



1. GENERAL INFORMATION

1.1 INSTITUTES AT GLANCE

About Trust:

a) Name of the Trust:

Shri Vidyavardhini Educational Academy, Sonarwadi.

b) Registered address of the Trust:

A/p : - Sonarwadi Tal – Bhudargad Dist.-Kolhapur,
State : -Maharashtra
Pin code : -416209
Website : -www.vvitpal.in
E-mail :- vidyavardhini6472@gmail.com

c) Details of Registration:

Reg. No / 20506 (Kolhapur)

d) Board of Trustee:

Vidyavardhini Institute of Technology, Pal (Gargoti) is running under the umbrella of Shri Vidyavardhini Educational Academy Sonarwadi. Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.



1.2 INSTITUTE PROFILE:

a) Name of the Institute:

Vidyavardhini Institute of Technology, Pal (Gargoti), Tal- Bhudargad, Dist. Kolhapur.

b) Address of the Institute:

A/P : Pal (Gargoti)
Tal : Bhudargad, Dist. - Kolhapur, State: - Maharashtra
Pin Code : 416209

c) Contact details:

Phone No :-8378990050
Website :-www.vvitpal.in
E-mail :- vidyavardhini6472@gmail.com

d) AICTE Approval No & Permanent ID:

AICTE First Approval No: File No.22-2895/2009/21/04/2009
AICTE Permanent ID: 467753611

e) DTE Institute Code:

DTE Institute Code: D-6472

f) Affiliating Board:

Maharashtra State Board of Technical Education, Mumbai.

g) MSBTE Institute Code:

MSBTE Institute Code:-1207

1.3 VISION AND MISSION



Vision

To emerge as a lead organization in technical education by providing quality education for rural area students to meet the needs of industry, profession and society.

Mission

- 1]. To impart value based quality technical education to serve society.
- 2]. To create competent engineers who will be able to handle broadly technical problems.
- 3]. To cultivate sense of duty, discipline and responsibility.
- 4]. To develop a leadership skills to tackle situational problems in industry.
- 5]. To provide the healthy atmosphere for the creative talent in technical field.

1.4 BOARD OF GOVERNANCE

The governing body has been constituted as per the AICTE, New Delhi guidelines. This body plays an important role in deciding the future plans, policies for achieving the Institutional mission and consequently the Vision. Also the BOG also approves the budget based on the requirements received through all departments before starting of new academic year. The meeting of BOG is conducted once in a year.

Roles and Responsibilities

- Frame directives, principles and policies
- Support for implementation of policies
- Amend and correct policies
- Budget Approval
- Employee recruitment
- Award incentives and penalize defaults
- Approve the advances needed to discharge responsibilities

1.5 INTAKE CAPACITY

The institute is approved by AICTE New Delhi, recognized by Government of Maharashtra and is affiliated to M.S.B.T.E Mumbai. Currently there are five Diploma courses run by the institute. The student intake capacity is as given below.

Sr. No.	Programme	Year of Commencement	Duration	Intake
01	Civil Engineering	2009	03 Years	60
02	Computer Engineering	2009	03 Years	60
03	Electrical Engineering	2009	03 Years	60
04	Electronics & Tele-Comm. Engineering	2009	03 Years	60
05	Mechanical Engineering	2009	03 Years	60
Grand Total		-	-	300
* additional 3 students per program of 60 intake under Tution fee Waiver Scheme				

1.6 DISCIPLINE

1. Uniform and I-Card: The staff should wear uniform except Wednesday and Saturday. I-Card is compulsory to wear every day. Disciplinary action is taken against the staff not wearing uniform and I card.

2. Reporting on duty upon arrival: Every day staff members are required to register their attendance in the attendance muster and through biometric system.

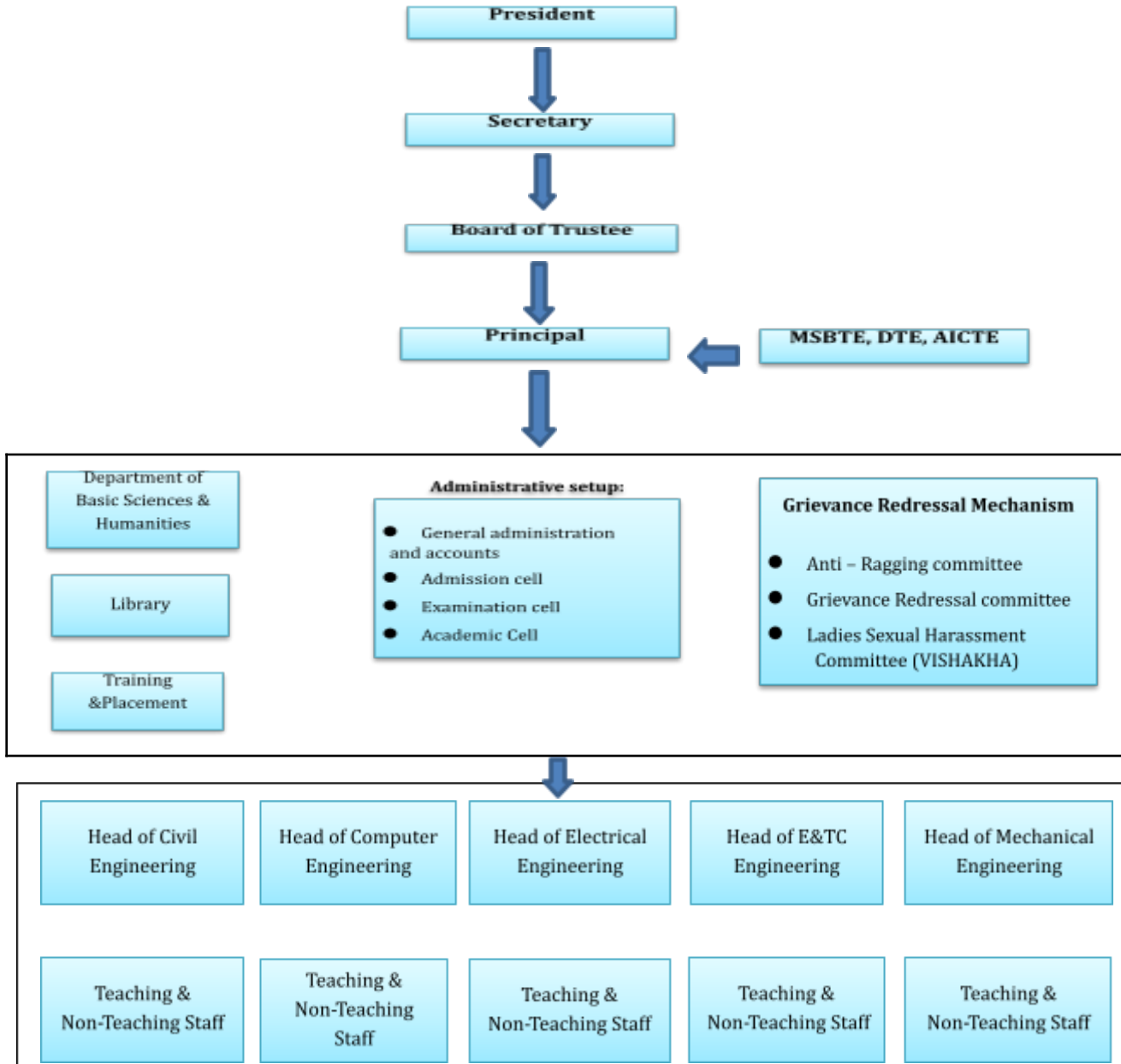
3. Late arrival: For 03 late arrivals, half day leave is considered. Repeated incidences of late arrival are recorded in personal file and are considered as negative points in performance evaluation.

4. Leaving the campus before time: In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is special concession or on-duty leave.

5. On Duty leave: All staff members should fill up the ON DUTY leaves and take signature from Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The leave form, duly approved and signed by Principal, should be submitted at office for records. Head of the Department has to submit his/her On Duty form to Principal for approval.

2. ORGANIZATIONAL STRUCTURE

2.1 ORGANIZATIONAL CHART / HIERARCHY



2.2 HIERARCHY OF REPORTING

Reporting by various staff members to higher authority's shall be according to the table below: In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

Staff	Reporting Authority
Principal	Exe- Trustee.
Head of the Department	Principal
Office Superintendent	Principal
Training and Placement Officer	Principal
Librarian	Principal
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Office Superintendent
Library Staff	Librarian
Store In charge	Office Superintendent
Non-teaching Staff	Head of the Department

2.3 DUTIES & RESPONSIBILITIES

Each employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him/her with the full of personal abilities.

1) Principal

- Identify training needs of employees
- Observe employee conduct
- Annual magazine and report publication
- Budget preparation
- Issue circulars about academics
- Ensure compliance to NBA and prepare documentation
- Identify the resource persons for every activity
- ISTE staff chapter
- Conduct periodic monitoring and evaluation of academic process
- Ensure qualification enhancement of faculty and staff
- Prepare academic calendar
- Result analysis and suggest corrective measures
- Initiate additional and external examinations
- Preparing budget for each department with the help of concerned head
- Leave recommendation of HOD and faculties
- Compliance of AICTE, DTE and MSBTE
- Public relations tracking and circulating AICTE, DTE and MSBTE notification



- Approve leave policy
- Approve expenses propose budgetary requirement
- Inform defaults in conduct
- Suggest project and consultancy to faculty,
- Recommend training needs and related expenses
- Issue circulars to all heads about academics
- Sign the seminar reports, projects and faculty about academics
- Issue letters defaults in teaching learning
- Recommend library requirements from each department
- Recommend budget of academic program.
- Approve industrial visit and recommend expenses
- Observe discipline and culture in each department
- Assigning work to faculty about academics
- Authorize assessment criteria for evaluation of students
- Issue certificates such as bonafide certificate, character certificate,
- Provisional passing certificate and all other student related work

2) Head of the Department

- To review progress in syllabus, laboratory resources in the, Department
- To implement college policies and procedures
- Ensure effective teaching and learning activities
- Propose evaluation methods of assessment of students
- To actively monitor and promote students
- To submit staff appraisal report to principal
- To analyze the students feedback and ask for corrective, action from faculty and promote the faculty for better performance
- To recommend the faculty for their excellent performance
- Maintenance of equipment, furniture
- To assist the principal in timely procurement of equipment, stores preparation of comparative statement and submission of recommendations
- Annual physical verification of departmental laboratories,
- Stores, shops. Get list prepared for write off, obsolescence, removal etc.
- Plan and conduct MSBTE internal, external practical oral examinations
- Enhancing capability of faculty through career development program
- Interaction with industries and professional bodies
- To participate in the interview process for teaching post
- Any other assignments given by the principal or administration
- Maintain the records of departmental activities and achievements.

3) Faculty/Teacher

Teacher includes all cadre categories as Senior Lecturer.

- To understand Quality Management Policy and Quality Objectives of VVIT Polytechnic, Pal.



- To follow rules and regulations as laid down by institute which include working time, signing of muster, college uniform, leaves updating and curriculum enrichment practices.
- To work sincerely to executes all duties towards academics which include planning and conduct of lecture and practical, Preparation for course assigned, conduct of internal exam and to maintain the course files and personal file in appropriate format.
- To use innovative teaching aids and adopt innovative teaching-learning methodologies.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize/coordinate/attend various seminars/workshops/STTP/training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/administrative duties assigned by higher authorities.

4) Librarian/ Librarian Staff

- To implement all library rules as defined by the management.
- Responsible for overall functioning of library.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books/magazines.
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- To execute any other work given by management or Principal.

5) Training and Placement Officer

- To maintain complete information regarding appearing for placement activities.
- To conduct placement activities smoothly.
- To decide and arrange for pre-placement activities for students.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about students recruited and convey to departmental head.

6) Admission Cell: First Year and Direct Second Year

- Arranging School students visit to Polytechnic facilities.
- Counseling to parents about future scope of different courses available in our institute.
- Guidance regarding the Centralized Admission Process (CAP) of State Government.
- Informing students regarding list of the required documents for registration.
- Filling of forms and submission

7) Examination cell

- Enrollment of newly admitted students for all Internal and External Exams of MSBTE.
- Certificates of Backlog(COB) OF Direct Second Year (DSY)
- Guidelines for the students and concerned staff related to examination.



- Exam form filling of Regular and Ex-students.
- MSBTE exam results analysis and records.
- List of staff and students with 100% results in theory exam.

8) Academic Cell

- Preparing of prospectus and handbooks.
- Preparing Academic Time Table
- Preparing documents of Internal Academic monitoring, Unit Test, External Academic Monitoring, student counseling, industrial projects.
- Preparation of industrial visits, seminars, guest lectures, co-curricular activities.

9) Extra-Curricular Committee

- Organization of cultural and sports events during the academic year.
- Conduction of sport events including outdoor and indoor games.
- Arranging the gathering function with various cultural events.

Non-teaching technical staff

A. Laboratory/ Technical Assistant

- To prepare the laboratories for smooth conduction of laboratory session.
- To assist faculty and student during laboratory session.
- To maintain Dead Stock Register, and maintenance register.
- To conduct installation of new equipment and maintenance of existing equipment.
- To maintain and update the approved supplier list for equipment.

Non-Teaching non-technical staff

A. Office Superintendent

- To provide secretarial support to the Executive Trustee.
- To handle day to day office activity smoothly.
- To execute the admission process and MSBTE Examination process of students.
- To execute any other work given by management. The Superintendent shall be in charge of college office and shall be personally responsible for the smooth conduct and working, for allotment of work to his subordinate who shall be directly responsible to him.
- To maintain cordial public relations and to attend to queries of members of the public and students and supply information to Government authorities as per requirements.
- To exercise check and follow up of letters received from the Government of India/ State Government/DTE/MSBTE etc.
- To draft notes of cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers and given interim replies.
- To supervise the work of subordinate staff in the form of periodic check.



- To give instructions regarding destruction of old records according to directives of Principal. .
- Any other work assigned to the Superintendent by management from time to time.

B. Accountant

- To prepare budget according to given guidelines by higher authorities and implement the same after the sanction.
- To attend to correspondence with State/Central Government/MSBTE/DTE and other higher authorities with assistance of account staffs.
- To attend to audit queries and to reply audit report.
- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Maintain accounting controls by preparing and recommending policies and procedures.

2.4 GRIEVANCE REDRESSAL MECHANISM

Under the grievance mechanism our institute has formed 3 separate committees for the smooth working namely Anti-Ragging, Grievance Redressal and Anti-Sexual Harassment (Vishakha). The chairman of all the committees will be taking necessary decisions to maintain peace & Healthy atmosphere in the institute & among the staff & students. The most important is to maintain Healthy atmosphere for the smooth, safe and effective teaching learning process.

Functions

- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- Resolving any conflicts among the students and maintain a conducive environment.
- Coordinating counseling sessions to newly admitted students to deal with Stress and other problems faced.
- Monitoring student's activities to prevent problematic incidents.
- Identifying irregular and disobedient students and providing counseling sessions to them to be punctual.
- Dealing with any other incidences involving students and report it to the principal.
- To ensure personality along with academic development of students.

3. SERVICE RULES

Vidyavardhini Institute follows all the norms and procedures that are prescribed by the AICTE, DTE and MSBTE. Since 2009, Institute had implemented service rules and conditions. The meetings are conducted by Principal and orders are given for all the employees of the Institution.



Sr. No.	Service Policy & Service Rules
1	The candidate has to follow the code of conduct defined by the Institute.
2	The services shall be governed by the provision of rules and regulations of the Institute and society, which are in force and framed hereafter by society from time to time.
3	The candidate has to possess and acquire the additional qualification as and when required as per AICTE, DTE & MSBTE norms.
4	The candidate has to discharge the duties honestly to the satisfaction of superiors.
5	The candidate has to carry out additional job/work as assigned by the Institute from time to time for the development of Institute.
6	The continuation of the services shall depend upon the satisfactory performance in academic result and participation in Institutional development work, which will be assessed by the superiors
7	If the candidate intends to quit the service or wish to apply for a post elsewhere, candidate has to submit one calendar month prior notice; otherwise has to pay one month salary to the Institute.

3.1 STAFF RECRUITMENT PROCEDURE

Staff recruitment policies are as per the procedures mentioned below.

1. The requirement of faculty for each academic year is collected from Head of the department.
2. The management has the power to decide whether particular post will be filled by open advertisement, or by invitation or by promotion.
3. Accordingly the advertisement is given in daily newspaper and also published on the website in the "career at VVIT" section.
4. The applications are invited as per required qualification and shortlisted based on various parameters.
5. The shortlisted candidates are called for interview and demo lecture.
6. After successful conduction of demo lecture and Technical, personal interviews, the names of the candidates are shortlisted.
7. Accordingly the appointments order is withdrawn and offered to candidates.
8. The candidate accepts the appointment order and submits joining report to the office.

3.2 SERVICE CONDITIONS INCLUDING PROMOTION POLICIES

The following points to be taken into account during faculty promotion:

1. Depending on the performance of the faculty the appraisal policy is implemented to boost & encourage the faculty.

2. Teaching & learning methodology
3. No of technical paper presented / published
4. No of seminars / Guest lectures conducted at institute level & at other institute.
5. No of Awards achieved
6. Consultancy extra revenue generation scheme
7. In Exam section work done as squad / officer in charge / controller/ evaluator / moderator
8. Social work appreciated by community/ society/ organization
9. Actively taking part in institute Activities is eligible for additional increments / promotions etc. management will decide to allot.

This promotion is done by following AICTE and the State Government norms applicable to the regular staff members from time to time.



3.3 POLICIES RELATED TO RESIGNATION

- The resignation shall come into force from which the appointing authority accepts the resignation or the date of relief whichever is earlier normally Teaching faculty will not be relieved in the middle of a semester. However the management reserves the right to waive the notice period or the compensation there of



- Any member of the faculty/ support staff during probation or if appointed on local/ ad- hoc basis, shall give one month's notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay one month salary in lieu there of

3.4 CODE OF CONDUCT

- An employee of the college shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties.
- This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the college
- No faculty / staff member of the college shall, engage himself/ herself in private coaching for remuneration.
- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute any faculty / staff members, who reports incidents ragging will be given a certificate of appreciation which will part of service record.
- No employee shall while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the state legislature or the parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the college to di nor shall he/she approach the media with his/ her grievance/s.
- An employee shall not, without the knowledge and approval of the principal & management, have recourse to any organization/ authority court or to the press for vindication of his grievances.
- No employee may absent himself/ herself from duty without prior permission, in case of emergency of proceeding on leave without prior permission; he/she must explain the circumstances. Which were beyond his/her controls before rejoining duty
- Every employee shall be at work punctually at fixed unless permitted otherwise by his/her superior.
- No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

3.5 GENERAL POLICIES

a) **Policy for physically handicapped people:**

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion discharge or other aspects of employment on the basis of that person's disability if the person is qualified and able to perform essential function of job with reasonable accommodation"



b) Drug and alcohol free workplace policy

The unlawful manufacture, distribution, dispensation possession or use of illegal drugs by employees as a condition of employment

1. Abide by the institutes policy on prohibited substances.
2. Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, employee is required to undergo a medical test smoking on campus is strictly prohibited.

c) Equal employment opportunity:

It is a policy of the institute to give equal opportunity to all employees & applicants for employment without regard to religion, race, creed, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees/ students are not denied benefits or subjected to discrimination under any program or activity of institute.

d) Sexual Harassment:

Sexual harassment of employees or students at the institute is prohibited & offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, & other verbal or physical conduct of sexual nature constitute sexual harassment such as physical conduct or demand or request for sexual favors or sexually colored remarks or showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

e) Soliciting/ Canvassing:

Canvassing, placing signs and posters for solicitation purposes, chain letters, and collections of any kind and sales of tickers or merchandise are prohibited on the college premises all employees are prohibited from indulging in any personal activity utilizing the institute's resources and facilities any faculty found indulging in conducting tuition classes or coaching classes. Remunerative or otherwise would be suspended with immediate effect.

f) Attendance:

Employees are to be prompt in reporting to work on time it is expected that employees will remain on the job until the end of the work day unless excused by the head of the department an employee, who knows he/ she will be absent from work on a particular day should report such anticipated absences may result in loss of pay or other disciplinary action

g) Conflicts of interest:

An employee of the institute avoids actual or apparent conflicts of interest between his / her institutes obligations / responsibilities and outside activities.

h) Safety:



Safety on the job and care of property and equipment is the responsibility of all employees every effort should be made by the employees to avoid careless work habits.

i) Confidential information:

Some employ handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority any person found using such classified information invites suitable disciplinary action against him/ her depending on the severity of the matter.

j) Gratuities:

Employees of the institute do not accept gratuities, courtesies, or gifts in any form any person or person, corporations.

k) Political Activities:

As an individual, each employee of institute retains all rights & obligations of citizenship enshrined in constitution of India. However, no employee of institute is allowed to be a candidate for a political party seeking votes while being employed with the institute, or take part in a political employment campaign while on duty.

l) Disruptive Behavior:

While honoring the freedom of expression and the right to peaceful dissent of an individual the institute in the best interests of orderly operation and preservation of an environment favorable to productive study has adopted a policy prohibiting disruptive behavior on the part of any student faculty or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, discharged or held on the campus of the institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

m) Outside Employment:

Employment outside the institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the HoD before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the management for the same.

n) Malpractices:

No employee indulges in or encourages any form of malpractice connected with examinations with examinations or other activities of the institute

3.6 DISCIPLINARY PROCEEDINGS

It is obligatory for employers to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important



part of an employer's overall responsibility although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- I. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- II. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the head of the department/
- III. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

3.7 FACULTY DEVELOPMENT AND WELFARE MEASURES

WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of the college.

- a. Special leaves
 1. Leaves are given to staff (Teaching & non-teaching) for marriage.
 2. Special leave for sad demise of blood relatives.
- b. Dress code for Teaching staff & non- - teaching staff

FACULTY DEVELOPMENT

Opportunities for Higher studies:

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed.

Seminars/ Workshops/ conferences

- a. Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as ON DUTY.
- b. The faculties are being deputed to short term/ orientation courses during vacation or non-vacation days without hindrance to the academic work, preference will be given to those who have to fulfill the requirements of rules stipulated for career advancement. The period of absence is treated as ON DUTY "during the period of attending the courses.
- c. Faculty members are encouraged to take up minor research and development projects Grants will be sanctioned to the extent possible.
- d. Travel Grants can be sanctioned to faculty to present research papers at or to attend national or international conferences in India or abroad, depending on availability of funds & management.



3.8 AWARDS

Excellent teacher Awards and excellent support staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the awards has been put in place so that no abuse or misuse of the provisions may take place.

4. LEAVE RULES

Sr. No.	Leave Type	Description
1	Casual Leave (CL)	12 days in a calendar year.
2	Compensatory off (CO)	Min 4Hrs working on holiday with prior permission. All mandatory duties shall not be compensated
3	On Duty Leave (DL)	As per requirement
4	Academic Leave (AL)	15 days shall be permitted per semester
5	Medical Leave (ML)	As per Claim with Medical certificate
6	Maternity Leave	6 months
7	Paternity Leave	3 days

5. DEVELOPMENT POLICY



5.1 Facilities available on campus:

The facilities available on campus are:

- A well-equipped library with 10k+ Books, which consist of text books, reference books. There are national journals, E-book CDs, I Genius software.
- Software like Auto-CAD are available.
- Various micro controller kits are available and hardware for clustering are available.
- Bus facility for Student and Staff are available.
- RO- Drinking water system.
- Medical Facility.
- Gymkhana Facility.

5.2 Paper presentation:

Generally an applicant applies to the sponsoring agencies like, All India Council for technical education, Directorate for Technical education, Council of Scientific and Industrial research etc. for request of funds. In case he gets major amount from the sponsoring agencies, the institute will sponsor him up to certain extend or amount enough to bridge up the deficit.

Table: Financial assistance for Paper presentations

Sr. No.	Type	Financial Assistance (For Registration Charges)
01	International Conference (Abroad)	50% by Institute
02	International Conference (Abroad)	100% by Institute
03	Workshop, STTP, etc.	100% by Institute

Notes:

- Reimbursements are based on budget provision but are limited to one for (national level) and once (international level) in two calendar year for any individual staff member.



5.3 TRAINING PROGRAMS FOR TEACHING/TECHNICAL/SUPPORTING STAFF MEMBER:

All staff members are encouraged to take up various MSBTE. All India Council for technical education (AICTE) approved short- term training programs or attend reputed National or International conferences/Seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at VVIT Polytechnic are eligible for such deputations. Head of the department shall decide the usefulness of such programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

5.4 SUBMISSION OF PROCEEDINGS/DOCUMENTS RELATED TO TRAINING PROGRAMS:

After attending conferences/Seminars/workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents etc. to the central Library and the department Library. In addition, the staff is required to make a presentation on the conference or training program attended to the department.

5.5 PROCEDURE TO SEEK APPROVAL FOR FUNDS:

The applicant must fill up the on duty form and submit it along with an application on the plain paper address to "The Principal" for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same with recommendation of HOD.

6. TRAVELLING ALLOWANCE/ DEARNESS ALLOWANCE POLICY

6.1 CONVEYANCE:

a. **Local conveyance**- Staff members travelling within the city for official work are eligible for compensation according to following table-

Type	Rs. Per km	Eligibility
Two wheeler	3Rs/km	All staff
Three wheeler	12Rs/km	Head of the Department with at least two other members or a group of at least three staff members
Auto	7Rs/km	All staff, If carrying heavy material

b. **Outstation conveyance** - At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel.

c. Journey:

- Technical & Non-teaching staff- ordinary sleeper class/ Bus subject to submission tickets.
- Lecturer, Senior lecturer and Head of the Department- III tire AC or Luxury bus subject to submission of tickets for proof.
- Principal/- For short- distance- AC car/AC chair car. For long distance III tire AC.
- Staff members must clear all Travel C/Dearness Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Head of the Department.

6.2 Dearness Allowance (DA):

It is 250/- per day in metro cities like Mumbai, Bengaluru, Delhi, Kolkata, Chennai. For other cities DA is Rs. 200/- per day.

6.3 Lodging:

Staff members shall be eligible for lodging expenses as per table below-

Lodging Rates

Staff Category	Lodging charges per day	
	Metro cities	Other cities
Principal	Rs 2000/-	Rs 1500/-
Vice-Principal	Rs 2000/-	Rs1500/-
HOD	Rs 1500/-	Rs 1200/-
Teaching	Rs 1000/-	Rs 800/-
Non-Teaching	Rs 800/-	Rs 600/-