



Managed by K.D.M. Education Society

VIDARBHA INSTITUTE OF TECHNOLOGY

Uti, Umrer Road-441209, [Tel:07116-281155/56](tel:07116-281155/56) Fax:07116-281154

E-mail id:kdmsociety@gmail.com, Website:www.vitnagpur.edu.in

Approved by A.I.C.T.E ,New Delhi, Govt. Of Maharashtra & Affiliated to RTM Nagpur University, Nagpur & DBATU, Lonere

6.2.1: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

Vidarbha Institute of Technology(VIT) has been established in 2009. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.



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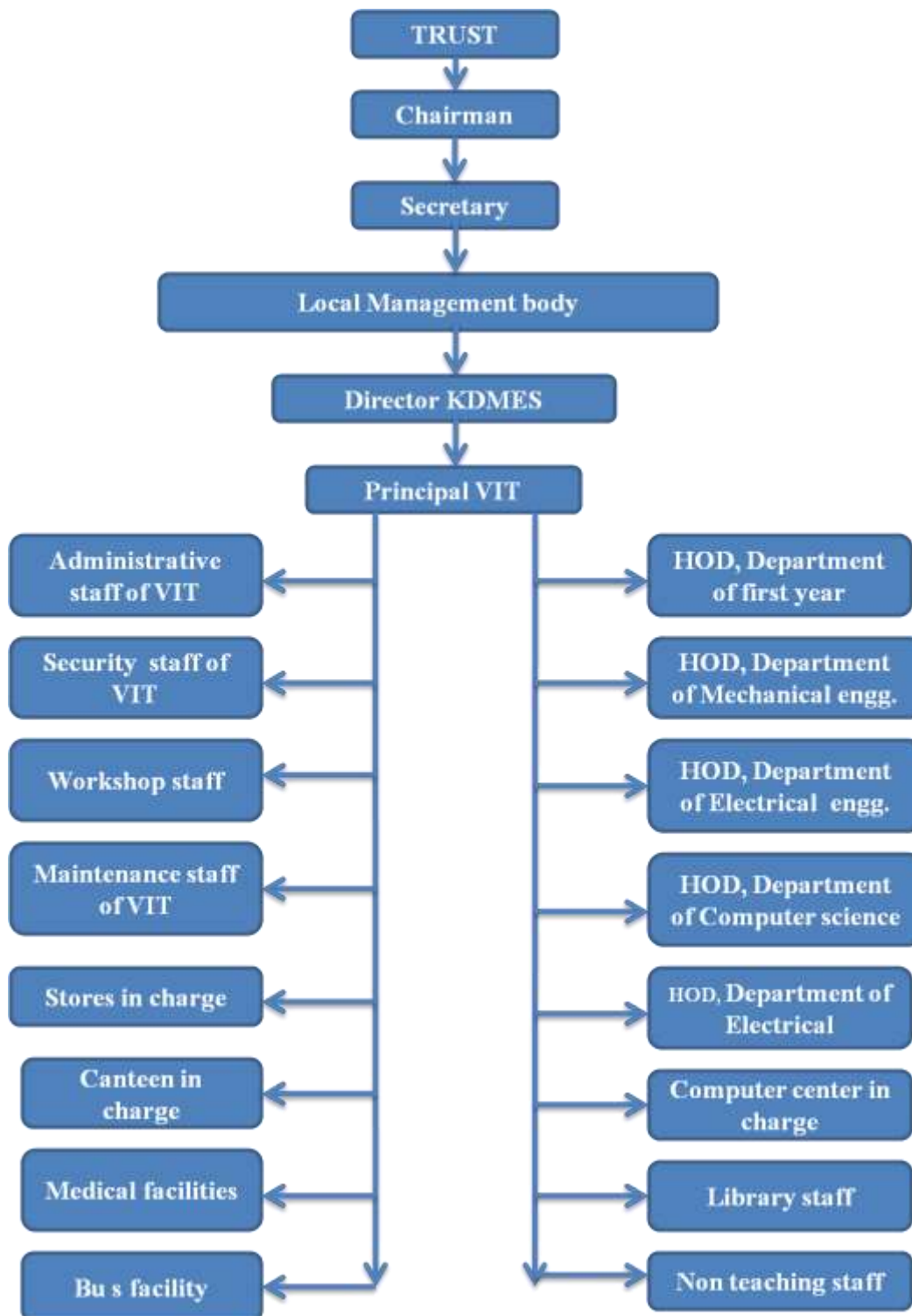
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ORGANIZATION CHART OF VIT





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The over-all structure of the Institutional Management is categorized as “ACADEMICS” and “ADMINISTRATION”. Keeping in view all the stakeholders more on students an effective administrative system is structured.



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Functions of Key Administrative Positions:

POSITION	FUNCTION
GOVERNING BODY	<ul style="list-style-type: none">• Review academic and other related activities of the College• Consider new programs of study for approval of AICTE• Consider recommendations of the Principal regarding Promotions• Ratify Selections / appointments /medals and prizes• Pass Annual Budget of the College
SECRETARY	<ul style="list-style-type: none">• Looks after the Administration, development of education, growth & expansion of the institution.• He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.• He coordinates between the sponsoring Society, College Management and the other systems of the college.
PRINCIPAL	<ul style="list-style-type: none">• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.• To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university.• To conduct internal, end and other examinations• To initiate all the developmental activities, monitor the progress and report to the Governing Body



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COMMITTEES

- To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.
- To ensure the preparation of reports on various activities and also the annual report of VIT
- To become responsible for the general amenities and arrangements for students and employees of VIT

- Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committees program and operation.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

- Department HOD prepares departmental workload as per the RTMNU & DBATU syllabus, Allocation of workload in prescribed formats. Coordinating with library



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HEAD OF THE DEPARTMENT

committee & Prepare, update and standardize the student Handbook / Lab manuals.

- Collect & Verify the course material to certify
- Coordinate with Library committee, Time-table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Analysis result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets etc

DEPARTMENT CO- ORDINATOR

- Every Department has a Co-ordinator to monitor the, Time Table In-charge, Class In-charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges.
- All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony.



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Governing Body:

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decision is taken.

Governing Body Functions:

1. To ratify the decisions of the academic advisory committee.
2. Approval of new courses recommended by the academic advisory committee
3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting industry institute partnership cell for student training and placement activities
7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures
8. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.
10. Approve institution of new programmes of study leading to degrees
11. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives



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List of Governing Body Members:

KDM Education Society

Board of Governors

[Committee as per AICTE App. 18]



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Sr. No.	Name of Person	Category	Designation
1	ShriJitesh N. Maheshwari	Hon'ble Chairman, KDMES	Chairman Member
2	Dr. PoojaMaheshwari	Secretary, KDMES	Member
3	Dr.JugalTapadia	Tresurer, KDMES	Member
4	Dr. B. B. Chopne	Ex Director DTE, Ex Vice Chancellor, RTM Nagpur University	
5	Dr. G. S. Natarajan	Director, VIT Nagpur	Member-Secretary
6	Dr. O. S. Bihade	Executive Director Raisoni Group Former Joint Secretary to the Govt. of Maharashtra Higher & Technical Education Dept	Member
7	Dr. Achal Shahare	Educationist	Member
8	Mr. Ankush Agrawal	Industrialist	Member
9	Mr.Sanjay Sharma	Industrialist	Member
10	Mr.P.Krushmurtey	Industrialist, Balaji Plastics, Hingna MIDC.Nagpur-19	Member
11	Adv.ManmohanBajpai	Senate Member, RTMNU, Nagpur	Member
12	Dr. NileshBodne	Teachers Representative	Member
13	Dr. ManojDiagavane	Nominee from Joint Director DTE under category State Government	Member
14	Awaiting	Nominee from RTMNU, Nagpur	Member
15	Prof.H.N.Warhatkar	Nominee from DBATU, Nagpur	Member
16	Awaiting	Nominee from Again Joint Director under category Industrialist, Technologist Educationist	Member
17	Dr.S.B.Deshpande	Principal, VIT Nagpur	Member



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The Institute has IQAC and the functions of IQAC are given below:

IQAC Functions:

- ☐ IQAC is responsible for fixing quality parameters for various academic and administrative activities
- ☐ Monitoring the organization of class work and related academic activities.



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- ☐ Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- ☐ Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/sustenance.

IOAC MEMBERS:

Sr.No	Name	Designation
1	Dr. Sadanand B. Deshpande	Chairperson
2	Dr. Pooja J. Maheshwari Mr. Darshan Maheshwari	Management Representative
3	Dr.Nilesh Bodne	IQAC Coordinatore
4	Mr.R.G.Nagose	A Senior Administrative Officers
5	Dr.Akshad Vaidya	Faculty Member
6	Dr.Nilesh T.Gole	
7	Prof. Vaibhav H.Bankar	
8	Prof.Pranali Wankhede	
9	Dr.G.S.Natrajan	Nominee from Local Society
10	Ms. Rutuja Ramde	Student
11	Mr. Yash katole	Alumni
12	Mr. Aniket Shewale	Employer



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The Department Advisory Board (DAB) Responsibilities:

- Develop and recommend the Vision & Mission statement of the department & provide guidelines for formulation of programme educational objectives (PEOs) and Programme outcomes (POs).
- Receive the reports of programme assessment committee and monitor the progress of the programme.
- Look after the current and future issues related to programme.
- Meet at least once in a year to review the programme.

Various Committees of the Institution:



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The Institution has 40+ committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

Institute Level Committees:

1. Local management committee
2. Student welfare committee
3. Student grievance redressal committee
4. Training and placement cell
5. IQAC committee
6. Antiragging committee
7. Women's development cell
8. Examination committee
9. Library advisory committee
10. Research committee
11. Hostel committee
12. Admission committee
13. Alumni committee
14. Website committee
15. ST/SC committee
- 16. Sports committee**



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17. Cultural committee
18. Internal complaint committee
19. College Development Committee
20. Right to information Cell (RTI cell)

Service Rules, Policies and Procedures:

The institution has its own service rules, policies and procedures for effective functioning of the institution.



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Recruitment of Faculty/Supporting Staff.

- ☐ Advertisements are published in the state and national level newspapers.
- ☐ Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert, Principal and Chairman.
- ☐ Preference is given to relevant qualifications, teaching, research and industrial experience.
- ☐ A demonstration is taken from each person to understand the teaching capabilities and competency.
- ☐ The guidelines of the university and AICTE are followed during the recruitment of the faculty.
- ☐ The selected candidates are required to attend the university ratification process.
- ☐ Supporting staff are recruited by the panel consists of HODs, Principal and Chairman.

Promotional Policies

Based on the staff performance appraisal, they are promoted to higher levels.

Qualification, Eligibility and Salary Structure as per AICTE norms



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(Additional information)



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Committee members list 2021-22

1. Local management committee

Sr. No.	Name of Person	Category	Designation
01	Shri Jitesh N. Maheshwari	Hon'ble Chairman, KDMES	Chairman
02	Dr.Pooja Maheshwari	Secretary, KDMES	Member
03	Dr.Jugal Tapadia	Treasurer, KDMES	Member
04	Dr. G. S. Natarajan	Director, VIT Nagpur	Member
05	Dr. S.B.Deshpande	Principal, VIT Nagpur	Member-Secretary
06	Dr.Nilesh Bodne	Vice-Principal	Member
07	Dr.Vandita Shahu	Teachers Representative-Female	Member
08	Dr.Pravin Kulurkar	Teachers Representative -Male	Member
09	Mr.P.C.Raut	Registrar	Member
10	Mr.Rajkumar Nagose	Non-Teaching Representative	Member

2. Student welfare committee

Sr.No	Name Of Faculty	Department	Designation
1	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Chairman
2	Dr.Pravin Kulurkar	Dept. of Computer Science & Engg.	Member-Secretary
3	Prof.Vaibhav Bankar	Dept. of Mechanical Engg.	Member
4	Dr.Akshad Vaidya	Dept.of First Year	Member
5	Mr.Shibu Thomas	Dept. of Electrical Engg.	Member
6	MrsVaishali Agrey	Dept. of Computer Science & Engg.	Member
7	Samidha Kashikar	Student Representative	Member
8	Yash Chaudhary	Student Representative	Member



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3. Student grievance redressal committee

S.NO	Name Of Faculty	Departments belongs to	Designation
1	Dr.S.B.Deshpande	Administrative Office	Chairman
2	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Member-Secretary
3	Dr.Pravin Kulurkar	Dept. of Computer Science & Engg	Member
4	Mr. Vaibhav Bankar	Dept. of Mechanical Engg	Member
5	Dr.Akshad Vaidya	First Year Dept.	Member
6	Mrs.Kiran Kimmatkar	Dept. of Electrical Engg	Member
7	Mrs.Vaishali Agrey	Dept. of Computer Science & Engg	Member
8	Mr.Dhiraj Deshmukh	Students Representative	Member
9	Mr.Aman Raut	Students Representative	Member

4. Training and placement cell

S.NO	Name Of Faculty	Departments belongs to	Designation
1	Dr. NileshBodne	Dept. of Electronics & Communication Engg	Chairman
2	Mr. Sauras Ghotekar	Dept. of Electrical Engg	Training and placement officer
3	Mr. Hemant Kadamdhad	Dept. of Electronics & Communication Engg	Member-Secretary
4	Dr.PravinKulurkar	Dept. of Computer Science &Engg	Member

5. IQAC committee

Sr.No	Name	Designation
1	Dr. Sadanand B. Deshpande	Chairperson
2	Dr. Pooja J. Maheshwari Mr. Darshan Maheshwari	Management Representative
3	Dr.Nilesh Bodne	IQAC Coordinatore
4	Mr.R.G.Nagose	A Senior Administrative Officers



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5	Dr.Akshad Vaidya	Faculty Member
6	Dr.Nilesh T.Gole	
7	Prof. Vaibhav H.Bankar	
8	Prof.Pranali Wankhede	
9	Dr.G.S.Natrajan	Nominee from Local Society
10	Ms. Rutuja Ramde	Student
11	Mr. Yash katole	Alumni
12	Mr. Aniket Shewale	Employer

6. Antiragging committee

S.NO	Name	Department	Designation
1	Dr.S.B.Deshpande	Administrative Office	Chairman
2	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Member -secretary
3	Dr.Pravin Kulurkar	Dept. of Computer Science & Engg	Member
4	Mr.Kiran Kimmatkar	Dept. of Electrical Engg	Member
5	Mr. Amrut Patil	Representative of civil and Police administration	Member
6	Mr.Chandrakant Madane	Representative of civil and Police administration	Member
7	Mr. Anil Gajbhiye	Representative Parents	Member
8	Mr. Rajkumar Nagose	Scholarship dept.	Member
9	Mr. Yash Katole	Student Representative	Member
10	Mr. Milcha Gajbhiye	Student Representative	Member



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7. Women's Development cell

S.NO	Name Of Faculty	Department	Designation
1	Mr.Kiran Kimmatkar	Dept. of Electrical Engg	Convener
2	Mrs. Sneha Sawarkar	Dept. of Electronics & Communication Engg	Member
3	Dr. Vandita Thantharate Shahu	Dept. of Mechanical Engg	Member
4	Ms.Payal Kale	First Year Dept.	Member
5	Ms. Rita Bhawalkar	Dept. of Computer Science & Engg	Member
6	Mrs. Pranali Wankhede	Dept. of Mechanical Engg	Member
7	Ms.Vaishali Agrey	Dept. of Computer Science & Engg	Member-Secretary

8. Library Advisory committee

S.NO	Name	Department	Designation
1	Mr. Pravin Kulurkar	Dept. of Computer Science & Engg	Chairman
2	Mrs. Pranali Wankhede Mr. S. Khobragade Mr. Shibu Thomas	Dept. of Mechanical Engg First Year Dept. Dept. of Electrical Engg	Teacher Members Nominated by Principal
3	Mrs. Chanda Lonare	Library convener	
4	Mrs. Shalu Mule	Library Assistant	
5	Mr.Sabir Pathan	Students representative from department	
6	Ms. Monika Waghale		



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9. Research committee

S.NO	Name Of Faculty	Department	Designation
1	Dr.S.B.Deshpande	Administrative Office	Chairman
2	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Member-Secretary
3	Dr.Pravin Kulurkar	Dept. of Computer Science & Engg	Member
4	Mr. Vaibhav Bankar	Dept. of Mechanical Engg	Member
5	Ms. Rupal Raut	First Year Dept.	Member
6	Mr.Kiran Kimmatkar	Dept. of Electrical Engg	Member
7	Dr. Vandita Thantharate Shahu	Dept. of Mechanical Engg	Member
8	Ms. Ishita D. Bageshwar	Dept. of Electrical Engg	Member
9	Mrs.Kirti Khawas	First Year Dept.	Member

10.Hostel committee

S.NO	Name Of Faculty	Department	Designation
2	Dr.S.B.Deshpande	Admin. Office	Chairman
3	Mr. NileshBodne	Dept. of E & C Engg.	Member Secretary
4	Dr. Pravin Kulurkar	Dept. of CSE	Member
5	Mr.Dhanraj raut	Dept. of Mechanical Engg	Member
6	Mr. Shibu Thomas	Dept. of EE	Member

11.Admission committee

S.NO	Name Of Faculty	Department	Designation
2	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Admission Incharge
3	Dr.Nilesh Gole	Dept. of Computer Science & Engg	Member-Secretary
4	Mr. Saurabh Lawate	Dept. of Electrical Engg	Admission co-ordinator
5	Dr.Pravin Kulurkar	Dept. of Computer Science & Engg	Member
6	Mr. Vaibhav Bankar	Dept. of Mechanical Engg	Member



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12.Alumni committee

S.NO	Name Of Faculty	Department	Designation
1	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Chairman
2	Dr.Nilesh Gole	Dept. of Computer Science & Engg	Member-Secretary
3	Dr. PankajAgrawal	Dept. of Electronics & Communication Engg	Member
4	Dr.Pravin Kulurkar	Dept. of Computer Science & Engg	Member
5	Mr. Dipak Kapgate	Dept. of Mechanical Engg	Member

13.Website committee

S.NO	Name Of Faculty	Department	Designation
1	Dr. Nilesh Gole	Dept. of Computer Science &Engg	Chairman
2	Mr. ShriramUghade	Dept. of Mechanical Engg.	Member Secretary
3	Ms. Payal Kale	First Year Dept.	Member
4	Mrs. VaishaliAgrey	Dept. of Computer Science &Engg	Member
5	Ms. Rita Bhawalkar	Dept. of Computer Science &Engg	Member

14.ST/SC committee

S.NO	Name Of Faculty	Department	Designation
1	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Chairman
2	Mr. Vaibhav Bankar	Dept. of Mechanical Engg	Member
3	Mr. Goutam Moon	Dept. of Electronics & Communication Engg	Member
4	Dr. Vandita Thantharate Shahu	Dept. of Mechanical Engg	Member
5	Dr.Nilesh Gole	Dept. of Computer Science & Engg	Member



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15.Sports committee

S.NO	Name Of Faculty	Department	Designation
1	Mr. Nilesh Bissa	Dept. of Computer Science & Engg	Chariman
2	Ms. Ankita Bomkantiwar	First Year Dept.	Member-Secretary
3	Ms. Malti Sahu	Dept. of Computer Science & Engg	Member
4	Mr. Pratik Umathe	Dept. of Mechanical Engg	Member
5	Ms. Mamta runge	Dept. of Electrical Engg.	Member

16.Cultural committee

Sr. No.	Name of the Faculty	Position
Cultural committee (orchestra/singing/dancing/poster presentation)		
1	Dr. Vandita Shahu	In-charge
2	Ms. Payal Kale	Member
3	Mrs. Vaishali Agrey	Member
4	Ms. Ishita Bageshwar	Member
Stage and Decoration committee		
5	Mr. Nilesh Bissa	In-charge
6	Mr. Shriram Ughade	Member
7	Mr. Vaibhav Bankar	Member
8	Ms. Rupal Raut	Member
9	Ms. Ankita Bomkantiwar	Member
Catering committee		
10	Mr. Nilesh Bissa	In-charge
11	Mrs. Pranali Wankhede	Member
12	Ms. Mamta Runge	Member
13	Mr. S. S. Khobragade	Member
14	Ms. Ruchita Sonone	Member
Transportation committee		
15	Dr. Nilesh Gole	In-charge
16	Dr. Pravin Kulurkar	Member



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17. Internal complaint committee

S.NO	Name Of Faculty	Departments belongs to	Designation
1	Ms. Sneha Sawarkar	Dept. of Electronics & Communication Engg	Presiding officer
2	Dr. Nilesh Bodne	Dept. of Electronics & Communication Engg	Member
3	Mr. Vinod Thakre	Dept. of Mechanical Engg	Member
4	Mrs. Rajshree Ninave	Account Section	Member
5	Mrs. Dhanashree zade	Administration	Member
6	Mr. Vaishali Agrey	Dept. of Computer Science & Engg	Member-secretary
7	Ms. Aditi Hatwar	Dept. of Computer Science & Engg	Students Representative
8	Ms. Apeksha Ambade	Dept. of Computer Science & Engg	Students Representative

18. College Development Committee

Sr.No	Name of Staff Members	Designation	Post in Committee
1	Dr G S Natarajan	Director	Chairman
2	Dr. Nilesh Bodne	Principal(Incharge)	Member – Secretary
3	Dr. Pravin Kulurkar	HOD, CSE Dept.	Member
4	Prof. Vaibhav Bankar	HOD, Mech. Engg.	Member
5	Prof. Sneha Sawarkar	Faculty, E&C Dept.	Member
6	Shri P .C. Raut	Registrar	Member
7	Mr. Rajkumar Nagose	Sr. Clerk	Member
8	Mr. Gourav Agrawal	Director, Eco Packaging Net	Industries Representative
9	Ms. Swati Raut	Passout Student-CSE Dept.	Alumna
10	Mr. Suraj Vairagade	Passout Student-ME Dept.	Alumna
11	Mr. Ankit Mowade	Final Year, Mech. Engg	Students Representative
12	Mr. Yash Katole	Final Year, CSE	Students Representative



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19. Right to information Cell (RTI cell)

Sr.No	Name of Staff Members	Designation	Post in Committee
1	Dr G S Natarajan	Director	Chairman
2	Dr S B Deshpande	Principal	Member
3	Dr.Nilesh Bodne	Vice-Principal	Member-secretary
4	Dr.Pravin Kulurkar	HOD, CSE Dept.	Member
5	Mr.Rajkumar Nagose	Administrative office	Member



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SERVICE RULES FOR TEACHING AND NON-TEACHING

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POLICY DOCUMENT

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Ref : VIT/GB/2011-2012/

Dated : 01/07/2011

STANDING ORDER- 1.0

SERVICE RULES AND PROCEDURES

I. PREAMBLE

1. The following rules shall regulate the service conditions of all Teaching and Non-Teaching staff of Vidarbha Institute of Technology, either regular or probationary /Adhoc
2. The Rules shall come into force with effect from 01/01/2016.
3. The Managing Body of Vidarbha Institute of Technology is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
4. The Managing Body of Vidarbha Institute of Technology may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such person(s).
5. The Managing Body of the college may add, amend, alter or change these service conditions as and when it deems it necessary.

II. DEFINITIONS

1. College/Institution means Vidarbha Institute of Technology (*hereafter called as VIT*), Umrer road, Uti, Bhivapur, India.
2. Managing Body means the Governing Body of the college / Vidarbha Institute of Technology
3. University means the Dr. Babasaheb Ambedkar Technological University, Lonere.
4. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
5. Year means a calendar year, unless specified otherwise.
6. Month means a Calendar Month.
7. Pay means Basic Pay with full allowances excluding House Rent Allowance. Half-pay means Half of Basic pay.
8. Duty: A person is said to be 'on official duty (OOD)'
 - a. When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - b. When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body / Governing Body having been on duty immediately before and immediately after such absence
 - c. When he is absent during vacation, or when he is attending conferences of learned societies



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on deputation by the VIT, or while he is on joining time.

- d. When he is absent from headquarters or from his routine work attending to other university work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
 - e. When he is absent from headquarters or routine work in connection with college duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
9. Employee means the Teaching or Non-Teaching Staff of the VIT and wherever the word 'he' is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.

III. GENERAL CONDITIONS OF SERVICE

1. Appointments: The Managing Body of the college shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/ Principal. The order of appointment shall specifically state whether the member of staff has been appointed on probation or in a temporary capacity.
2. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
3. All teaching staff appointed in the cadre of Assistant Professor and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee.
4. Appointments to all other teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
5. All administrative positions such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
6. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Body from time to time.
7. The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendations of the Principal.
8. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
9. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty unless declared to be regular by the management.
10. The Chairman of the Managing Body / Governing Council upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month notice or one month salary in lieu of such a notice.



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11. The Chairman, upon the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.
12. Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
13. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
14. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his/her conduct has not been good or if his/her work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redressal.

The services of all employees on probation and all temporary appointments are terminable with one month notice or one month salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
15. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
16. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the Vidarbha Institute of Technology without the prior permission in writing of the Principal under intimation to the Chairman.
17. No employee shall apply for appointments elsewhere except through the Principal of the College.

IV. RESIGNATION, TERMINATION & RELIEVE

1. The services of teaching staff who have satisfactorily completed their period of probation on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
2. The service of teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
3. The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.

Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months' salary in lieu of such notice to the college. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic



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year / semester.)

1. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
2. All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
3. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
4. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
5. In the case of teaching staff, who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, etc.) will be forwarded.
6. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
7. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded
4. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
5. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.
6. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

V. SUPERANNUATION

1. All employees (Teaching/Non-Teaching/Supporting Staff) shall retire on attaining the age of 55 years and no employee shall have any claim to be continued in the service of the institute thereafter.
2. However, The Governing Body at its discretion may give an extension of one year or more, at a time beyond the superannuation on the merit of each case.



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VI. DISCIPLINARY ACTION

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
2. As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.
 - a. Censure.
 - b. Fine.
 - c. Withholding of Increment.
 - d. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders
 - e. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.
 - f. Removal from the college service.
3.
 - a. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
 - b. The penalty under "VI.2" may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
 - c. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.
4. Following are the valid reasons for which the penalties may be imposed on an employee:
 - a. Irregularity in observing the college timings.
 - b. Irregularity and/ or irresponsibility in attending to duties in the college.
 - c. Unauthorized absence from work.
 - d. Irregularity and/ or irresponsibility in attending to duties like examination duty, etc. assigned from time to time.
 - e. Insubordination including failure to follow the specific instructions of the superior.
 - f. Instigation of staff/students against the administration and / or management.
 - g. Participation in the strike, meetings or rallies directed against the administration and/ or management.
 - h. Misappropriation of college funds.
 - i. Conviction in the Court of Law If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.
 - j. Participation of the employee in any act or movement calculated to bring the college into



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- disrepute.
- k. If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.
5. The competent authority, which may impose any of the penalties prescribed in "VI.2", shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Governing Council.
6. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
7. Procedure: Before any of the penalties specified under "VI.2.e" and "VI.2.f" above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.
- a. Enquiry relating to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee.
- No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defense and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.
- b. The requirement of rule "VI.7.b" shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him/her.
- c. All or any of the provisions of rule "VI.7.b" may, in exceptional cases, and for special and



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- sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.
- d. Where the authority holding the enquiry is not competent to award a penalty, his/her duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
8. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.
9. Every employee of the college shall be entitled to one appeal as hereinafter provided, from an order passed by an authority -
10. Imposing upon him any of the penalties specified in rule "VI.1".
- a. Discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed or for an indefinite period and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated.
11. In the case of an appeal under rule "VI.9.a", the appellate authority shall consider
- a. 'Whether the facts on which the order was based have been established
- b. 'whether the facts established afford sufficient ground for taking action and
- c. 'Whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
12. In the case of an appeal under rule "VI.9.a", the appellate authority shall pass such order as appears to be just and equitable having regard to all circumstances of the case.
13. Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule "VI.3".
- Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to which the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.
14. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,



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- a. It is an appeal in a case in which under these rules no appeal lies, or
 - b. It does not compare with the provisions of rule "VI.13"
 - c. It is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
 - d. It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
 - e. It is addressed to an authority to which no appeal lies under the provision of rule "VI.3".
15. The authority by which an order imposing a penalty specified in "VI.1" may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule "VI.3".
 16. The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
 17. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
 18. An appellate authority may consider for any appeal admissible under these rules which have been withheld by a subordinate and he may pass such orders thereon as he considers fit
 19. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule "VI.8" shall apply as if the appeal is against an order appealable under these rules.

VII. EMPLOYEE CONDUCT RULES

1. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
2. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave college except with the prior permission of proper authority. Whenever leaving station, the employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
4. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.



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5. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
6. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
7. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
8. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
9. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
10. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.
11. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee. No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.
12. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
13. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the management.
14. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with the college.
15. The staff members shall not interfere in any matter not connected to their job requirement.
16. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential



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Appointment Rules and service rules are also listed in Annexure 1

Annexure-I

- This is subject to confirmation of your selection by Governing Body.
- You have to adhere to the college timing strictly. Moreover, you might be required to work extra hours or extra days at the discretion of Management to meet exigencies.
- You have to follow the code of conduct & service rules as applicable from time to time by governing body.

As per the AICTE / UGC guidelines, you are required to spend time on various activities approximately as follows.

Activity:	Percent Time
Lecture delivery	40%
Subject Study	20%
Research	7.5%
Lab Development	2.5%
Evaluation	10%
Students Counselling	7.5%
Students Activities	5%
Administration	7.5%
Total	100%

- You are required to keep a record of time spent on each activity and submit it periodically, on regular basis, as per norms laid down by the college Governing Council. It will be summarized in the form of performance-appraisal and evaluated. Student feedback is an important part of the appraisal. Hence you are requested to get acquainted with the feedback before you start working. Satisfactory performance in every activity is necessary and will be taken into consideration for future prospects.
- You are requested to communicate your willingness to join on above terms by signing a copy of this letter within 4 days of the date of this letter, failing which, this offer shall stand withdrawn without notice.
- Your appointment will be valid till 30/04/2022 from the date of joining. If the performance is unsatisfactory, services shall be terminated without any prior notice.
- You will have to produce physical fitness certificate obtained from only registered Medical Practitioner at the time of joining your duties.
- Without written permission of the society, you will not be allowed to take any part time job, studies, take private tuitions or consultancies.
- You will not leave the job during academic session. In case you desire to resign, one month notice in advance or payment of one-month gross salary during probation & three month notice in advance or payment of three-month gross salary in lieu thereof will be mandatory.
- You are required to give the correct mailing address as soon as you join duties. Any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given, shall be deemed to have been acknowledge duly & signed by you.
- You will not appear for any examination without prior permission of the Management while in service of this organization.
- You will not take any part in politics.
- You will not directly or indirectly involve yourself in any anti-management activities.
- Your behaviour with colleagues and entire college staff should be polite, co-operative and gentle.
- You will not form any union or organization amongst yourself and colleagues.
- You will not process any letters either signed by you or signed jointly on any issues against the management without prior permission of the management. Also, you will not approach any authorities connected to the Institute / society without prior permission of the management.



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- You will have to carry out the duties / work assigned to you by the Principal / HOD and the management besides your teaching work / routine work.
- If any information given in the application form is found incorrect or contradictory any time after the appointment, your services will be terminated forthwith and no future correspondence will be entertained.
- You will not apply elsewhere for services without getting / obtaining the proper permission from the management. If it is found that, you have applied elsewhere without prior permission of the management, the management will impose the penalty of the three months' salary on you before issuing the relieving certificate or otherwise you may not be relieved from the service of the College.
- **Progress Report:** You will submit your report on research activities, seminars and presentation of papers, workshop etc, twice every year in the months of June & December.
- **Motivation:** It is expected that as a member of the Staff you will guide and motivate junior staff members and the students & help them to achieve academic excellence. It is mandatory that bi-annual report (in the months of October & April) documenting progress along with the feedback taken from students be submitted to the Principal.
- In addition to your regular duties, you will have to carry out the duties assigned by the management including coordination with other Departments, R & D Activities or any other activities / responsibilities that may be entrusted to you.
- The appointment will be subject to leave rules and other rules applicable to the new entrants as amended from time to time.
- The appointee will have to produce Degree and Mark sheet Verification Certificate from respective University.
- The Institute reserves the right to terminate the service of the appointee on the grounds like unsatisfactory performance, lack of punctuality, unauthorized absence, disobedience, non-observance of code of conduct etc.
- You will be entitled for 8 days casual leave in an academic year. There will be no vacation.

Copy to

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2. Principal
3. Registrar
4. All HODs

Prakasheshwar

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Ref : VIT/ GB/ 2009-2010/

Dated : 17/03/2010

STANDING ORDER- 2.0

RECRUITMENT POLICY & PROMOTION POLICY

I. OBJECTIVE

To recruit potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the VIT.

II. SCOPE AND APPLICATION

These rules shall apply to all the regular employees of VIT.

These rules are subject to such changes from time to time as may be decided by the Governing Body of the VIT.

III. CENTRAL RECRUITMENT COMMITTEE

The Central Recruitment Committee is composed of the following members:

1. Management representative
2. Head of the Institution
3. Concerned Heads of Departments
4. Subject Expert

IV. STRATEGY

Identify Vacancy: The identification of vacancies depend on:

1. Existing changes arising due to termination, resignation, superannuation, leave and/or
2. New workload requirements such as creation of new position or temporary additional workload

Prepare job description and person specification:

- a) Job description:
 - i. Role responsible to
 - ii. Role responsible for
 - iii. Main purpose of the job
 - iv. Principal duties and responsibilities
- b) Person specification: Person specification needs to be neither too narrow nor too broad.

Essential and desirable

- i. Skills and abilities
- ii. Knowledge
- iii. Experience



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- iv. Training
- v. Other requirements

V. ADVERTISING THE VACANCY

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

Title of the Position:
Faculty / Department
No. of positions to be advertised Job summary
Advertisement Text Closing Period
Proposed Interview Date (if known)

VI. RESPONSE MANAGEMENT

The applicants can apply for the posts advertised in both electronic mode and by mail. They shall be received and a database must be created by the Central Recruitment Committee. These applications based on the discipline / Department will be separated and sent to the respective institutions / departments for short listing.

Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

- If an applicant doesn't meet an essential criterion they should be discounted from the short list. The criteria for rejection must be demonstrated on the application form.
- Two or more people should shortlist applications, preferably from diverse backgrounds.
- Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
- If an applicant has written anything on the application that discloses a specific request or recommendation, that must not be used in the decision-making process.
- The candidates can request to see any notes made about them during the short listing stage.
- If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

VII. ARRANGING INTERVIEWS

- For eligible applicants, Institution/ Department in-charge shall send email and also call them over phone to inviting them for interview.
- For unsuccessful applicants, Institution/Department in-charge shall send email and also call them over phone informing them that they have been unsuccessful.
- Applicant Feedback - If an unsuccessful applicant requests feedback constructive feedback as to why they were not short listed on this occasion shall be provided.



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Conducting Interview: Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. It is also an opportunity for the candidate to learn more about the job and institution.

VIII. PROCEDURE FOR INTERVIEW

1. Opening the interview

- Welcoming the candidate
- Introducing the panel members (name & role)
- Providing an outline agenda (including length of interview and when the candidate can ask questions)
- Informing that the panel will be taking notes for effective questioning and listening:
- Prudent questioning & more of listening.
- Begin the interview with less demanding questions to put the candidate at ease
- Follow the sequence of questions planned but be prepared to deviate if required

2. Taking notes:

- All members of the panel must take their own individual notes for each candidate
- Notes should be recorded using Interview Record Sheet
- Notes should be factual and accurate for recruiting the most suitable candidate
- The Interview Record Sheets will be kept on record for verification and audit

3. Closing the interview:

- Ensure all of the candidate's questions have been answered
- Tell them how and when they will be informed of the outcome
- Thank the candidate for their time and interest

4. Decision making:

- Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individual's performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision. The members of the panel should take some time to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order.
- The panel should then come together to discuss each candidate's performance in relation to the person's specification criteria, job description and interview record forms to compare performance.
- This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria
- Place all candidates of a relevant discipline in a ranked order
- All panel members must agree for the ranked order.
- Once you have decided on your first choice candidate, consider other candidates that are eligible



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for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer.

- If there are any doubts over the ability of any of the candidates to carry out the role - you should not appoint. It is better to re-advertise the vacancy and appoint the right person.

5. Avoiding bias

In decision making process the members of panel are all potentially susceptible to unconscious bias, stereotyping and distortion. To avoid unwittingly making any potentially discriminatory decisions vide consultations unilateral decision has to be arrived.

IX. MAKING THE APPOINTMENT

- The chairman or the appointing member of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job.
The chairman of the panel should congratulate the candidate and confirm that they have been successful candidates to the standard pre-employment checks (e.g. qualifications, experience etc) which will be undertaken by establishment section of the institution.
- Positive and enthusiastic feedback on how well they performed needs to be given.
- Discuss on potential start/joining dates.
- Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- Explain that establishment section of the institution will be in touch with them shortly to confirm the offer of employment.

X. COMMUNICATING THE OUTCOME TO UNSUCCESSFUL CANDIDATES

Unsuccessful candidates should be contacted by telephone so that accurate feedback about performance can be provided using the information recorded on the Interview Record Forms within 1-2 days of the interview to confirm that they have not been successful.

Formal offer: Establishment section of the Institution will then liaise with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc.

Induction: The Departmental/Faculty Induction should consist of pre-arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).

- A personalized Induction timetable.
- Information about the Faculty / Department structure, etc.
- Any relevant departmental policies and procedures.
- Any other information appropriate to the Faculty/ Department and staff member's role.

Depending on what is most appropriate, this could be a hard copy pack or references to key documents



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XI. RECOMMENDATIONS FOR FIXING THE SALARY FOR APPOINTING FACULTY POSITION

1. **Assistant Professor:** M. Tech / M. Sc / MA / MBA / Other Relevant PG (Fresher) from any recognized institute.
2. **Associate Professor:** Ph. D from any recognized university with overall experience of 8 years.
3. **Professor:** 5 years experience after Ph. D and should have overall experience 10 years. Ph.D. from any recognized university.

PROMOTION POLICY


1. **Assistant Professor:** Assistant Professor shall be moved to the next higher grade within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.
2. **Assistant Professor:** Assistant Professor shall be moved to the next higher grade within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.

Associate Professor: Assistant Professor with three years of service shall be promoted as Associate Professor (the candidate should possess PhD degree).

3. **Professor:** Associate Professor with five years of service shall be promoted as Professor with higher pay band

Note: The candidate need to satisfy minimum API score in Performance Based Appraisal System of the College

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4. All HODs


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Ref : VIT/ GB/2012-2013 /

Dated : 04/10/2012

STANDING ORDER- 3.0

LEAVE RULES

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned HOD before proceeding on leave. Also, it is the responsibility of every employee of the institute to apply leave through online portal (faculty log-in) with necessary alternate arrangements of his/her classes so as to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave request and accord the necessary approval at the earliest (online), so that the employees are not put into any inconvenience. It is the responsibility of every approving authority such as HOD, AO, Librarian, TPO, COE, Principal and others to check their logins (online) twice in a day (first in the morning and second before leaving the campus in a given day) and approve the leave requests, if any.

Please be informed that an employee can proceed for the OOD & Other Leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority.

The following are the leave approving authorities:

S. No.	Applicant	Recommending Authority	Approval Authority
1	Faculty / Staff	HOD/AO/Librarian/TPO/COE	Principal
2	HODs	-	Principal
3	Deans/ Associate Deans	Principal	Management Nominee
4	Principal	-	Management Nominee



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TYPES OF LEAVE

1. CASUAL LEAVE (CL)

- Casual Leaves are intended essentially for short periods of absence due to unexpected contingencies. The total casual leaves admissible are 12 per calendar year.
- If an employee joins the college in middle of a calendar year, the number of casual leaves admissible will be on *prorate basis* in that year that is one CL per month after one month of service.
- Casual leave should not be combined with holidays, vacation or any kind of regular leaves (as discussed in the following sections).
- In a stretch, an employee cannot apply for more than 3 days of CL.
- Casual leaves require advance approval and the employee has to make alternative arrangements for his/her academic work.
- The unused CLs in a calendar year cannot be carried forward to the next calendar year and deemed to be lapsed.

2. COMPENSATORY OFF (CO)

Compensatory Off shall be provided to an employee if s/he worked against assigned duties by the College that fall during holidays or extended hours during regular days (the number of hours shall be more than 6 hours at a stretch). The approval of the compensatory off is at the discretion of leave approving authorities. The total number of Compensatory Leaves shall not exceed 6 days in a Calendar Year and these leaves cannot be extended to the next calendar year.

3. ON OFFICIAL DUTY (OOD)

Any faculty/staff deputed by the college for representing the institute for presenting research project presentations/AICTE/JNTUH/Technical Education/UGC or any other work related to administration, they may seek OOD.

Note: All OODs are to be recommended by the concerned immediate authority (recommending authority) and to be approved by the Principal, limiting to a maximum of 10 days in a calendar year.

4. SICK LEAVE (SL)

- Sick Leaves admissible to an employee, whose probation has been satisfactorily completed.



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- b) Sick Leaves are leave without pay (LWP) in nature
 - c) Sick Leave may be sanctioned only after producing a discharge summary/report obtained from refereed hospital/doctors approved by the College Authorities.
5. **MATERNITY/PATERNITY LEAVE**
- a) Maternity/Paternity Leave is admissible employees appointed on regular basis and after satisfactory completion of the probationary period.
- The leave is not admissible in case of an employee, who has two or more surviving children.
- b) The total permissible maternity leave is maximum of 120 days with LWP without termination of appointment
 - c) Maternity leave is extendable based on the health condition of the staff concerned.
 - d) The total paternity leave is 15 days with LWP without termination of appointment

Note: Recommendation/Approval of the leaves by the concerned authority without following the college 'Leave Rules Policy' will be treated as null & void and such sanctioned leaves are considered as Loss of Pay. The Leave rules to be adhered strictly by all the concerned including college administration

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Ref : VIT/ GB/ 2012-13/

Dated : 20/04/2013

STANDING ORDER- 4.0

POLICY OF THE COLLEGE TO PROVIDE FINANCIAL SUPPORT TO TEACHING STAFF FOR ATTENDING ACADEMIC PROGRAMMES AND TOWARDS PROFESSIONAL MEMBERSHIP

Scope: To facilitate the teaching staff to attend training programmes like Conferences/Workshops/Refresher Courses/ Orientation Courses/Faculty Development Programmes, etc.

Objectives: To encourage and support its teaching staff for academic growth and career advancement.

Policy:

- VIT supports its permanent faculty to attend Conferences/Workshops/Refresher Courses/ Orientation Courses/Faculty Development Programmes, etc by providing them a reimbursement of the registration fees, subject to approval by the Principal
- VIT also motivates its teaching fraternity to organize Conferences and Workshops in its own campus. Teachers of the College attending such Conferences/Seminars can apply for exemption of the registration fees to attend such events.
- It is mandatory for all the faculties to have the life time memberships of renowned professional bodies for the continual development , growth and for being involved in research activities
- The membership should be opted such that it helps in university affiliation and recognition for the faculties
- The policy is formulated to assist the faculties by supporting them financially towards purchase of membership. Institute reimburse 50% of the lifetime membership fee upon submission of payment receipt and the membership ID / membership number maximum upto 3000/-.

Prakashwari
Chairman

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Ref.: VIT/ GB/ 2015-2016/

Dated : 01/08/2015

STANDING ORDER 5.0

E-Governance policy

Preamble

E-Governance policy highlights the importance of Smart Governance for improving the internal organizational processes. The policy helps in achieving efficacy in various operations of the institution in an integrated manner ensuring clarity in different functionalities like E- administration, E-services related to Finance, Accounts, Student Admission and Support, Examination, Library and for the direct involvement of stakeholders in administrative and decision-making process. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

Objectives of implementing E-Governance Policy

1. To enhance good governance in the Institution by attaining efficiency in the organizational processes through effective participation, transparency and
2. To promote paperless administration.
3. To provide easy access to information facilitating electronic mode of communication amongst all departments and stakeholders of the institution.
4. Implementation of E-governance in various functioning of the institution
5. Achieving efficiency in overall functioning
6. Promoting transparency and accountability
7. Achieving paperless administration of the institution
8. Facilitating online internal and external communication between various entities of the institution
9. Providing easy access to information
10. To maintain the Data on a secure environment.

Policy Statement

VIT shall adopt E-governance to enhance good governance by enabling quick and transparent integration of internal organizational processes, promoting participation of all stakeholders, for the continuous advancement and global recognition of the institution.

Areas of Implementation of E-Governance

1. Administration



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2. Finance and Accounts
3. Website & Social Media
4. Student Administration including Hostels
5. Examinations
6. Communication System
7. Library
8. Payment Systems
9. Placements and alumni system

Benefits of E-Governance

E-governance is an important tool to the governing body of the institute. In general, it provides following advantages to the administration:

1. Empowerment of faculties, students and encouragement of their participation in governance process.
2. Transparency and absolute clarity in administration, governing and admission process.
3. Increase efficiency of faculties and of administration process.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Administration

To provide a hassle-free environment for the overall administration of the institution, various organizational processes should be integrated with ICT based technology – a user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning like:

- **Biometric Attendance System:** The centralized attendance monitoring system for all the staff of the Institution which is required to ensure error-free, easy access and better management of staff
- **Leave Management System:** Facilities should be provided in the ERP system for online leave management of employees.
- **Student Admission and Support:** The Institution has to process the student admissions using the ERP software. The data should be well organized and stored in centralized database for further use and should be made available to other required modules of ERP system for monitoring students' academic performance. An open and transparent strategy for the admission process is followed which is further strengthened by the



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ethical practices and regulations as opined by the University. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only.

2. Finance and Accounts

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done regularly. Suitable financial software tool/ERP system should be used to handle institution's financial transactions and to maintain accounting information with utmost care. Appropriate security measures should be taken for maintaining the confidentiality of the transactions.

3. Website & Social Media

The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media.

4. Student Administration

Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution. Students also must be able to obtain transfer certificates, bonafied certificates, etc. on an online mode.

5. Examination

There should be well-designed Internal Assessment evaluation modules in the ERP system. Course-wise lesson plan, timetable, question papers, scheme of valuation, internal assessment marks, attendance entry, should be made available in the ERP system. Provision should be made for students and parents to verify the IA marks, attendance and academic progress through ERP system.

6. Electronic mode of Communication

Email and messaging is a common communication method for sharing information with all stakeholders. To transmit documents and other information, the institution must extend email facility to all the departments and staff thereby encouraging reduced paper usage and promoting carbon-free campus.



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7. Library

Library is an integral part of the learning process to promote effective teaching-learning. All the Library functions should be automated with standard library management software. Bar coding system is installed for easy and fast access to library resources. Provisions should be planned in the library for having access to Digital Library through the software. Library should be equipped with high-speed Internet facilities for the access of e-Resources. There should be an anti-plagiarism tool in place intended for use by the faculty & students. Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & E-resources to be provided within the campus.

8. Payments

Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

9. Placements

In order to strengthen the industrial network, a separate placement portal should be started providing facilities like registration, information of college activities, recruiters, recruited students, trainings and support towards placements, prominent alumni, milestones achieved by alumni and their feedback. For this purpose, a separate placement coordinator at the college level be appointed to take care of the entire activity.

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Ref. : VIT/ GB / 2014-2015/

Dated : 17/08/2014

STANDING ORDER 6.0

CODE OF CONDUCT

a. CODE OF CONDUCT FOR STUDENTS:

The VIT'ians should display exemplary conduct, professional ethics and character, not only within the campus but also outside.

1. The student must respect the staff.
2. Silence shall be maintained in the designated premises of the institute.
3. Eve-teasing, smoking, triple riding, blowing horn, whistling of any kind are strictly prohibited within the college premises.
4. Students should abstain from using drugs or consume intoxicants, if found red-handed, they invite immediate suspension or dismissal.
5. Ragging in any form to any extent is strictly prohibited within or outside the college. This attracts serious punishment and entails summary dismissal from the college also.
6. The students should guard the furniture, class room, laboratory equipment, and library books.
7. Students should not adopt malpractices in the Test/ Examinations, if found practicing, firm action will be taken.
8. All Students are hereby directed not to bring valuable electronic items like (Cell phones, i-pods, Cameras) and other costly items and also not to keep more money with them.
9. Students must observe College-timings stringently so as to avoid late-comings/missing the lectures/losing the attendance.
10. Student needs a minimum of 75% attendance in each subject to take university exams.
11. All the students utilizing the college transport services should have college bus pass issued by the College Transport Dept. for the Academic year and avoid loud music, passing remarks about college, faculty or class-mates, bullying bus-mates while commuting etc.
12. Wearing formal uniform is mandatory during Class-lectures, Lab sessions, practical exams, viva voce, student presentations, placements, guest lectures, seminars, workshops and other formal academic events.

BREACH OF POLICY:

Any student found to be violating any of the above guidelines detrimental to the reputation of the college will be viewed seriously; will invite fine, suspension or rustication. A severe crime will be liable in addition to prosecution before the criminal courts, for rustication, dismissal and expulsion from the college. Their misbehavior will also be noted in the conduct certificate issued at the time of leaving the college.



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b. CODE OF CONDUCT FOR STAFF:

Dress:

1. All employees should be dressed appropriately at all occasions.
2. Uniform where applicable should be worn with pride. It is mandate for all the staff (teaching and non teaching) to wear the institute uniform on all days except on Wednesday and Saturday. On Wednesday and Saturday staff should come in appropriate dress (civil dress).
3. On special occasions, events, cultural and technical fests all should be dressed as directed by the institute.
4. All employees shall wear Identity Cards at College Campus.

Punctuality:

1. All employees should be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
2. All the employees should strictly obey the instructions and circulars issued by the authorities from time to time.
3. Teachers shall be at the appointed classroom at the appointed time without any exception.
4. Every teacher shall take attendance at the beginning of the teaching hour.
5. A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, which shall be taking correctional action fit is within his/her power or reporting the matter to the Principal.
6. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions in August 15 (Independence Day) and January 26 (Republic Day).
7. Staff members shall not engage themselves in other Activities / businesses, which affect their effective contribution in the department and the college.
8. Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.
9. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
10. Not using any abusive language towards students, fellow staff and parents.
11. Not entering quarrels, fights or any act of disrespectful nature.
12. Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
13. Not to affiliate with any political organization, this might cause conflict of interest with the duties of a teacher and the reputation of the institution.



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Disciplinary Procedures:

1. Any Staff who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal.
2. If staff commits any act of misconduct or by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
 - If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
 - Principal shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused staff for giving his/her explanation.
 - On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
4. The course of action for disciplining a staff shall be under the following categories:
 - Memo and censure
 - Warning in writing, with recovery of amount, where financial loss is involved in the act.
 - Suspension from work without remuneration
 - Dismissal or discharge from service.
5. Any staff member receiving more than two memos or warnings will be given punishments as decided by the Principal.
6. The Principal shall report the proceeding periodically to the Chairman

- Copy to
1. KDM office
 2. Principal
 3. Registrar
 4. All HODs


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Ref. : VIT/ GB/ 2015-2016/

Dated : 05/01/2016

STANDING ORDER 7.0

GENDER POLICY

Vidarbha institute of technology ensures gender equality and provides equal opportunities to all genders. Every individual is treated with respect and concern regardless of the gender. The college provided ample opportunities for every individuals to grow in their field without gender discrimination. Gender sensitivity is our prime concern with respect to both students' and staff.

Provisions to make the campus gender sensitive:

- The college designs its policies and programmes keeping in mind the gender equality and equilibrium
- The college makes conscious efforts to have sufficient representation of women on various academic panels. As a result , woman faculty in the college are consistently seen reaching greater heights in career
- Besides , there is enough representation of women staff and students in notable academic bodies
- The ratio of women and men staff is approximately 40:60 and women are appointed to many responsible options' in the college
- The policy maker of the institute discuss gender issues with the newly joined staff in order to sensitize them to gender specific needs of the colleagues and students
- Women students are encouraged to participate in all extracurricular and co-curricular activities with fervor as it boosts their confidence as they progress.
- The campus has round the clock securities that ensures safety of women and men
- Women redressal cell looks in to the problems of women and encourages them to be vocal about



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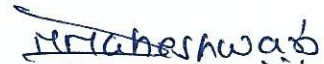
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their problems, for any kind of misbehavior, assaults or any injustice with them

- When it comes to a women staff, it is normally difficult for them to have a work-life balance. Therefore; the college makes every effort to support women staff with all the necessary relaxations
- Male students and staff are also advised and encouraged to come forward and be vocal for any kind of misbehavior, assaults or any injustice with them
- Hygiene plays a vital role in making an organization healthy and the college provides clean and hygienic facilities to both staff and the students. There are adequate restrooms that are properly maintained
- We treat the family of the staff special. Since children are great responsibility , we support our staff by providing maternity and paternity leaves as mentioned in leave policy. Maternity leave is extendable based on the health condition of the staff concerned.
- We provide equal pay and incentives for both men and women staff of the college. The pay is decided purely on merit and experience.
- The college organizes events exclusively for women staff on the occasion of Women's day every year and express gratitude and respect for their immense contribution.

We believe this can promote healthy work and learning environment for all the gender staffs and students of the institute and thus providing conducive environment.


Chairman

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Ref: VIT/ GB/ 2017-18/

Dated: 20/03/2017

STANDING ORDER- 8.0

POLICY DOCUMENT REGARDING AWARD OF INSTITUTIONAL SCHOLARSHIP TO NEWLY ADMITTED STUDENTS OF UG COURSES

Policy:

The management of Vidarbha Institute of Technology in the Governing board meeting on 16/03/2017 has taken a decision to award institutional scholarship to newly admitted UG course students. As per the decision, policy document regarding award of Institutional scholarship is prepared and it states as follows. This policy document details the Scholarships that will be awarded to the students during their academic program and the framework to implement and disburse the Scholarship.

Eligibility:

- 1) All newly admitted students shall have to appear for Institutional scholarship test conducted by the institution.
- 2) Top 10 students who have secured the highest scores irrespective of their caste and category for test will be awarded with an Institutional Scholarship and provided the relaxation of maximum 50% in their tuition fees for all the four academic years.

A Standard Procedure shall be followed for the same:

- After the completion of admission process for academic year suitable date, time and venue has to be fixed for the test.
- Usual conduction of scholarship test happens every Year in the month of September in college. The Scholarship test of objective questions of marks 40 is based on HSC Syllabus including subjects like Physics, Chemistry, Math's & English.
- Declaration of results will happen after 07 days of test and merit list will be displayed.
- The top 10 students from merit list will be granted with an Institutional Scholarship.
- The management reserves the right to make amendments to the policy as and when they desire.

Copy to

1. KDM office
2. Principal
3. Registrar
4. All HODs
5. Student Section

Prakashwar
Chairman
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(a) Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates.

(b) Students having 100% attendance in each academic year will be awarded with Merit Certificates.

(c) Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.

(d) Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

Others:

- (a) Remuneration for presenting paper in International Conference
- (b) Remuneration for Publishing papers in high indexed International Journals Research
- (c) Remuneration for Publishing books



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(d) Best outgoing student in UG and PG.

Amenities

(a) The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

(b) Transportation shall be provided to all the faculty members to and from the Institution within the city limits with nominal charges.

13. Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.

Three Months in prior notice should be given to resign from the services.

The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.

Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.



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Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.

By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.

Contingency amount is provided for each Staff Members to attend Workshops, Seminars, FDP, Conferences, etc, in other institution.

Management shall pay 50% fee for Patent registration.

Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.

If found dissuading from anything listed in these Rules, the Management/Society shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.