



## **POLICY OF EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON TEACHING STAFF**

### **1. Provident Fund**

Vignnan's Institute of Information Technology (VIIT) is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. The PF deduction amount from the employee will be 12% of the pay or Rs. 1,800/- whichever is lower. An equal contribution will be made from the employer to the PF account of the employee. Employees must comply with the statutory requirements like nomination and can avail of such ensuring benefits as prescribed by law.

### **2. Employees State Insurance (ESI)**

For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.

### **3. Group Medical Insurance**

- ✓ All regular and contractual employees of the Institute, including probationers will be covered.
- ✓ Medical claim Insurance coverage is applicable for the employee and her/his Spouse only to the extent of Rs.2, 50,000 per annum.

### **4. Travelling Allowance**

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an official tour.

The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure. The mode of travel applicable the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

***Mode of Travel:***

1. Director/Principal/Vice Principal	-	Airfare/First AC
2. Professor/HOD	-	Second AC
3. Associate Professor	-	Third AC
4. Assistant Professor	-	Sleeper

Reservation charges, AC/Super-fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agent are admissible. The institution may reserve and book to and for air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

***Daily Allowance:***

1. Director/Principal/Vice Principal	-	Rs.500 per day
2. Professor/HOD/ Associate Professor	-	Rs.300 per day
3. Assistant Professor	-	Rs.200 per day

***Reimbursement of Accommodation***

1. Director/Principal/Deans	-	Maximum of Rs.2000 per day
2. Professor/Associate Professor	-	Maximum of Rs.1500 per day
3. Assistant Professor	-	Maximum of Rs.800 per day

***Note:***

A. Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House.

B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

***Other terms & conditions:***

- ✓ TA/DA& Accommodation charges shall be provided on the submission of original bills only.
- ✓ If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DAE accommodation Charges
- ✓ All TA calculations with the base of regular (Non-Tatkal, Non-premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.

- ✓ If the travel distance is less than 750 K.M, then the days of conference/seminar will be considered as on duty.
- ✓ If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on-duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A staff member can avail for a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- ✓ Therefore, mentioned policy may change from time to time in accordance with the Institute policy.

### **5. Local Conveyance:**

Local Conveyance is applicable to the faculty who wish to attend WS/Conference/ FDP or any other duty assigned by Principal within the limits of the city. Travelling allowance, DA and accommodation not applicable,

1. Director/Principal/Vice Principal	-	Maximum of Rs. 1000 per day
2. Professor/HoD/Associate Professor	-	Maximum of Rs.500 per day
3. Assistant Professor	-	Maximum of Rs.300 per day

### **6. Subsidized Transport Facility:**

The institute buses are running on “No profit — No loss” basis.

- All the staff members who are drawing a salary of less than Rs.15,000 will be provided a free transport facility.
- The staff who are drawing a salary of above Rs.15,000 but less than Rs.20,000 will be given 50 per cent concession in transport charges.
- The staff who are drawing a salary of above Rs.20,000 will be given 40 per cent concession in transport charges.
- The applicable bus fees will be deducted from the salary of faculty.

### **7. Free Boarding and Lodging:**

Free boarding and lodging for certain faculties, Staff holding student's hostel coordinator/student Hostel Sports Coordinator/Assistant Warden post

### **8. Maternity Leave:**

- All the women permanent employees are eligible for 120 days of paid maternity leave provided that they have completed probation service by the date of application.
- A woman permanent employee is eligible for maternity leave only twice in her entire service.

- Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.
- The salary for the period of maternity will be paid cut in six equal instalments after six months uninterrupted service from the date of rejoining. The employee should submit the Birth Certificate of the child at the time of rejoining.
- No leave beyond the expiry of maternity leave will be granted. However, in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, leave without pay not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion of the committee.

## ***9. Faculty Awards:***

The institute shall offer incentives in the form of Cash awards, Mementos, Certificates to staff. The following incentives shall be operative.

### ***9.1 Pratibha Award:***

Staff who makes an outstanding contribution to teaching & learning are awarded with “Pratibha (The Best Teacher) Award”. The award winners will be honoured with a certificate and a cash award of Rs.5,000/- each.

### ***9.2 Sastra Award:***

To encourage and appreciate research, Sastra Awards are presented to VIIT faculty who make a mark in research publications and presentations. Faculty research work is honoured with cash awards for their outstanding performance.

### ***Parameters considered for assessment:***

External funding projects:

Project Value	Reward (INR}
<10 Lakh	10000
10-20 Lakh	15000
>20 Lakh	20000

### ***Conference grant:***

Honored with a reward of INR 5000 for conference grant at least more than 1Lakh.

### ***Patent Publication***

International Level	:	INR 10000
National Level	:	INR 5000

### ***Journal Publications:***

Paper	:	Reward
Unpaid SCI paper	:	10,000
Un paid Scopus/Springer/Elsevier paper	:	7,500
Paid SCI/Scopus/Springer/Elsevier paper	:	5,000

### ***9.3 Vishista Seva Award:***

Employees retention is one of the strengths of VIIT. All teaching and non-teaching staff of VIIT who served the organization for about Ten years and more in Vignan Group are recognized for their service and are presented with Vishista Seva Award with a cash award of Rs.10000/-.

### ***10. Subsidized School Fee for Children:***

Institute offers school fee subsidy for the children of employees based on their monthly salary. Employee with salary less than or equal to Rs. 7,500 will get 75% concession in tuition fee. Employee with salary less than or equal to Rs. 15,000 will get 50% concession in tuition fee. Employee with salary greater than to Rs, 15000 will get 25% concession in tuition fee.

**11.** Free Tea / Coffee are provided to the Teaching, Non-Teaching and Administrative staff during both the sessions.

**12.** Teaching, Non-Teaching staff, Maintenance Staff and the Drivers are given free gifts, sweets and cloths during Deepavali and Ugadi festival.