human Resources overview
- Introduction to the department & staff members
- Overview and tour of premises
- Introduction to office and office equipment

3.5.4 JOINING FORMALITIES

The Administrative Office will assist the newly joined employee with preliminary joining formalities, including:

- Welcome and introduction
- Issuing Employee Handbook
- Joining Letter
- Credential verification
- Filling up of joining forms
- Identity card details
- Assistance for opening a salary account
- Briefing about the Attendance System
- ERP entry of personal details
- Departmental introduction & handover to HOD (for Staff member)

3.5.5 PERSONNEL FILE DETAILS

A personnel file will be developed for all employees, containing essential information such as:

- Application of the candidate
- Bio-data
- Certificates
- Appointment letter
- Joining Report
- Job Description
- Personal details
- Relieving letter or experience certificate
- Letters of annual salary revisions
- Photographs
- Memos and correspondence
- Resignation or termination letters
- No Claim Certificate
- Any other relevant information deemed appropriate by VISTAS

3.5.6 PROBATION PERIOD

The probationary period for a newly appointed employee is generally two years unless otherwise notified.

CHAPTER IV:

LEAVE POLICY

4.1 OBJECTIVE

The objective of this policy is to manage all types of leave and promote work-life balance.

4.2 PURPOSE

The arrangement in the establishment acknowledges that all employees need to take leave when they are ill or need to attend to personal matters.

4.3 LEAVE RULES

- These leave rules will come into effect from the date of confirmation according to the standards of AICTE/UGC.
- Leave of any kind is not an entitlement in the institution. It can be denied or revoked by the approving authority in the interest of the institution. Leaves must always be approved in advance, except in emergencies.
- Casual and part-time employees are not eligible for any kind of leave.
- Leave accounts for each employee will be maintained by the HR Office. Employees can check their leave status with the HR Office.

4.3.1 PROBATION

- All employees, regardless of their cadre, will be on probation when they are hired for a position or when they are promoted to a higher grade/post.
- If an employee continues to be inadequate in their work despite advice to improve their performance and if the extension of the probation period is not recommended, their services will be terminated without notice or they will be reverted to the post held before the promotion.
- Recommendations for probation extension/confirmation of an employee will be approved by the Registrar.
- The maximum probation period extension will be one year. If the employee fails to meet expectations even after the extended probation period, their appointment will be terminated or they will be reverted to the post held before the promotion.

4.3.2 CONFIRMATION

- If the performance is satisfactory, the employee will be confirmed in the service of the Institution after the completion of the probation period.
- In case of probation extension for any reason, the probation period will be extended as specified in the Appointment Order.

4.3.3 WORKING HOURS

- Electric biometric machines are installed in each block to record attendance, and manual attendance is also maintained.
- Attendance is mandatory, and employees are expected to be punctual.
- Employees should obtain permission beforehand for late arrival or early departure.
- Employees should be present in their respective departments at least 10 minutes before the start of working hours.

4.3.4 ATTENDANCE

- Employees must be present at work at the specified time and register their attendance using the biometric machine.
- Staff who arrive late due to the late arrival of the College Bus must contact the HR Department for attendance regularization.
- Staff who arrive late due to Permission, Leave, or On Duty must sign in the Time In and Time Out Register.
- Staff must be available on campus during office hours on all working days.
- If a staff member is on leave and out of station, they should inform the Registrar of their exact address and contact details.

4.3.5 FINGERPRINT (BIOMETRIC) ATTENDANCE RULES

- Attendance of all staff members is recorded using Finger Print Attendance Recorder Machines.
- Staff who work on their weekly off or on a paid holiday are entitled to one compensatory off.

4.4 TYPES OF LEAVE

- Casual Leave [CL]: Employees are entitled to 12 days of CL in a calendar year.
- Commuted Leave: Half Pay Leave (HPL) can be converted to full pay leave on specific request supported by a doctor's certificate.
- Maternity Leave: Female employees are eligible for 90 days of maternity leave with pay.
- Paternity Leave: Male employees with less than 2 surviving children are eligible for 15 days of leave during their wife's confinement.
- Public Holidays Policy: The Institute follows 14 public holidays and restricted holidays in a calendar year as fixed by the State Government.
- Compensatory Off: Employees up to the Officer level are entitled to one compensatory off if they work on their weekly off or paid holiday.

PROCEDURE TO AVAIL LEAVE:

Leave applications must be submitted through the proper channel.

CHAPTER V:

CODE OF CONDUCT

As a member of the esteemed institution VISTAS, one is always under scrutiny by the stakeholders of society. Therefore, it is necessary to maintain a high degree of decorum and integrity at all times.

5.1 CODE OF CONDUCT

5.1.1 DO'S

- Maintain absolute integrity and devotion to duty at all times.
- Those holding responsible positions should maintain independence and impartiality in the discharge of their duties.
- Maintain a responsible and decent standard of conduct in private life and provide prompt and courteous service to the public.
- Report to superiors any arrest or conviction in court and the associated circumstances as soon as feasible.

- Manage private affairs to avoid habitual indebtedness or insolvency.
- Act in accordance with Government policies.
- Observe courtesy and consideration towards Members of Parliament and State Legislatures.
- Commit to upholding the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, public order, decency, and morality.
- Maintain high ethical standards and honesty.
- Promote the principles of merit, fairness, and impartiality.
- Maintain accountability and transparency.
- Use public resources efficiently, effectively, and economically.
- Declare any private interests related to public duties and resolve conflicts in the public interest.
- Base choices, decisions, and recommendations solely on merit.
- Act with fairness and impartiality and avoid discrimination.
- Refrain from actions contrary to any law, rules, regulations, or established practices.
- Maintain discipline in the discharge of duties and implement lawful orders promptly.
- Maintain confidentiality in the performance of official duties, especially regarding sensitive information.

5.1.2 DON'TS

- Do not make joint representations in matters of mutual interest.
- Do not show partiality or discourtesy.
- Do not use dilatory methods in relations and do not give subordinates oral orders without confirming them in writing.
- Do not practice untouchability or affiliate with prohibited organizations.
- Do not participate in or endorse unlawful strikes.
- Do not accept luxurious hospitality from individuals or entities with official relations.
- Do not lend or borrow money with those with whom you have official dealings.
- Do not undertake private consultancy work or speculate in investments.

- Do not bid at property auctions organized by your own office.
- Do not bring political influence into service matters.
- Do not consume intoxicants while on duty.
- Do not accept monetary benefits from private trusts or foundations.
- Do not approach higher authorities on a matter until lower-level authorities have thoroughly considered it.
- Do not misuse your official role or power for personal gain.

5.2 CODE OF ETHICS

5.2.1 PURPOSE

The Code of Ethics at VISTAS ensures ethical practices in the functioning of the institution, impacting all stakeholders. It serves to state guiding values, ensure public accountability, and promote confidence in the profession and business conduct.

5.2.2 SCOPE

The code of ethics provides a framework for acceptable and encouraged behavior and decisions in the institution. It is based on principles of integrity, respect, justice, responsibility, and concern for well-being.

5.2.3 PROCESS

Ethical principles are demonstrated through delivering lessons in the learners' best interest, maintaining professional relationships, fairness in all acts, respecting colleagues and parents, evaluating risks with evidence, and demonstrating care and compassion. The Code of Ethics is monitored by an Ethics Committee.

CHAPTER VI:

PREVENTION OF SEXUAL HARASSMENT

6.1 PURPOSE

The purpose of this document is to outline the Institution's position on sexual harassment and document the process followed when grievances arise. The Institution recognizes the right of every staff and student to perform their duties without being subjected to any form of sexual harassment. It is fully committed to preventing sexual harassment.

6.2 OBJECTIVE

The mechanism has been designed with the following objectives:

- Fulfilling the directive of the Supreme Court, as per UGC directives and the University, in implementing a policy against sexual harassment.
- Evolving a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence, ensuring any unresolved grievance is escalated appropriately.
- Ensuring strict adherence to the protocol by properly reporting and following up on reports.
- Providing an environment free of gender-based discrimination.
- Establishing a safe physical and emotional space to prevent sexual assault.
- Promoting social and psychological awareness about sexual harassment in its various forms.

6.3 PROCEDURE FOLLOWED BY THE COMMITTEE

The Committee:

- Meets when a complaint is received, which can be submitted by any member of the committee.
- Orders a comprehensive statement of incidents from the complainant if the written complaint lacks exactness and required particulars.
- Directs the accused employee(s) to submit a written response to the complaint/allegations.

- Conducts proceedings in accordance with the principles of natural justice, allowing both parties to produce relevant documents and witnesses.
- Sits on a day-to-day basis to record and consider evidence.
- Prepares minutes of all proceedings, signed by committee members.
- Aims to complete proceedings within 15 days from the date of complaint receipt.
- Records findings, recommendations, and any involvement in criminal offenses, forwarding them to the Principal/Management.
- Reports any retaliation or victimization against the complainant or assisting individuals to the Principal/Management.
- Reports knowingly false charges of sexual harassment to the Chairman/Management/Vice Chancellor.

6.4 PREVENTION OF WORKPLACE HARASSMENT

- Behaviour with co-workers must be flawless at all times. Sexual harassment includes unwanted sexual conduct, whether expressed explicitly or impliedly.
- Examples include physical contact and advances, demand or request for sexual favours, comments with sexual connotations, and showing pornography.
- Victims of sexual harassment may lodge complaints to the Director, Deputy Director, or Registrar. They may also approach the Institute's Women's Cell for advice or redress.

6.5 REMEDIAL STEPS

- Ensure the mechanism for registering complaints is safe, accessible, and sensitive.
- Take cognizance of complaints, conduct inquiries, provide assistance and redressal to victims, recommend penalties, and take action against the harasser if necessary.
- Notify the competent authority to issue alerts or use the law to stop the harasser with the individual's consent.

CHAPTER VII:

GRIEVANCE REDRESSAL POLICY

7.1 OBJECTIVES

The Institution aims to:

- Establish a mechanism for dealing with employee grievances concerning their job, working environments, or relationships.
- Maintain a transparent, equitable, and positive resolution process for employee concerns.
- Resolve matters fairly and promptly, addressing grievances as close to their origin as possible.

7.2 SCOPE

This policy and procedure apply to all employees in the Vels Group of Institutions:

- It covers all concerns raised in person by named staff arising from their employment.
- Complaints raised by a group of staff are handled via the relevant Committee.

7.3 ELIGIBILITY

- If a grievance remains unresolved, there's an Institute grievance committee to which employees can refer.
- Heads of Departments (HODs) serve as Grievances Officers, coordinating the grievance handling process.
- The Grievances Redressal Committee addresses all grievances submitted to the Grievance Officer.
- Cases may be referred to the Dean or Vice Chancellor (VC) if needed.

7.4 PROCEDURE

Any college or non-faculty member with a grievance concerning their appointment, salary, duties, freedom, or working conditions can use this mechanism. There are three steps to the grievance procedure:

7.4.1 STAGE 1 - INFORMAL

- The employee raises the grievance initially with their line manager without undue delay.
- Both parties explore resolution through discussion, with the manager conducting appropriate inquiries.
- The outcome of the informal discussion is summarized in writing to the employee.

7.4.2 STAGE 2 - FORMAL

- If no resolution is reached informally, the employee submits a formal written grievance to the line manager or Human Resources.
- The grievance sets out the nature of the complaint, relevant facts, and desired outcomes.
- Investigations are conducted, including interviews and document reviews, by an impartial manager.
- The investigator submits a report to the manager hearing the grievance, ensuring impartiality.

7.4.3 INVESTIGATION

- Investigations are conducted before a decision is reached, with full cooperation from staff involved.
- The investigator ensures unbiased reporting and provides copies of evidence to the employee, maintaining confidentiality.
- The employee receives documentation considered at the grievance meeting.

7.4.4 STAGE 3 – APPEAL

- In unusual circumstances, an appeal against the grievance outcome can be sent to the University Secretary.
- A committee, including senior administrators and relevant expertise, reviews the appeal and confirms the decision in writing.

CHAPTER VIII:

EXIT POLICY

8.1 PURPOSE

The purpose of an exit policy is to evaluate the overall employee experience within the Institution and identify opportunities to enhance retention and engagement. Exit interviews are valuable because they provide insights into the organizational community, day-to-day operations, management solutions, and employee morale.

8.2 SCOPE

This process applies to all employees at all levels in the Institution.

8.3 PROCESS

Employee Exits will ensure that employees leave the Institution with dignity. It is also an opportune time to gather feedback from them about their experience at the Institution.

8.4.1 RESIGNATION PROCESS

- Employees provide notice of intention to resign according to the relevant notice period.
- Resignation notice is submitted to their supervisor through written or online means by completing a Notice of Resignation.
- Notice periods for resignation vary based on employment, with Teaching Staff having a 3-month notice period and Non-Teaching Staff a 1-month notice period.
- Any leave to be taken during the notice period must be applied for no later than two weeks before the resignation date. Leave cannot be availed after submitting the resignation letter.

8.4.2 SUPERVISOR ACKNOWLEDGEMENT TOWARDS THE RESIGNATION PROCESS

The supervisor:

- Acknowledges the resignation by signing the Notice of Resignation letter and forwarding it to the Registrar.
- Ensures that any early release date is approved by Management.

- Submits the completed Notice of Resignation to Establishment for processing.

8.4.3 ESTABLISHMENT INITIATION WITH THE RESIGNATION PROCESS

Establishment initiates appropriate staffing action and ensures the resignation process proceeds to the next level.

8.4.4 ESTABLISHMENT NOTIFICATION OF THE EXITING PROCESS

- Establishment provides the employee with a Confirmation of Resignation and a NO DUE FORM, which the employee must clear from all respective departments.
- Establishment ensures that assets, ID cards, and swiping cards are returned by the employee.
- ERP updates are completed by the respective Establishment Officer.

8.4.5 COMPLETION OF EXIT QUESTIONNAIRE

The Institution encourages employees to complete an exit questionnaire to assist in improving future experiences for staff. The exit interview will be conducted by the HR Department

8.4 TERMINATION OF EMPLOYMENT

Termination on grounds of Non-Performance: Termination of employment would be a last resort and a regrettable decision for employees who fail to meet required standards. If an employee's performance does not improve, termination may be necessary as decided by the supervising Manager in consultation with the Head.

8.5 RELIEVING AND SERVICE LETTER

Following the completion of the Exit process, the relieving and experience letter will be provided.

CHAPTER IX:

FACULTY PROMOTION POLICY

PURPOSE

The VISTAS Faculty Promotion Policy outlines the mechanism through which faculty members can be promoted and advance in rank or position within VISTAS.

SCOPE

This policy applies to faculty members who have worked for a minimum period of 3 years at VISTAS and qualify for promotion.

OBJECTIVES

- To recognize and reward faculty performance.
- To ensure that faculty contributions enhance the overall quality of the institution.
- To motivate faculty members to excel in academics and research.

MECHANISM

- At the beginning of the academic year, the registrar will issue a circular stating that interested and eligible candidates can apply for promotion under the “Career Advancement Scheme.”
- Interested and eligible candidates can apply for promotion along with supporting evidence in the ERP.
- The Data Resource Centre (DRC) verifies the credentials submitted by the applicant and submits a consolidated report to the committee constituted by the Vice Chancellor, which will validate the same.
- The selection committee, chaired by the Vice Chancellor, will have a personal interaction with the applicant and decide about the promotion as per the stipulated norms.
- Eligible candidates will be promoted with a revision in their pay scale.
- The entire process is kept transparent.

Minimum Academic Performance and service requirement for promotion under CAS

	Minimum API Score in Research component	UGC Service requirement	AICTE Service Requirement
Assistant Prof to Assoc Prof	75	<p>i) A Ph.D. Degree in the subject concerned/allied/relevant discipline.</p> <p>ii) Minimum of 12 years of experience of which 3 years in VISTAS in teaching / research / industry and 3 years shall be post Ph.D.</p> <p>iii) A minimum of 7 publications in the peer-reviewed or UGC-listed journals.</p> <p>iv) Annexure – I requirement to be fulfilled</p>	<p>i) Ph.D. degree in the relevant field and first class or equivalent at either Bachelor's or Master's level in the relevant branch AND</p> <p>ii) Minimum of 12 years of experience of which 3 years in VISTAS in teaching / research / industry.</p> <p>iii) At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals AND</p> <p>iv) Annexure – I requirement to be fulfilled</p>
Assoc Prof to Prof	120	<p>i) An academician who has completed 3 years of service as Associate Professor in VISTAS</p>	<p>i) Ph.D. degree in relevant field and first class or equivalent at either Bachelor's or Master's level in the relevant branch. AND</p>

		<p>ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.</p> <p>iii) A minimum of 10 research publications in peer reviewed or UGC – listed journals out of which three research papers should have been published during the tenure as Associate Professor.</p> <p>iv) Evidence of having successfully guided at least 1 doctoral candidate.</p>	<p>ii) Minimum of 15 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p> <p>AND</p> <p>iii) At least 6 research publications at the level of Associate Professor in SCI / Scopus journals</p> <p>iv) Evidence of having successfully guided at least 1 doctoral candidate.</p>
--	--	---	---

CHAPTER X:

PROMOTIONAL POLICY FOR Ph.D. PROGRAM

PURPOSE

The policy provides the research environment and structure for academic personnel, Research Scholars, Postgraduate and Undergraduate students, organizations, and research institutional partners to conduct research.

SCOPE

VISTAS has a Research Advisory Committee and a Research Board that oversee and support research.

OBJECTIVES

- To publish papers in prestigious international journals, file patents, and transfer inventions to related industries by creating an excellent research environment and infrastructure.
- Relevant committees will regularly track study outputs for quality assurance.
- Build high-quality human capital for scientific research.
- Recognize faculty and students for their research accomplishments.
- Aspire to be among the world's best research universities.
- Encourage globalization of research to gain global recognition.

FEATURES

The Promotion of Research policy includes:

- Full-time Ph.D. scholars are admitted through examination and interview. Adequate Fellowships are granted by the Management every year for Full-time research scholars.
- Faculty members are provided with incentives based on publications in peer-reviewed indexed journals.

- Seed Grants are provided by VISTAS for both faculty and students initiating research.
- Permanent faculty of VISTAS wishing to upgrade their educational qualification with Ph.D. receive a 50% waiver on the total tuition fee.
- Research supervisors receive incentives for guiding research scholars toward the award of Ph.D. degree.
- E-Journals are published by various Schools/Departments of VISTAS to disseminate research outcomes rapidly.
- Ph.D. and M.Phil. Scholars are encouraged to publish their research findings in SCOPUS/SCI/SSCI/WoS indexed journals before thesis submission.
- Research colloquia are periodically held at every department, with domain experts invited to deliver special lectures, sensitizing faculty and research scholars to emerging research areas.
- Departments are assisted in holding International Conferences periodically.
- Research laboratories are supported in specific disciplines to enhance research.
- The Centre for Advanced Research and Development (CARD) encourages and streamlines research activities.
- Faculty and students are encouraged to convert innovative ideas into beneficial products through On-Campus Incubation Centre industries.
- The Patent cell assists faculty in filing patents, with expenses borne by the Management.
- Faculty are guided to prepare research project proposals to Government funding agencies. 40% of income realized through consultancy projects is credited to the concerned faculty.

CHAPTER XI:

PROMOTIONAL POLICY FOR INTERNATIONAL COLLABORATION

SCOPE

All international collaborations require an international agreement. Proposals for International Agreements undergo the same submission and review process. Faculty and staff interested in developing international collaborations must apply for an International Agreement through the relevant office, accepted by their unit and college (or equivalent).

PURPOSE

This policy aims to ensure that VISTAS management, students, personnel, and units collaborate to develop mutually beneficial international collaborations that are feasible and advantageous to VISTAS as a whole. VISTAS collaborates with and supports institutions and organizations worldwide through its scientific, educational, and service endeavors as a leading public research university in a global city.

IMPORTANCE

International collaboration enables researchers to access additional, often specialized expertise, gain new perspectives on science, and establish relationships within the field, all of which can benefit early-career researchers.

CHAPTER XII:

EMPLOYEE SUGGESTION SCHEME

PURPOSE

The Employee Suggestion Program (ESP) encourages all employees to make recommendations that will help the Institution achieve its goals by improving the efficiency and quality of employees' jobs.

SCOPE

ACCEPTABLE SUGGESTIONS:

- Improving one's job and working climate
- Increasing productivity
- Process standardization
- Cost savings
- Tool/fixture improvements
- Waste elimination
- Quality management
- Enhancements to safety, housekeeping, operational performance, and transportation
- Inventory reduction
- Any other innovative ideas

NON-ACCEPTABLE SUGGESTIONS:

- Personal grievances
- Routine work and correction of apparent mistakes
- Institutional policies and procedures
- Disputes and grievances

OBJECTIVES

The objective of the Scheme is to identify efficiencies in the Institutions, with benefits including:

- Enhancing contact between employees and management

- Improving one's job and the working climate
- Engaging and empowering employees
- Creating ownership and trust
- Building teamwork and problem-solving capacity
- Providing rewards such as cash awards, gifts, appreciation, growth/development, achievement, and self-respect

PROCESS

- Employees will fill out a detailed Suggestion Form, available on the Intranet or upon request.
- The Scheme Head will receive completed applications, express gratitude for each suggestion, and screen them against assessment criteria.
- Suggestions meeting criteria will be evaluated by the Awards Panel for further consideration.

REWARDS FOR SUCCESSFUL SUGGESTIONS

Encouragement awards are suggested for all meritorious ideas submitted but not implemented, awarded through payroll.

CHAPTER XIII

MENTORING SYSTEM

13.1 PURPOSE

The purpose of the Mentoring System is to harness the existing knowledge, skills, and experience of senior or high-performing employees and transfer these competencies to newer or less experienced employees to advance their careers.

13.2 OBJECTIVES

The aim of the Mentoring System is to foster a mutually accountable and responsible relationship between the mentor and the mentee.

13.3 FEATURES

- Retention of high-quality employees
- Enhanced awareness of potential contextual barriers, facilitating early intervention and course correction for employees and institutional success.
- Increased job satisfaction and morale
- Enhanced organizational productivity and outcomes

PROCESS STAGES	MENTORING ACTIVITIES	THE PURPOSE
Introduction	Introductions, sharing of backgrounds, interests and personal information	Create a connection
Foundation	Explain mentor-protégé roles, Relationship & the mentoring process.	Clarity of and consensus on Purpose.
Orientation	Orientation to the department, new job responsibilities, work processes, competencies and expectations.	Reduce the stress and increase the team feeling.

Collaboration	Work together to prepare and plan for start of the employee's work assignment. Mutual sharing of ideas, discovering how work flow, time and paper work management, and collaboration support both partners' work effectiveness and learning and development	Good start, build team, mentor seen as a caring helper
Problem-solving	Issues and problems are examined together. Options, methods, and plans for implementing and evaluating results are created.	Development of thinking and knowledge
Personal framework	Building a strong mentor-Employee's relationship. Reinforce protégé self-esteem and confidence. Examine each other's career goals, perspectives, and talents as workers and individuals.	Mentor is seen as trustworthy and an openness is created.
Professional framework	Discovering the 'big picture' such as: <ol style="list-style-type: none"> 1. planning activities as a sequence 2. assessing results and adjusting activities to increase effectiveness 3. worrying less about following plans and more about 	Mentor seen as a model and Employee is increasing skill, insight.

	accomplishing a plan's purpose	
Professional development	Building a 2-way mentoring relationship where mutual feedback and support for learning and increased effectiveness is the norm	Promote mentor and Employee growth
Transition	Building a peer relationship, promoting the Employee's ability to work independently, but maintaining support for each other's growth. Creating a wider team model by promoting learning and support ties with other employees.	Promoting mentor and Employee inter-dependence.

CHAPTER XIV

BUDDY SYSTEM

14.1 PURPOSE

The purpose of the Buddy System is to foster workplace friendships within the Institution and facilitate new and existing employees in achieving onboarding goals more efficiently, thereby increasing levels of Employee Engagement.

14.2 OBJECTIVES

- To provide new employees with a secure and inspired single point of contact for their basic questions about their work experience at the Institution, helping them reaffirm their decision to join.
- To establish orientation as an ongoing onboarding mechanism rather than a one-time learning experience.

- To assist new employees in acclimating to the Institution by connecting them with someone familiar with the Institution's culture, attitude, and expectations.

14.3 ADVANTAGES

14.3.1 For the New Employee:

- Personalized assistance
- Networking opportunities
- Single point of contact
- Smooth transition into the department and onboarding process

14.3.2 For the Buddy:

- Opportunity to motivate and engage others
- Enhancement of leadership and communication skills
- Recognition as a strong performer and team player

14.3.3 For the Institution:

- Improved employee engagement and satisfaction
- Enhanced employee communication
- Facilitated employee growth
- Enhanced quality work processes
- Increased employee efficiency

CHAPTER XV

SUSPENSION POLICY

15.1 OBJECTIVE

The objective of the Suspension Policy is to promote fair, efficient, and equitable solutions for problems arising out of the employment relationship, encompassing the necessary disciplinary actions and terminations when applicable.

15.2 PURPOSE

- The Institution's policy is to conduct disciplinary actions and employment terminations in a fair, appropriate, and consistent manner, adhering to progressive Disciplinary Procedures.

15.2.1 PROCEDURES

A. Requisite Standards of Conduct:

Employees are expected to be familiar with their job's performance requirements, as well as the institution's policies, procedures, and standards of conduct. Failure to meet these requirements may result in disciplinary action.

B. Conduct Leading to Disciplinary Action:

- Unsatisfactory work performance, including quality and quantity of work, may lead to disciplinary measures.

C. Misconduct:

- Employees are expected to maintain acceptable standards of conduct. Examples of unacceptable behavior include falsification of records, neglect of duties, bringing intoxicants onto the premises, etc.

D. Investigations:

- All incidents requiring disciplinary action shall be investigated by the employee's supervisor or designated administrative official. If evidence warrants disciplinary action, a pre-disciplinary hearing will be conducted before seeking approval for the proposed action.

CHAPTER XVI

STUDENT SAFETY POLICY

16.1 PURPOSE

This policy aims to cultivate an environment that fosters student and employee well-being, encouraging social interaction and creative learning.

16.2 OBJECTIVES

- Promoting a culture of disaster safety within the Institution, integrating safety issues into the institutional fabric to create a safe environment.
- Preventing injuries, illnesses, and fatalities within the campus through robust safety programs.
- Providing safety education to empower students to keep themselves and others safe by recognizing potential dangers and taking appropriate actions.
- Ensuring that students feel comfortable and supported to achieve their learning objectives.

16.3 PROCESS

- All students are covered under the Student Safety Insurance Policy, providing coverage of up to Rs. 1,00,000 from their enrollment date.
- The insurance is procured through a reputable insurance company and is closely monitored.

CHAPTER XVII

INSTITUTIONAL COMMITTEES POLICY

17.1 PURPOSE

Institutional committees are essential components for the smooth functioning of institutional processes.

17.2 OBJECTIVE

The primary goal of these committees is to contribute to the efficient operation of the institution.

17.3 FEATURES

- Committees review all relevant materials before each meeting.
- They pay attention to association activities that impact or are impacted by their work.

17.4 ELEMENTS OF THE COMMITTEE

- Clear, written committee descriptions.
- Effective committee chairs.
- Appropriate appointment of members.
- Accountability to management.
- Well-organized meetings.

17.1 COMMITTEES AT VISTAS

There are 21 Committees in the Institution

1. Disciplinary Committee
2. Anti-Ragging Committee
3. Examination Malpractice Enquiry Committee
4. Grievance Redressal Committee
5. Counselling and Guidance Committee

6. Students Affairs Advisory Committee
7. Hostel Advisory Committee
8. Dalit Students Grievance & Counselling Committee
9. Prevention of Sexual Harassment Committee
10. Women Welfare Committee
11. Central Admission Committee
12. Fee Fixation Committee
13. 13 Library Committee
14. Central Purchase and Stores Committee
15. Transport Committee
16. Extension Activities Committee
17. Sports & Games Committee
18. Building Committee
19. Equivalency Committee
20. Cultural Committee
21. Equal Opportunity Cell

CHAPTER XVIII

PERFORMANCE MANAGEMENT SYSTEM

Purpose

The Faculty Performance Index (FPI) Appraisal Policy evaluates the performance and contributions of faculty members annually. This policy serves as a crucial tool for inspiring and motivating faculty members to excel in academics, research, professional development, and administration.

Scope

This policy is applicable to all full-time faculty members who have completed a minimum of two years of service at the institution.

Parameters of FPI

1. Academic Delivery: This parameter assesses teaching effectiveness, supervision of internships and projects, contributions to curriculum design and revision, mentoring of students, and organization of guest lectures. It carries a weightage of 30% in the total FPI score.

2. Research: This parameter evaluates research productivity, including publications in peer-reviewed and indexed journals, authorship of books, citation index, supervision of Ph.D. students, patents filed/published/granted, papers presented at conferences, research project grants received, and industry consultancy. It accounts for 40% of the total FPI score.

3. Extension Activities: Faculty members are assessed based on their involvement in organizing workshops on topics like women empowerment, community development, health awareness, environment, and industry-institution collaboration. This parameter contributes 10% to the total FPI score.

4. Professional Development: Metrics such as participation in training programs and Faculty Development Programs (FDPs), acquisition of professional certifications, membership or leadership roles in professional bodies, and receipt of awards/fellowships are considered. It is weighted at 10% of the total FPI score.

5. Administration: This parameter evaluates the faculty members' administrative contributions at both departmental and institutional levels. It carries a weightage of 10% in the total FPI score.

Mechanism

- Faculty members receive the FPI form and are required to submit their data along with supporting evidence within one month via ERP.
- The Data Resource Centre (DRC) verifies and validates the submitted data through interactions with each faculty member.
- Self-scores are compared with departmental, school, and university averages, which are displayed in individual dashboards on the ERP.

- Faculty members are grouped into five bands based on their individual scores compared to the averages. Those exceeding school and university averages are placed in Category 1.
- Incentives are provided to faculty members in the top three bands, and high-potential individuals are identified for future leadership roles.
- Faculty members receive performance reports highlighting areas for improvement.

This system ensures fair evaluation and recognition of faculty performance while fostering continuous improvement and development.

CHAPTER XIX

WELFARE FACILITIES FOR STAFF

Purpose

The objective of Welfare Facilities for Staff is to cultivate a harmonious working environment that facilitates a qualitative improvement in the lives of all individuals associated with the organization.

Objectives

The Welfare Facilities at our Institution aim at fostering the holistic development of our workforce. The objectives of our Welfare Policies are as follows:

- Elevating the standard of living for our workforce
- Recognizing and upholding human values
- Ensuring the happiness and fulfillment of employees at their workplace
- Cultivating a sense of duty among employees, thereby enhancing industry productivity

Facilities Offered to Employees

1. Provident Fund:

- Both employees and the institution contribute 12% of basic wages to the Provident Fund scheme, applicable to all teaching and non-teaching staff.

2. Employees State Insurance Benefit (ESI):

- The ESI facility, a self-financing social security and health insurance scheme, is provided to all non-teaching staff members since September 2016.

3. Maternity Leave:

- Female staff members are granted a three-month maternity leave with full salary.

4. Loan Facility:

- Interest-free loan facility is provided to all employees once a year.

5. Staff Quarters:

- Affordable staff quarters are available within the campus premises, promoting employee retention, productivity, and attendance.

6. Salary Advance:

- Employees can avail interest-free salary advances for personal requirements.

7. Uniforms:

- Non-teaching staff members receive free uniform clothes, while female faculty members receive blazers and male faculty members receive ties.

8. Medical Room:

- A medical room within the campus provides free consultations, treatment, and medicine to both staff and students.

9. Fee Scholarship:

- Wards of faculty and staff members receive fee scholarships in Vels Group institutions, with a 50% tuition fee scholarship for faculty pursuing Ph.D. courses at VISTAS.

10. Festival Advance:

- Employees can avail festival advance once a year on the occasion of any festival.

11. Child Education Fee Advance:

- Employees can avail education fee advance for their children once a year.

12. Housing Loan:

- Housing loan facilities are provided to employees with reasonable EMI options and no prepayment charges.

13. Transport Facility:

- Free transportation up to the railway station is provided to all faculty and non-teaching staff, with a 50% scholarship for utilizing university bus facilities.

14. Subsidized Accommodation:

- Staff quarters in the institution's hostels and quarters are provided at subsidized rates.

15. Systematic Career Promotion/Performance-Based Hike:

- Employees receive performance-based hikes every consecutive year, with career promotions offered based on performance.

16. Conference Sponsorship:

- Sponsorship/grants are provided for teaching faculty to attend seminars, conferences, and paper presentations both in India and abroad.

17. Crèche Facility:

- A crèche facility is available on campus to take care of employees' children until the end of the day.

18. Free Transport from University to Pallavaram Railway Station:

- Employees are provided with free bus facility to commute between the university and Pallavaram Railway Station.

19. Incentive for Research Publications:

- Incentives are provided for faculty achieving 100% pass percentage, publishing articles in SCOPUS indexed journals, and demonstrating long tenure in the organization.

20. Staff Wedding Gift:

- Monetary gifts are provided on the occasion of staff weddings, with different amounts allocated for teaching and non-teaching staff.

In-Campus Facilities

Various in-campus facilities are available to ensure the well-being and convenience of all staff members, including food courts, ATMs, medical assistance, pharmacy services, counseling, gymnasium, swimming pool, sports activities, outbound training, computing facilities, networking, cafeteria, and financial support/incentives for research.

Retirement

The mandatory retirement age for superannuation is 60 years, with retirement beginning on the afternoon of the last day of the month in which the individual reaches superannuation age.



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
INSTITUTION WITH UGC 12B STATUS
Marching Beyond 30 Years Successfully

CHAPTER XX

HIGHER EDUCATION POLICY (HE)

20.1 PURPOSE

The Higher Education Policy of Vels Group of Institutions is designed to foster a culture of self-development among its employees. This policy aims to facilitate the growth of employees by enhancing their qualifications, thereby supporting their career aspirations within the Institution.

SCOPE

This policy applies to all employees of VISTAS, including both faculty and non-faculty members.

PROCEDURE

- Employees interested in pursuing further education must submit a written application, along with course details, to the Establishment Department/Human Resources Department through their Departmental Head. Approval of the application is subject to management discretion.
- Scholarships of up to a maximum of 50% on tuition fees are provided for educational courses undertaken at institutions under the Vels Institutions umbrella.
- Employees must have completed a minimum of 2 years of service before undertaking the course of study.
- The subsidy is granted upon successful completion of the registered course.
- Scholarships are only provided for courses deemed relevant to the employee's job by the Institution.
- Reimbursements are not allowed for expenses such as books, stationery, hand-outs, traveling expenses, xeroxing, and other incidental expenses.
- Employees must sign a bond and commit to serving the institution for a minimum period of 2 years.
- In case an employee fails to fulfill the minimum service period, they must repay the benefit received, which amounts to twice the original subsidy.
- This policy serves as a welfare measure to encourage employees to enhance their qualifications and does not guarantee promotion upon obtaining an additional qualification.



REGISTRAR

Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)

Campus : Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai - 600 117, INDIA.
Phone : (91-44) 2266 2500 / 2266 2501 / 2266 2502 / 2266 2503, Fax : (91-44) 2266 2513

Email : vels@vistas.ac.in Website : www.vistas.ac.in

Admin. Office : 521/2, Anna Salai, Nandanam, Chennai - 600 035. Tele Fax : 2431 5541 / 2431 5542