

**GAYATRI VIDYA PARISHAD COLLEGE FOR DEGREE AND PG COURES (A)
RUSHIKONDA, VISAKHAPATNAM.**

POLICIES AND PROCEDURES

Admission Policy

The admissions of this institution is through a Centralized Admission Process conducted by the AP State Council for Higher Education, Andhra Pradesh. The process of the admissions is :

- a. The Competent authority conducts ICET and AP EAMCET Examinations.
- b. After obtaining the ranks the candidates apply for the admissions through the online portal
- c. Basing on the eligibility the seats are allocated to the candidates by the APSCH online.
- d. Basing on the eligibility seats are allotted as follows:
 - i. Category 'A' through the APSCH online portal.
 - ii. Category 'B' portal is announced and the college receives applications from eligible students and admission done on the basis of merit.

Recruitment and Selection Policy:

Before the end of every academic year Director/HOD informs the management about the vacancy position in the department and need for sanction of additional posts if any, considering the norms of faculty - students ratio stipulated by apex bodies and gets approval to recruit.

Secretary and Principal advertise the vacancy position in the national and local newspapers inviting applications from eligible candidates as per AICTE and UGC norms.

After due date of receipt of applications Principal/Director /HOD constitutes a committee to screen the applications to shortlist applicants in 1:4 ratio and invites them to appear for interview based on the merit of the candidates.

Six member committee will be constituted with not less than three subject experts in the selection for the position of Professor/ Director and not less than two subject experts in case of Associate and Assistant Professor positions. In this committee atleast one or two members will be from the affiliating university.

The minutes of the selection committee will be sent to the management for approval and consequently appointment orders will be dispatched to the selected candidates.

The appointing authority shall, at the time of appointing two or more faculty members of the same discipline at a time the seniority will be fixed on the basis of ranks fixed by the Selection Committee at the time of interviews, irrespective of the date of joining.

Termination /Resignation Policy:

If the management wants to terminate the services of any staff member on any reason/without any reason whatsoever can remove without giving any prior notice/ with one month notice or without notice with one month salary in lieu thereof.

If any staff member wants to resign/leave the institute he/she shall give one month prior notice to the management or he/she shall pay the one month salary in lieu thereof.

Performance Appraisal Policy:**Monitoring of performance**

Governing Body and Advisory committee monitors the performance of teachers in achieving academic goals, program objectives and course objectives.

HOD/Director submits a progress report of the department on the achievements of the students and staff in terms of qualification improvement results, research publications and awards.

The performance of the teaching staff will be assessed on the basis of student feedback and self-appraisal mechanism.

The performance of the non-teaching staff will be evaluated by the superintendent and the Principal without any prejudice.

Reward / Recognition policy:

On the basis of annual performance reviews, faculty demonstrating better performance is identified and whose performances are consistent for a period of three years they are recommended for a special recognition and/or reward.

The faculty who publish research papers and articles in their concerned area of research in Scopus indexed or UGC approved journals will be rewarded by a cash prize. Those who present research papers of high quality in national or international seminars approved by a committee will be reimbursed once in three years with registration fee and third class AC train fare / Air fare depending on the cadre as per eligibility to nearest Railway station/Airport in case of national/international seminars/conferences to the reach venue. However, in exceptional cases or on the recommendations of the HOD/Director, reimbursement will also be granted to the teacher after submission of proof of publication of the revised article in a standard journal.

In the case of teachers who publish research article/articles in reputed journals continuously for period of three years will be given cash incentive to cover membership fee for a journal /

association. If a teacher publishes continuously on a topic of his priority for a period of five years an additional increment will be granted in the existing pay scale.

In the subjects taught by a teacher, if 70% of the students appearing for the examination secured 1st class marks in external examination continuously taught by a teacher for a period of three years, cash reward will be given to the teacher .

The Principal/Director will be rewarded if the institution obtains NBA for a period of 5 years and /NAAC with a grade of “A+” (above 3.25/4).

If any teacher/group of teachers obtains consultancy assignment from any organization, the revenue left after meeting all the expenditure, is shared in the ratio of 60:40 between the teacher and the institute

Leave Policy :

Leave shall not be availed as a matter of right. The competent authority (Principal) alone shall have the right to sanction it or otherwise.

All employees who are on regular rolls are eligible for leave.

Special Leave for pursuing Research

This leave shall be given, on a case to case basis, to those who have registered for the Ph.D and cleared the pre-Ph.D course work, for a maximum period of a fortnight.

Faculty Ratification Policy:

All faculty recruited by the Selection committee and whose names are recommended for ratification shall have to attend the ratification interviews conducted by the affiliating university from time to time.

Grievance Redressal Policy:

Grievance for the purpose of this policy would mean to eliminate dissatisfaction arising out of the decision of the Management concerning the employee.

The Grievances covered for this purpose are such as Payment of Salary, Recoveries of dues, Increments, Working conditions, Leaves, Promotions, Appraisals, Reimbursements , issues with HODs or co- faculty. Only the individual employee may raise the grievance.

The grievance arising out of the following will not come under the purview of the grievance procedure:

Terms of appointment settled prior to joining

Matters relating to disciplinary enquiry / action

Where the grievance does not relate to an individual employee .

Procedure for handling Grievances: The individual can raise grievance by following the procedure:

The aggrieved employee may take up the grievance in writing with the HOD, who must try to resolve the grievance at that level within 5 working days.

In case any grievance needs more than 5 working days to resolve, the respective employee should be informed in writing within 5 working days of the receipt of grievance by the HOD.

In case the employee is not satisfied with the redressal of the grievance he/she may submit the grievance, in writing, to the Director within two working days from the date of receipt of report given by the HOD.

The Director will record comments on the grievance form within 5 working days after making necessary enquiries and give his/her final report.

In case the employee is not satisfied with report given by the Director he/she can approach the Principal.

The Principal will record comments on the grievance form within 7 working days after making necessary enquiries and give his/her final report. In case of any delay in resolving the grievance, the Principal will inform the aggrieved employee the reasons for delay within 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

In case the employee is not satisfied with the decision communicated to him/her by the Principal or fails to receive the reply within the stipulated period, he/she may submit the grievance within a period of 2 working days from the date his/her receives final reply to the Management.

The Management will examine the grievance in detail including discussions with the aggrieved employee, as necessary. The Management will give his /her reply to the aggrieved employee within 10 working days from the date of receipt of the grievance. The Management may consult an expert neutral consultant or committee before taking final decision on the grievance.

If the grievance is against the HOD then employee can skip the level one and submit his/her grievance to the next level.

Promotion Policy:

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

Research and Development Policy:

The Research and Development Cell of this institution aims to nurture research acumen in the College by promoting research in newly emerging and challenging areas in Management, Engineering and Technology, Science and Humanities. It encourages the teachers and students to undertake the research in newly emerging frontier areas including multidisciplinary fields. This enhances the general research capability of budding technocrats by way of participating in conferences, seminars, workshops, project competition, etc.

. To achieve the high quality research ambience the following policies have been undertaken.

- All the faculty members of Gayatri Vidya Parishad College for Degree and PG Courses(A) are encouraged to undertake research in terms of projects, Patents, publications in refereed journals, Industrial collaborations, Consultancy and supervise Ph.D. scholars students.
- Faculty members are encouraged to apply for seed money from funding agencies or industries relevant to their fields of interest.
- The Management will consider seed money for the research projects, if the proof of concept is established by the faculty.
- Faculty members shall be encouraged to attended conference/workshop relevant to their field of research in India or Abroad with on duty leave. Registration fee shall be reimbursed.

- Partial financial support only be considered for the faculty members invited as keynote speaker/plenary lecture in conference/seminar, etc. if financial support is not provided by the organizers or any other funding agencies.
- Faculty members shall apply for travel grant to the funding agencies.
- Incentives may be provided by institute for the faculty members completing Ph.D. degree
- Incentives/Promotions will be provided by institute for the faculty members if they have publications/Awards for publications in the impact factor journals UGC/SCI/Web of Science/Scopus.
- The financial assistance will be granted for faculty members who successfully finish their FDP/NPTEL Examinations.

Purchase Policy:

Each department having a requirement to acquire any equipment need to submit a proposal to the Principal for granting approval through proper channel. Each Head of the Department/along with the laboratory in charge submits a proposal to the principal for approval of purchase of material /equipment required for the department then the respective departments will call for quotations from minimum three vendors with complete particulars. The Principal will finalise in the consultation with the departmental heads.