



**VIGNANA JYOTHI INSTITUTE OF  
MANAGEMENT  
HYDERABAD**

**EMPLOYEE HANDBOOK – 2025 v.1.00**

**VISION**

To be among the best institutions for management education in the country.

**MISSION**

Develop leaders and professionals through quality management education to serve businesses and society sustainably.

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## **VIGNANA JYOTHI INSTITUTE OF MANAGEMENT**

Vignana Jyothi Institute of Management welcomes you on your joining the VJIM family and choosing to be a part of its journey towards becoming one of the best B-Schools in the country. We are happy to have you onboard.

### **The Institute**

The Vignana Jyothi Society was registered in the year 1990 as a not-for-profit organization. It was started by a group of industrialists, businessmen and professionals with the main objective of providing quality and affordable education to the youth of the country for a productive future. The founding members, all successful and eminent professionals in their respective fields, joined together with the common desire to serve the community through value-based education in different fields. Quality and integrity are the core values of Vignana Jyothi Institutions, and these are reflected in all their activities. The Society views education as a process that should guide both individuals and the learning community, to the deepest capacity to sense and experience the knowledge and activities to shape the future. Based on a synthesis of direct experience, leading edge thinking and ancient wisdom, it taps into profound levels of learning for discovering new possibilities.

### **Constituent Institutions of Vignana Jyothi Society**

Vignana Jyothi Society currently has 7 institutions under its umbrella, with the newly added junior college. All the institutes are well known and quite sought after by students in this part of the country.

### **Society and Affiliated Institutions**

- Vignana Jyothi Institute of Management, Bachupally
- Vallurupalli Nageswara Rao Vignana Jyothi Institute of Engineering and Technology, Vignana Jyothi Nagar,

### Bachupally, Ranga Reddy District

- Vignana Jyothi Institute of Arts & Sciences, Secunderabad
- Vignana Jyothi Public School, Madhura Nagar, Hyderabad
- Vallurupalli Rattaiah Seetamma Vignana Jyothi Residential School, Vignana Jyothi Nagar, Bachupally, Ranga Reddy District
- Dr. Rama Naidu Vignana Jyothi Rural Institute of Development, Tuniki Village, Kowdipally Mandal, Medak District

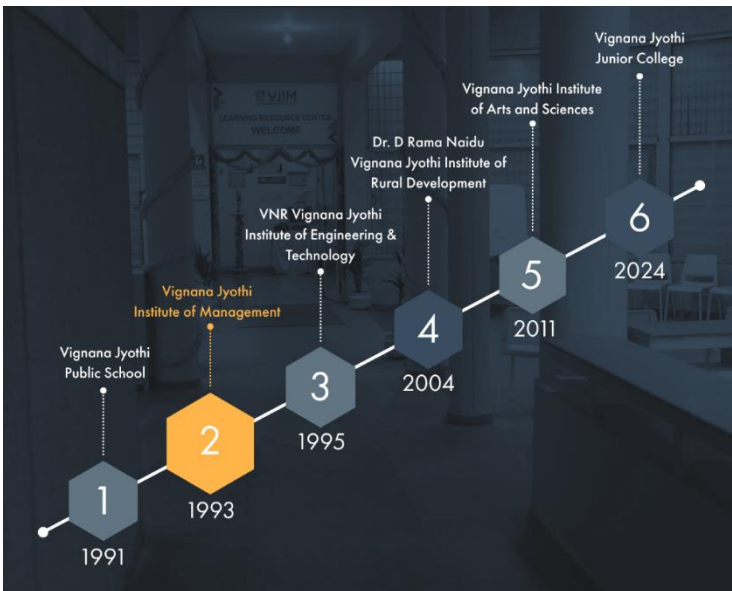


Fig-1 (VJ Society)

## **Vignana Jyothi Institute of Management (VJIM)**

Vignana Jyothi Institute of Management was founded in 1993 to offer management educational local youth and develop them into business professionals. This is an autonomous institute offering two-year full time Post Graduate Diploma in Management (PGDM) approved by All India Council for Technical Education (AICTE). The institute was accredited by NBA in 2014, reaccredited in 2018 and 2022. VJIM was accredited by NAAC in 2015. The PGDM program is also recognized by AIU (Association of Indian Universities), which gives an MBA equivalence. The institution is located at Bachupally, in Hyderabad, Telangana, India. It is connected by the Miyapur intermediate ring road and is situated approximately 10 km from Kukatpally and 7 km from the Jawaharlal Nehru Technological University (JNTU). The institute has been allotted two acres in the Bachupally campus. The other institutes of the society situated in the same campus are VNR Vignana Jyothi Institute of Engineering and Technology and Vignana Jyothi Institute of Arts and Sciences.

### **VJIM Milestones**

Vignana Jyothi Institute of Management has reached many milestones and accomplishments in its 30 plus years of existence and continues to achieve many more. Its journey from a humble location in West Maredpally with 60 students to its sprawling state-of-the-art campus with an annual intake of 270 is inspirational. Some of its achievements are depicted in the infographic below:



Fig-2 (VJIM Milestone)

## VJIM - Organization Chart



VJIM has a decentralized structure with administrative and academic responsibilities distributed across different departments and levels in the organization. The organization is led by the Director, who is aptly supported by the Dean to run the institute smoothly. The institute has a Head-Academics for the smooth execution of the PGDM programme and coordinating all the activities related to it. The Dean is in charge of all the other institutional activities like Administration, Placements, Consultancy and MDP, etc. Head-Admissions takes care of the student admission process including the marketing and branding of the institution.

The institution has well-defined policies and systems to ensure smooth functioning. The students are guided by the ‘Student Handbook’ while the employees are governed by the ‘Employee Handbook. This document defines the guidelines for the employees and their entitlements from the time they apply to enter the organization till the time they resign to moving out.

### **Employment Policies – For Regular/Contractual Faculty/Staff Recruitment and Selection Process:**

All the recruitment processes are conducted by the HR administration in consultation with concerned HoDs and Director’s office.

#### **1. Faculty:**

a). **Assessment of Faculty Requirement:** The Director of the Institute, after discussing with the Dean, the Head-Academics and the Area Chairs (Departmental Heads) shall assess the requirement of faculty (new/replacement as the case may be).

Resumes for all faculty positions can be sourced through any of the following means:

- Newspaper advertisements
- Resumes received through e-mails
- Online ads on various job sites – Naukri.com and LinkedIn
- Employee Referrals
- College Website



The resumes received from all the above-mentioned sources will be shortlisted based on the minimum qualification required for the faculty position and the specific requirements of the positions (as per AICTE norms).

b) The selection process of the faculty will be a two-tier system as described below.

(i) **Faculty Selection:** The candidates shortlisted after the first level screening in the previous step shall give a presentation on a relevant teaching topic, as approved by the institute, in the presence of all available faculty members, especially from the department, the Dean and the Head-Academics, and the Director of the Institute. Each member present in the faculty selection seminar will give their feedback about the presentation on an evaluation sheet. In certain cases, where additional input is necessary on the candidate's caliber, he/she may be required to attend a confirmatory interview where the Director shall evaluate the required potential.

(ii) **Personal interview:** The candidates shortlisted from the faculty selection seminar will be called for a personal interview either on the campus or at the Head Office.

The selection committee will consist of the following members:

- Chairman of the Governing Council of the Institute.
- One/Two members of the Governing Council
- Director of the Institute
- Dean and/or Head of Academics
- Area Chair/Senior Faculty
- One external subject matter expert (SME)

The candidates selected after this round are given an offer by VJIM Director along with the terms of service. The onboarding of the employees is done by the HR of VJIM. The concerned HoD will provide the further information and guidance to the new employee.

## **2. Non-Teaching Staff:**

**Assessment of Staff Requirement:** The Director of the Institute shall assess the requirement of staff (new/replacement as the case may be) at the beginning of the financial year in consultation with the Dean and Manager – Administration.

Any new/ replacement appointment not covered under the annual budget plan shall be made with prior approval of the Chairman/General Secretary only. Resumes for all staff positions can be sourced through any of the following channels.

- Advertisement in Newspapers
- Resumes through E-Mails
- Employee Referrals

**Reimbursement of travelling expenses to candidate called for interview:** Only outstation candidate shall be reimbursed to & for travelling to campus/ HO for interview purpose provided the same is agreed upon in advance before calling him/her for the interview. The mode of travel shall be according to the applicable travelling rules of the institute. No local conveyance, boarding and lodging expenses shall be reimbursed unless specifically approved by the Director. However, in the case of faculty, care should be taken to ensure that position/grade applied for is not higher than justified from the qualification and experience.

## **Onboarding Process for Faculty and Staff in B-Schools**

### **1. Pre-Arrival Preparation**

- Appointment Letter and Documentation: Appointment letter, any applicable contract, and HR documents including this handbook will be shared and the sign of the candidate is taken.
- Welcome Kit: A welcome email with essential information (campus map, reporting date/time, contacts etc.) will be provided.
- IT & Infrastructure Setup: Apart from creating the employee email, the process is initiated for the employee ID card, and access is provided to campus systems like LMS and ERP.

- **Workstation/Office Readiness:** Desk/cabin is provided in the faculty cabins or specific department, and other resources like desktop and landline (Intercom) phone are provided.

## 2. First Day Orientation

- **Welcome Session:** Introduction to the mission, vision, values, and culture of the institution.
- **HR Briefing:** Explanation of institute's policies on leave, salary structure, benefits, code of conduct, and performance review etc., based on the Employee Handbook.
- **Campus Tour:** Familiarization with colleagues, different departments, library, cafeteria, etc., by taking on campus tour.
- **Salary Account:** Employee details are collected, and the process is initiated to create a salary account for the employee.

## 3. Academic/Administrative Onboarding

- **Department Introduction:** Meeting with Area Chair/ HoDs and the team.
- **Teaching/Administrative Expectations:**
  - o **For Faculty:** Briefing on the program structure, courses offered, course outline, academic calendar, research expectations, and evaluation systems will be provided.
  - o **For Staff:** Briefing on roles, responsibilities, reporting hierarchy, and performance metrics will be given.
- **Access to Resources:** Introduction to library, research support, academic journals, databases, and student services.

## **POLICY FOR CONFIRMATION OF SERVICE**

### **(Faculty and Staff on Probation)**

#### **1. Introduction:**

The Policy for Confirmation of Service in a B-School outlines the process for evaluating and confirming employees after the successful completion of their probation period. This policy ensures that faculty and staff meet the institution's academic, administrative, and professional standards before being granted regular employment. The confirmation process is based on performance assessments, adherence to institutional norms, student feedback, and overall contributions to the institution's goals during the probation period.

It provides a structured framework for assessing performance, teaching effectiveness, research contributions, and adherence to institutional policies. This policy helps maintain quality education, fosters accountability, and ensures that only competent and dedicated professionals are retained. Additionally, it creates transparency in the evaluation process, supports faculty development, and aligns employees with the long-term goals of the institution.

#### **2. Eligibility:**

VJIM Employees will be eligible for confirmation of service as regular employee upon the satisfactory completion of the probation period. The probation period for any employee is one year. In exceptional cases, the probation period may be reduced based on a thorough review and the recommendations of a designated committee appointed by the Director. The Director may extend an employee's probation period if necessary.

#### **3. Guidelines**

##### **Performance Review:**

a) Performance will be reviewed by the Internal Committee appointed by the Director.

b) The review shall be conducted in a one-to-one meeting by the committee members and their assessment and comments shall be duly recorded and forwarded to the Director.

c) Upon receipt of the review report from the committee, the Director shall do a one-to-one meeting with faculty/staff and give his report. After recording his comments and report, the Director's Office shall initiate the process of issuing a letter of confirmation to the employees. All letters of confirmation with reference to faculty and Heads of Departments shall be issued from the head office duly signed by the General Secretary. All other Letters of confirmation of services shall be issued by the Director, VJIM.

#### **4. Communication to Employees:**

Upon confirmation of services as regular employees the following intimation shall be issued to the employees

a) After successful completion of probation period and based on the recommendation of the committee, the employee is confirmed as regular employee. The communication shall be sent by the VJIM Administration Department.

#### **5. Salary and Allowances:**

a) They will be placed in an appropriate scale if there was a consolidated salary drawn. If they are already in a scale, then there will be no change in the structure of their salary and pay band.

b) The salary and DA hike shall be aligned with annual appraisal and DA awards.

c) All the employees will be eligible for DA hike and performance appraisal after completion of his/her probationary period.

#### **6. Terms and Conditions:**

a) After confirmation of an employee, their terms and conditions of service, i.e. resignation, leave, etc. will be communicated.

b) They will also be informed about their eligibility to be part of annual faculty appraisal process.

c) Upon confirmation of service, the employee will be required to give a three-month notice period if they intend to resign. After confirmation, the appointment is terminable at any time with three months' notice from either party or payment of three months' salary in lieu of notice.

d) Upon confirmation, the employee will be considered a regular employee of the Institute.

e) In the event of resignation, the employee will be relieved only after the completion of the Trimester and fulfilment of other academic or administrative assignments or obligations.

**Note:**

The note for confirmation of services shall be initiated from the director's office for approval by the Chairman, VJIM. Upon chairman's approval, the letter of confirmation shall be prepared and sent to head office for the approval of the General Secretary.

· After receipt of the approval, it will be handed over to the concerned faculty/staff by the director's office.

· A copy of the same shall be kept in the faculty and staff's personal file.

**Business Hours Timings, Business Days, Salary & Other Benefits**

**1. Business Hours & Business Days:**

- Business hours for the teaching & non-teaching staff should be a minimum of 8.00 hours including a 30-minute lunch break. All teaching & non-teaching staff would be expected to be present beyond the stipulated business hours on working days and/ or during the weekends, whenever the situation so warrants. Staff are expected to plan the tasks for the day and exit only after completion of the tasks.

- The 2<sup>nd</sup> Saturday of every month & every Sunday will be generally observed as weekly off. VJIM follows the Calendar year for public holidays. In general, there are holidays for all important occasions/ festivals, which will be announced by the admin office before the beginning of a new calendar year. Those who have unavoidable teaching/other administrative work would be required to be present even on a holiday, which can be compensated later within a month.

## **2. Salary, & Benefits:**

**Pay scale:** As per the AICTE norms. VJIM pays its employees competitively and offers a DA hike to compensate for inflation in the economy.

## **3. Benefits:**

- Contribution to Provident Fund:** Employer shall contribute 12% of Basic Salary and a grade pay subject to a maximum of Rs.1,800/- per month and an equal contribution from employee shall be deposited in the provident fund account of the employee.
- Medical Insurance:** All Faculty (except contract & adjunct faculty) shall be eligible for group medical insurance policy for insuring self and his / family (i.e. spouse and maximum two dependent children. While the employee pays 50% of the premium, the management pays the remaining 50% in the case of faculty members. In the case of staff, 70% of the premium is paid by the management.
- Gratuity:** As per norms
- Transportation for faculty and staff at subsidized rates on the existing routes.
- Faculty quarters at subsidized tariffs subjected to availability.

## **TA / DA RULES**

These guidelines will be applicable to all the employees of the Institute when they are deputed outside Hyderabad on official duty.

### **1.1 Rules**

1. Daily Allowance (DA) shall be paid if the absence from headquarters is 8 hours or more, inclusive of journey time.
2. If the absence is less than 8 hours, DA is not permissible. If the absence is more than 8 hours but less than 12 hours only 50 % DA will be paid. For the absence of more than 12 hours, full DA will be paid
3. If the Boarding and Lodging is provided by organizers of an event, seminar, workshop, conference, etc., no DA will be provided. If only part of the expenses is reimbursed by the organizers, an employee is eligible for reimbursement after deducting the expenses reimbursed by the organizers, as per his / her entitlement.
4. Travelling Allowance / DA/ Conveyance Allowance shall not be allowed for persons joining the Institute on their appointment or for the return journey on their retirement/ resignation.
5. Travelling expenses, DA, Conveyance and Lodging expenses are subjected to approval by management when the candidate is called for an interview. It shall be decided on a case-to-case basis.
6. All official Journeys shall be authorized by a competent authority with justification for the same.
7. Tour advance shall be paid to the employee who shall fill the Tour advance form and on the approval by the Director.
8. Tour advance will not be paid to an employee who has not settled earlier tour advance
9. The employee shall submit his / her tour report and tour bills in an approved format within 7 days.



10. Tour bills should be submitted and settled within 6 Days of completing the official tour and after reporting back to work. In case the tour bill is not settled within the stipulated time, the amount paid as tour advance will be recovered from the immediate month's salary. Subsequently, when the employee submits a claim along with justification for not doing so within the stipulated time and if the Director is satisfied with the explanation, they shall recommend the case to the Accounts Department to settle the claim as per the entitlement.
11. Late submission of tour bills will be considered as misconduct.

## 1.2 Grades

S. No.	Particulars	Grade
1.	Members of the Governing Council, Head of the Institution, Deans/HOD*	Grade I
2.	Professors, Associate Professors, Sr. Asst. Professors/ Librarian/ GM/AGM/ Sr. Managers/ Managers /Chief Warden/ Head Placements/ Physical Director/Dy. Dean	Grade II
3.	Assistant Professors, /Adjunct Faculty/ Superintendent/ Dy. Managers/Asst. Managers/Executive Warden.	Grade III
4.	All Others	Grade IV

\* Even if the faculty is working as Asst/ Asso. Prof. or Professor, if he is holding charge as HOD, he/ she will be entitled to benefits as HOD (Grade I)

### 1.3 Mode of Travel and Daily Allowance

Grade	Mode of Travel	A Class City	B Class City	C Class City	Local Conv.
Grade I	Airfare (Economy)	Actuals / I AC Train	Actuals	Actuals	Taxi / Car at actual
Grade II	Airfare (Economy) /II AC Train /Volvo AC Sleeper bus	500	400	350	Taxi at actual
Grade III	III AC Train/ AC bus	350	300	250	Auto
Grade IV	Sleeper Class Train/ Luxury Non-AC Bus	250	200	150	Auto/ Bus

If the travel time by train is more than 15 hours an employee is permitted to travel by Air (Economy) on approval from the director

### 1.4 Lodging

Grade	Daily Allowance		
	A Class City	B Class City	C Class City
Grade I	Actuals	Actuals	Actuals
Grade II	Rs. 4000/-	Rs. 3500/-	Rs. 2500/-
Grade III	Rs. 3000/-	Rs. 2500/-	Rs. 2000/-
Grade IV	Rs. 1000	RS. 1250/-	Rs. 1000/-

# Subject to a maximum of Rs. 7000/-

- 1) Reimbursement/ settlement of bills will be as per entitlement or as per original bills whichever is less.
- 2) Enclosing Original bills with claims is mandatory. If original bills are not enclosed for the accommodation only 50 % of the amount as per entitlement will be considered subject to approval of the director.

- 3) In exceptional cases, the General Secretary is authorized to approve reimbursement in case of misplaced Bills or if an employee cannot enclose original bills and claims reimbursement as per his/ her entitlement.

### **1.5 Categorization of Cities and Towns:**

**A CLASS** Delhi (NCR), Mumbai, Kolkata, Chennai, Bangalore, Hyderabad

**B CLASS** All State Capitals and Pune, Nagpur, Baroda, Kanpur, Vishakhapatnam

**C CLASS** All other places

### **1.6 Local Conveyance**

Expenses incurred to carry out official authorised work in case employees use their own vehicle will be reimbursed as under:

Four-Wheeler: Rs. 15.00 per KM

Two-Wheeler: Rs. 5.00 per KM

#### **Note:**

a) The work assigned should be approved by the concerned person with justification and prior approved by the Director.

b) The institute will cover only the registration fee for faculty attending seminars, conferences, or conclaves in Hyderabad city. **No travel allowance (TA) will be granted.**

The employee should fill in the Local Conveyance Form and obtain the signature of the concerned person for reimbursement of such expenses. The bill shall be approved only by the Director.

### **1.7 Food expenses**

An employee is entitled to Food Expenses while on duty outside the campus during lunch hours or at late night (beyond 8.00 pm) as under:

	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>
<b>Lunch/Dinner</b>	Actuals	Rs. 300/-	Rs. 200/-	100/-
<b>Breakfast</b>	Actuals	Rs. 150/-	Rs. 100/-	75/-

## **1.8 International Visit**

GIP, Guest Sessions, Official Tour the TA/DA for International activities shall be finalised. The amount shall be as per country being visited and on various other economic considerations i.e. currency exchange rate per capita income, etc. The amount shall be recommended by the committee and approved by the director.

# **Service & Leave Rules**

## **Chapter I - Preliminary**

**Short Title:** These regulations may be called the Vignana Jyothi Institute of Management Service Rules.

**Application:** They shall come into force with effect from 1 January 2024 and shall apply to all regular employees i.e. both the **teaching and non-teaching employees of the Society**, if nothing in these rules and regulations shall apply to persons employed temporarily or on daily wages.

**Society** means Vignana Jyothi Society registered under A.P. Telangana areas' Public Societies Registration Act, 1350 Fasli (Act I of 1350 F) with Register No.130 of 1991.

**Management** means the Governing Body of the Society duly constituted wherein the overall management and administration of the Society and its affiliated institutions shall vest with it.

Any other Institutions that may be established, run or managed by Vignana Jyothi.

**Employee** means a person employed by Vignana Jyothi to discharge the duties of the Society and its affiliated organizations for teaching and non-teaching purposes on remuneration basis.

Regular employee means a qualified person employed in a regular post and kept on probation for a period of one year or six months in case of direct recruits and recruits by transfer/promotion respectively.

Probationer means an employee who is appointed against a regular post and kept on probation for a prescribed period pending confirmation in a regular post.

**Salary** means basic pay, dearness allowance and other allowances if any, where applicable or consolidated pay without any allowances payable to an employee.

**Service** includes the period during which an employee is on duty as well as on leave when duly authorized by Management but does not include any period during which an employee is absent from duty without pay and allowances.

**Disciplinary authority:** The General Secretary is the disciplinary authority for all the employees employed in the Institutions under the control of Vignana Jyothi. The General Secretary of Vignana Jyothi may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duties.

**Appellant authority:** Where the disciplinary authority is exercised by General Secretary, Vignana Jyothi, the Executive Committee of Vignana Jyothi is the appellant authority.

**Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges levelled against an employee of the institute.

### **Power to Interpret, Implement and to Amend the Rules:**

The power to interpret, implement and amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as maybe necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in service on the day new rules or regulations or alterations come into force.

### **Management's Power to Delegate:**

The Management refers to the Executive Committee of Vignana Jyothi. It may delegate to the General Secretary of Vignana Jyothi or to any officer or officers of the Society or Institutions under their control any or all the functions wholly or partly, permanently or temporarily and such officers or officer. The Management may interpret these rules to the extent and for the duration of the period, and it may be as authorized by the Management.

**Faculty Workload:** The workload norms of the institute provide appropriate balance between teaching, research and academic administration responsibilities of the faculty. Faculty members are allotted a teaching load of **six (6) to eight (8)** courses in an academic year.

In addition, they are expected to mentor students, engage in academic administrative duties such as coordination of program activities, guide students for SIP and other student activities. The faculty members should also contribute to other institutional building activities, conduct

FDPs (faculty development programs) and MDPs (management development programs) and take up consulting assignments.

The teaching load of faculty is generally not less than 40 hours per week including teaching contact hours and other activities. Classroom teaching hours along with an equal amount of time allotted to class preparation, other academic activities like invigilation, evaluation, updating the content, etc. are all included in calculation of academic workload. The remaining time is allotted for research and academic administration activities. Every faculty member submits an annual work plan with proposed activities in consultation with the Director at the beginning of the academic year, which is reviewed every six months. The annual faculty appraisal is prepared based on the accomplishment of tasks or activities proposed in the annual plan. There is a special provision to give higher increments to the faculty members who have achieved their targets or contributed exceptionally to the institute.

## **Chapter II - Appointments, Probation and Termination of Service**

### **Classification of Employees**

The employees of Vignana Jyothi will be classified as follows:

- Teaching staff
- Non-Teaching staff that include administrative, technical and non-technical employees.

The Management shall fix the number of posts in each institution in all categories from time to time and prescribe qualifications, mode of recruitment and the scales of pay etc., to each category of posts of Vignana Jyothi which may be reviewed and revised by the Management from time to time depending on the requirement. The pay scales of the Teaching Staff in the different institutes are covered under UGC/AICTE scales. Hence, their pay will be fixed to the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time except the staff recruited temporarily on consolidated pay. Notwithstanding anything contained in these rules and regulations, the Management may employ someone on a temporary basis for different posts in the organization under their control on consolidated pay or on a daily wage or on contract basis whenever and wherever the necessity and circumstances so warrant.

### **Certificate of Health and Other Certificates:**

Every employee shall be required to produce the following certificates on being appointed in the Society on a regular basis: -

- Original Degree/Diploma certificates of the qualifications possessed by them along with attested photostat copies of the same.
- Three copies of recently taken passport size photographs.



### **Commencement of Service:**

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him/her by the Management provided that if he or she reports before forenoon, otherwise his/her service shall commence from the following day.

### **Probation:**

Employees who are appointed to the posts in the organizations under the control of Management directly or on regular basis shall be required to be on probation for a period of not less than one year and in case of employees on promotion/ transfer appointed to higher posts shall be for a period of not less than six months period on duty. The probationary period can be extended by the Management if his service during the period prescribed in the appointment order is found to be not satisfactory. The confirmation letter will be issued on successful completion of the probation, and the employee becomes a regular employee. The services of an employee on probation may be terminable by either party giving one month's notice to the other party.

### **TERMS OF SERVICE**

Articles of agreement made this day, the .....

BETWEEN

Dr./Mr./Ms. (Hereinafter called the Faculty / Employee) of the one part:  
AND

**Vignana Jyothi Institute of Management**, Vignana Jyothi Campus, Bachupally, Hyderabad – 500 090 (hereinafter called the **Institute** which expression shall mean and include its successors and assignees) of the other part, represented by the General Secretary, Vignana Jyothi.

**WHEREAS** the Institute has appointed the Faculty/Employee, and the Faculty/Employee has agreed to serve the Institute on the terms and conditions hereinafter contained.

1. **Emoluments** for the Faculty/Employee will be governed by the stipulations made in the Appointment Letter to the Faculty/Employee.
2. **Annual Increment** is not automatic but will depend on the satisfactory conduct, record and positive and effective overall performance of the Faculty/Employee.
3. **The tenure** of your appointment will be for a period of one year. Based on your satisfactory performance it will be regularized.
4. **Leave** will be granted by the Director according to the “Leave Rules” placed at Appendix. Absence without leave will amount to break in service.
5. **Scope of Service:** Unless in any case if it is otherwise distinctly provided, the whole time of the Faculty/Employee shall be at the disposal of the Institute and the Faculty/Employee shall carry such functions and duties as are assigned by the Management or Director of the Institute or such other person or persons designated from time to time, including participation in the various training and administrative activities of the Institute.
6. **Research and Consultancy:** The Faculty/ Employee shall actively engage in Research and Consultancy and publish research papers in National and International Journals of repute. The Faculty/Employee who does not possess a Ph. D. shall register for a Ph. D. within one year and acquire the degree within five years.

7. **The Institute** at its sole discretion and as per the exigencies and administrative convenience, transfer the Faculty/Employee to any other Institution, Department, Organization, Trust, Society, Association Office of the Institute, or its Sister Institute in India. In such a case, the Institute shall ensure that the pay, allowances and other perks, if any, that are paid to the Faculty/Employee are protected.
8. **Liability to abide by the Rules and Regulations:** The Faculty/ Employee shall abide by the Rules and Regulations of the Institute.
9. **Participation** in Functions and Extra-curricular activities is mandatory. Intimation of such functions will be conveyed through circulars/notices. Prior sanctions of the Director of the Institute will have to be obtained for absence at such functions/activities
10. **No Faculty/Employee**, whether on leave or in active service of the Institute, shall undertake part-time jobs in any capacity whatsoever. The Faculty/Employee will not take up, directly or indirectly, any employment or work on behalf of a person or company to whom she has been assigned by the Institute without the permission of the Management.
11. **Misconduct or Negligence** by the Faculty/Employee shall be dealt with seriously by the Management. Notwithstanding anything contained herein, it shall be open to the Board of Management to terminate the services of the Faculty/Employee at any time without prior notice and without benefit of any compensation in lieu thereof, if in the opinion of the board of Management, after hearing the Faculty/Employee it is proved that the Faculty/Employee has committed misconduct and/or negligence and/or breach of any of the conditions herein specified. The decision of the Board of Management shall be final in these matters.
12. **Writing, disclosing, divulging or making public**, except under legal obligation, any confidential consultancy/research document written by the Faculty/Employee or other colleagues

at the Institute, without written permission of the Management, will constitute misconduct and will be seriously dealt with.

13. **Intellectual Property:** The result of all research, investigation, and methods which are made by the Faculty/Employee individually or jointly with others during the term of appointment of the Faculty/Employee with the Institute shall be the property of the Institute and their clients concerned. The Faculty/Employee shall not seek or obtain any proprietary rights of any work, or investigation, research etc., carried out by the Faculty/Employee.
14. **Accepting Gifts/Presents:** The Faculty/Employee shall not accept any present, commission, or any kind of gratification in cash or kind from any outside person, party or firms having dealings with the Institute, and if such gifts/presents are offered, the same shall be reported in writing to the Director for appropriate action by the Management.
15. **Faculty/Employee** shall not approach or, in any way, use media and/or outside authorities/agencies, for whatever purpose, without the written permission of the Director.
16. **At the time of joining the Institute,** the Faculty/Employee is required to produce the original certificates/testimonials in support of the qualifications, training, age and experience, mentioned by the Faculty/Employee in the application/biodata for verification and record purposes.
17. **The appointment** is subject to the rules laid down in the Memorandum of Society & Articles of Society as amended by the Board of Management and the rules framed by the Institute from time to time.
18. **In case of any dispute** arising between the Faculty/Employee and the Institute, Hyderabad shall be considered as the place where the cause of action shall be deemed to have arisen.
19. **If during the subsistence of the agreement,** the Faculty/Employee is appointed to any other post and or on another scale of pay in the Institute, the provisions of this agreement continue to apply.

20. **The Faculty/Employee** is also required to undergo medical examination at Vivekananda Hospital, Begumpet, Hyderabad. If the Faculty/Employee is medically found not fit, the services of the Faculty/Employee concerned shall be dispensed with.
21. **Other matters** relating to the appointment of Faculty/Employee, if there are any, in respect of which provision is not specifically made in the preceding clauses shall be decided by the Management from time to time.

## **LEAVE POLICY**

### **Kinds of Leave at VJIM**

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Compensatory Off (C-Off)
4. Medical Leave (Half-Pay leave)
5. Maternity Leave (ML)
6. Paternity Leave (PL)
7. Special Leave (SL)
8. Leave Not Due (LND)

### **Casual Leave (CL):**

1. 12 days in a calendar year for Teaching and Non-Teaching Staff while on probation.
2. 15 days in a calendar year after completion of one year Probation.

3. CL is credited in the account of the employee in two instalments in the months of January (8 days) and July(7days) and 6 days in case of staff on probation period.
4. The period of leave shall not exceed continuous 5 days at a time. Half-day CL can be availed.
5. It can be prefixed/suffixed to holiday/weekly off but the total period including holiday/weekly off shall not exceed 5 days.
6. Temporary employees, contract employees, employees on probation and trainees are eligible for only one CL per complete month.
7. Un-availed CLs lapse at the end of the calendar year and cannot be carried over. (Jan-Dec)
8. CL cannot be combined with any other leaves.

#### **Earned Leave (EL):**

1. A regular employee who completes **12 months** of service is entitled for Earned Leave as follows:
  - a). A minimum of **3 ELs** must be applied.
  - b). Applications should be submitted at least **5 days** before the leave start date.

<b>Sl. No.</b>	<b>Service</b>	<b>Earned Leave Eligibility</b>
1	Less than 12 Months	Not Entitled
2	More than 12 months and less than 24 months	17 Days -Pro-rata Basis
3	More than 24 Months and Above	33 Days-Pro-rata Basis

2. Employees can accumulate a maximum of **120 days** of Earned Leaves.

### **Compensatory Off:**

1. Teaching & Non-teaching Staff (Regular or on probation) are eligible for a maximum of 5 days in a calendar year in lieu of each day of work done during holiday/weekly off.
2. Should be utilized during the same year, not be accumulated and carried forward.
3. Cannot be combined with any other leave.

**Half- Pay Leave:** A regular employee who has completed **2 years of service** (Including the probation period /on consolidation salary) is entitled to **10 days of half - pay leave**. 10 days half - pay will be credited into the employee's account once he completes two years of service.

1. Can not be combined with earned leave.
2. Half pay leaves can be availed only on medical grounds with the submission of a doctor's prescription, Inpatient and discharge summary. HPL cannot be availed for any other reason.
3. Employees can accumulate a maximum of **90 days** of Half-Pay Leave.

### **Maternity Leave:**

Regular female employees who have completed two years' service are eligible for 180 days of Maternity Leave on full pay.

1. Maternity Leave can be availed only twice during the entire service of the employee.
2. Maternity Leave may also be availed by female Faculty who complete two years of service in case of Abortion /Miscarriage for a period of 45 days supported by a medical certificate. Can be available only once during the entire service period.
3. Eligible for Maternity Leave of **180 days** w.e.f. **01-01-2018**.

**Paternity Leave:**

1. Regular Male employees who have completed two years of service are eligible for 7 days of paternity leave.
2. Can be available only two times during the service of the employee.
3. Paternity leave can be availed any time from the date of expected delivery to one week after the delivery
4. Any Holiday /Weekly off, if prefixed or suffixed with paternity leave will not be counted as leave. However, any intervening holiday during the paternity Leave period shall be treated as part of Leave availed.
5. Paternity Leave can be combined with any other kind of leave.

**Special leave:**

1. Teaching Faculty who have completed one year of service will be entitled to leave with pay for 10 days every year for attending seminars, paper presentations, attending convocation (If it is outside Hyderabad), attending Interviews for commencing the Ph.D. course, and attending Viva Voce for completion of Ph.D., Guest Lectures, Workshops, conferences, Paper Corrections in University on approval from Dean Academics and Principal.
2. It can be combined with Earned Leave for up to 5 days.

**Study leave:**

1. Employees who have completed 2 years of service (Excluding the Probation Period) shall apply for study leave in advance, Through the concerned Head will forward it to the committee consisting of the Director, Dean (Academics and Admin.), and Head (Academics) for its consideration along with his/her recommendation, which shall consider the application based on its merit and may or may not approve the leave. This leave cannot be claimed as a right by any employee.



2. The employee is not entitled to allowances when he is on study leave. The period of study leave will not be considered for gratuity payment or any other benefits. Study leave can be claimed only once for a period of 2 years in the entire service.
3. Faculty on study leave must maintain employment with the institute for at least one year following their return. Non-compliance with this condition will necessitate repayment of the full amount mentioned in the service bond agreement which will be equivalent to one year of CTC for the employee.

#### **Leave Not Due:**

1. This leave will be considered when no other leaves are available.
2. This leave shall be granted by the General Secretary on the recommendation of the Director if he is reasonably satisfied that the faculty will return to duty at the end of the leave granted.
3. Leave Not Due for 90 days at a time and up to a maximum of 180 days may be sanctioned during the entire service of the employee to undergo medical treatment for serious illness.
4. Leave Granted shall be adjusted with Medical Leave earned by him/her subsequently after joining.

#### **Loss of Pay:**

A loss of pay (LOP) is an Institute discretion to allow employees to take leave without pay when they don't have enough leave balance. LOP is also known as leave without pay (LWP).

LOP shall be applied only in emergency/compassionate grounds and it can be availed with prior approval from the director only.

#### **Unauthorized Leave / Absence:**

1. Absence of the employee from duty without sanctioned leave shall be considered as unauthorized absence and the employee shall be liable for disciplinary action.

2. If an employee overstays or is absent after the expiry of approved leave, he /she shall not be entitled for pay and the extended days on which he/she has abstained will be treated as Loss of Pay.
3. Director/Head of the institute is competent authority to condone such cases if he/she feels the absence is justified.
4. When an employee is under suspension or disciplinary grounds or criminal proceedings are pending against him, the whole or part of salary shall be withheld to meet recoveries from him/her possibly arising on conclusion of the proceedings.

Recall from leave:

An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The leave relating to the unveiled period of leave will be credited to the account of the employee.

**Return to duty before expiry of leave:**

An employee on leave is prohibited from returning to duty before the expiry of leave is granted to him unless he is permitted in writing to do so by the authority which approved him/her leave.

# CODE OF CONDUCT

## 1. **Preamble:**

Vignana Jyothi Institute of Management is one of the premier business schools in India committed to excellence in the field of education and continuously striving for innovative academic practices to transform the students and produce managers par excellence.

The institute's core philosophy is to develop fair and transparent governance and disclosure practices. The core values of the institute are respect for human values, individual dignity, and adherence to honest ethical and professional conduct. VJIM employees are guided by the vision and mission statement of the institute and work within the value framework for the success and reputation of the institute.

## 2. **Applicability:**

This code of conduct is applicable to all the employees of Vignana Jyothi Institute of Management Hyderabad.

Vision and Mission of Vignana Jyothi Institute of Management

VJIM's vision statement addresses two key Issues: What is our core ideology or enduring character of VJIM? (core value and core purpose) How do we envision our future?

**Core Purpose:** Transformation of students into management professionals:

The core value of VJIM is to transform the lives of students through an ongoing process of aligning behaviours with a sense of personal and professional identity.

**Envisioned future:** It is the envisioned future direction of VJIM to be a leading B-School in the country.

VJIM aims at grooming professional managers by providing learning opportunities centered on the requirements of industry. A cornerstone for this initiative is delivering education modelled after international standards, steeped in Indian value system. This is facilitated by

qualified faculty members with both academic and industrial research expertise and ably mentored by Governing Council members.

**The success of this mission will depend on achieving the following objectives:**

- To provide value-based education.
- To promote industry/market ready professionals through excellent classroom teaching, training in soft skills and personality development.
- To continuously update curricula to be in tune with the latest developments in industry and academia.
- To undertake academic and extramural research networking with industry, academic and research institutions.
- To promote extracurricular activities among the students by providing various hobby centers and a state-of-the-art sports complex.
- To target enhanced employability of students through a structured campus selection process.
- To have a career vision program for students to facilitate their career choice.
- To promote incubation centers and encourage entrepreneurship among prospective entrepreneurs.
- To offer twinning programs with reputed foreign institutions.

**Core Values:**

The B-school was founded on the principles of ethics, values and service to society. The school is ranked high on good governance consistently in various B-School rankings.

VJIM aims at achieving all its core values which include

- Commitment to Task (Involve and evolve)
- Ethical Behaviour
- Transparency
- Concern for community and environment

## **Code of Conduct:**

### **Integrity & Ethics**

All employees must uphold honesty, integrity, and ethical behaviour at all times, avoiding conflicts of interest and acting in the best interest of the institution.

### **Respect & Dignity**

Employees shall treat all stakeholders with respect, regardless of background or position, promote a harassment-free workplace, and ensure open, fair, and private feedback.

### **Confidentiality & Communication**

Maintain strict confidentiality of sensitive academic or administrative information. Only authorized personnel may speak to the media or external agencies on behalf of the institution.

### **Compliance with Laws**

Employees are expected to adhere to all applicable laws and regulations and ensure their conduct does not harm the reputation of the institute.

### **Professional Conduct & Use of Resources**

Employees should use institutional resources (including IT and logo/brand) responsibly and for official purposes only. Dress appropriately and contribute to a professional work environment.

### **Health, Safety & Sustainability**

Follow environmental, health, and safety protocols diligently. Strive to maintain hygiene, conserve resources, and support the institute's vision for a sustainable and green campus.

### **Engagement & Representation**

Employees are encouraged to engage with professional bodies and public forums responsibly, without compromising institutional duties or image.

**Prohibited Conduct**

Possession of weapons, drugs, and acts involving bribery, violence, moral turpitude, or misconduct are strictly prohibited and may lead to disciplinary action or termination.

**Gift & Corruption Policy**

Avoid accepting or offering gifts or benefits that may be seen as a conflict of interest, except for nominal-value items during festivals. Disclose any such exchanges transparently.

**Disciplinary Rules & Consequences**

Misconduct including insubordination, negligence, harassment, fraud, or any act that disrupts institutional harmony can lead to disciplinary actions such as suspension or termination, following due process.

## **Instructors Code of Conduct (ICoC)**

### **Action Points:**

1. Ensure complete alignment with the course plan and schedules.
2. Ensure sessions are reviewed and reflection of learnings captured.
3. Have clear road map and plans for slow learners.
4. Ensure diligent documentation in all aspects of teaching, learning & assessment.
5. Ensure all resources (Flat panel, whiteboard, audio/video) are optimally used.
6. Be well groomed and prepared for the class with well-structured content.
7. Maintain formal communication at all levels.
8. Handle all tasks professionally, objectively and constructively.
9. Be on time for the class: “Punctuality is the soul of discipline.”
10. Impart high moral and ethical value amongst learners through exemplary conduct.
11. Ensure you are available through your phone and email to learners and all stakeholders.
12. Understand the process and hierarchy to ensure smooth operations.
13. Engage in active teaching that involves movement and interaction in the class. (Avoid teaching by sitting on the chair.)
14. Use of mobile phone is strictly forbidden during class.
15. Strictly adhere to the extended working hours as part of the institution's commitment to meet important deadlines and productivity.
16. All high-priority work must be completed on the same day to ensure timely delivery.
17. Strict adherence to the Leave Intimation Standard Operating Procedure (SOP) is mandatory.
18. Prior intimation is mandatory for taking leave, unless it is due to a genuine emergency.
19. Any out-of-class conduct i.e. inviting students into homes, meeting them in their hostel, organising get-together and parties involving

- both teachers and students should be with express permission/approval of the Director.
20. Financial dealings with students are strictly forbidden.
  21. Ensure accessibility and equity in the educational experience by the learners.
  22. Discussing/sharing confidential/sensitive information about the institution, students/staff in public is strictly forbidden.
  23. Conduct yourself with care. Be safe and maintain your health and hygiene.
  24. Benchmark your work, each year.

## **Appraisal Policy for Teaching and Non-Teaching Staff**

### **1. Objective**

The purpose of this Appraisal Policy is to establish a structured performance review system to evaluate the performance of teaching and non-teaching staff in a fair, transparent, and consistent manner. The policy aims to:

- Recognize and reward excellence
- Identify areas for development
- Align individual performance with institutional goals
- Support career growth and succession planning

### **2. Scope**

This policy applies to:

- Teaching Staff: Professors, Associate Professors, Assistant Professors, Lecturers, Visiting Faculty
- Non-Teaching Staff: Administrative staff, technical staff, Library staff, Support staff

### **3. Appraisal Frequency**

Appraisals will be conducted annually, typically between March and May, aligning with the academic and financial year-end.



#### 4. Appraisal Process

##### A. Teaching Staff

Sl. No.	Criteria	Weightage (%)
1.	Teaching Effectiveness (student feedback, peer review, pass % results)	30%
2.	Research & Publications (indexed journals, books, papers)	20%
3.	Industry Interface (consulting, FDPs, industry visits, guest lectures)	15%
4.	Academic Contribution (curriculum development, mentoring, committee work)	15%
5.	Professional Development (conferences, workshops, certifications)	10%
6.	Institutional Development Activities (admissions, branding, events)	10%

##### B. Non-Teaching Staff

Sl. No.	Criteria	Weightage (%)
1	Job Knowledge and Skills	30%
2	Quality of Work	25%
3	Initiative and Problem Solving	15%
4	Attendance and Punctuality	10%
5	Interpersonal Skills and Teamwork	10%
6	Contribution to Institutional Goals	10%

#### 5. Appraisal Methods

- Self-Appraisal Form (submitted by the employee)
- Reporting Manager's Review

- Peer Feedback (optional or department-specific)
- Student Feedback (for teaching staff)
- Final Review by Appraisal Committee

## **6. Rating Scale**

A 5-point rating system will be used:

1. Outstanding
2. Exceeds Expectations
3. Meets Expectations
4. Needs Improvement
5. Unsatisfactory

## **7. Outcomes of Appraisal**

- Performance Incentives / Increments
- Promotions / Role Changes
- Training & Development Recommendations
- Performance Improvement Plans (PIP) for any underperforming employees

## **8. Appraisal Committee**

The Appraisal Committee will include:

- Principal/Dean
- HOD (for teaching staff)
- HR Head
- Senior Administrative Officer (for non-teaching staff)

## **9. Confidentiality**

All appraisal-related documents and discussions will be kept strictly confidential.

## **10. Review and Amendments**

The policy shall be reviewed every two years or as needed by the management.

**Effective from: 2025-26 Approved by: (VJIM Governing Council)**

## **1. Introduction**

This Faculty Promotion Policy outlines the criteria and procedures for the career advancement of faculty members at Vignana Jyothi Institute of Management (VJIM), Hyderabad, in accordance with the guidelines of the University Grants Commission (UGC) and the All-India Council for Technical Education (AICTE).

VJIM is committed to maintaining excellence in teaching, research, and service, and recognizes faculty contributions through a structured, transparent promotion system.

## **2. Scope**

This policy applies to all full-time faculty members holding academic positions such as:

- Assistant Professor (I, II, and III)
- Associate Professor
- Professor

## **3. Governing Norms**

The policy is framed in accordance with:

- UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff (latest version)
- AICTE Regulations on Pay Scales, Service Conditions, and Minimum Qualifications (latest version)

## **4. Promotion Pathways and Eligibility**

### **4.1 Assistant Professor (Stage 1 to Stage 2)**

- Minimum Experience: 4 years of service.
- Academic Requirements: Satisfactory performance as per Annual Performance Appraisal System (APAS).
- API Score/Research Performance: As per UGC/AICTE norms.

- Orientation/Refresher Course: Completion of one Orientation Programme.

#### **4.2 Assistant Professor (Stage 2 to Stage 3)**

- Minimum Experience: 5 years in Stage 2.
- Academic Requirements: Demonstrated academic and research contributions.
- API/Performance Indicators: Fulfilment as per UGC/AICTE norms.
- Professional Development: Two Refresher Courses or one Refresher + one Faculty Development Programme (FDP).

#### **4.3 Assistant Professor to Associate Professor (Stage 3 to Stage 4)**

- Minimum Experience: 3 years in Stage 3.
- Qualification: Ph.D. in relevant discipline is mandatory.
- Research/Publications: Minimum of 3 publications in peer-reviewed journals.
- API Score: Must meet the threshold as per UGC/AICTE guidelines.
- Teaching & Contribution: Strong performance in teaching, mentoring, and institutional contribution.

#### **4.4 Associate Professor to Professor (Stage 4 to Stage 5)**

- Minimum Experience: 3 years as Associate Professor.
- Research/Publications: Minimum of 5 quality publications post Ph.D.
- Guidance: Supervision of at least one Ph.D. scholar or equivalent mentoring.
- API Score & Other Parameters: As per UGC/AICTE criteria.
- Academic Leadership: Demonstrated leadership in all aspects of Institutional activities.

## **5. Assessment Process**

### **5.1 Performance Appraisal System**

Faculty members will be evaluated annually through an APAS comprising

- Teaching Effectiveness
- Student Feedback
- Research Contributions
- Institutional Involvement
- Community Engagement

### **5.2 Screening and Selection Committee**

Each promotion case shall be reviewed by a duly constituted committee comprising:

- Director/Principal (Chairperson)
- Subject Expert (external)
- Senior faculty from the institution
- Representative from Governing Body (if applicable)
- HR/Administrative Officer (non-voting member)

## **6. Submission Process**

Faculty members seeking promotion must submit:

- Application in prescribed format
- Updated CV with evidence of qualifications, publications, etc.
- API score self-assessment
- Copies of relevant certificates (courses, FDPs, etc.)

## **7. Appeals and Grievance Redressal**

Faculty members not recommended for promotion may appeal to the Internal Grievance Committee, which will review the case objectively and submit recommendations to the Governing Body.

## **8. Miscellaneous**

- Promotion, once granted, will be effective from the date of eligibility or as recommended by the committee.
- All promotions are subject to approval by the Governing Council/Board of Management.
- This policy is subject to revision based on updated UGC/AICTE regulations.

## **9. Interpretation and Amendments**

The Governing Council of VJIM reserves the right to interpret and amend this policy. Any updates will be communicated to all stakeholders in advance.

## **Research Policy**

As approved in the 16<sup>th</sup> Steering Committee meeting held on 15/11/2024 vide agenda item 12(ii) **w.e.f. 1<sup>st</sup> July 2025**

The purpose of the research promotion policy is to foster an environment where faculty, staff, and students of Vignana Jyothi Institute of Management (VJIM) can pursue research in varied business and management disciplines. The main aim of the policy is to encourage research endeavours and facilitate capacity building to achieve excellence in research and contribute to society at large.

### **Scope**

The VJIM research promotion policy is applicable to the (Regular) employees (faculty and staff members) and even the students of VJIM.

### **Objectives**

- To encourage a research environment focused on relevance, quality, ethics, and integrity.
- To enhance research outcomes through research projects, publication of research papers, case studies, books, book chapters, patents, etc.

- To encourage research publications in high quality journals of national and international repute, namely, ABDC, Scopus and WoS.
- To disseminate knowledge and ideas by organizing/ participating in research related conferences, workshops, FDPs, etc.
- To encourage collaborative research in India and abroad.

Research at VJIM is promoted through various activities categorized as under:

### **1. Research/ Seed Grant**

The seed grant aims to help promote research in areas of societal/ industrial relevance and offers financial assistance to individuals or teams of faculty in establishing either basic research infrastructure, acquiring equipment, conducting pilot/ exploration research, etc.

#### **Incentives:**

A seed grant of up to a maximum amount of INR 20000/- (Rupees twenty thousand only), all inclusive, is earmarked per project. A maximum of two students can be involved in a project on the discretion and responsibility of the Principal Investigator.

### **2. Participation in Research related Seminars, Workshops, FDP**

Faculty are encouraged to attend and participate in research related seminars/ workshops/ FDP organized by reputed National and International Academic/ Research/ Industry/ Professional bodies of eminence/ IIMs or national level tier-1 institutes/ under NIRF 50 ranking. The purpose is to reskill and upskill research methodologies, tools, and techniques in order to improve the scope and quality of research publications.

**Incentives:**

A Faculty/ Staff member can be reimbursed with the registration fee up to a maximum of INR 10000/- (Rupees ten thousand) per annum. The allocated fund limit may be utilized to attend more than one such event in an academic year. Students are not eligible for any reimbursement under this category.

**3. Participation in Research Conferences**

Faculty are encouraged to participate and present in research conferences organized by reputed National and International Academic/ Research/ Industry/ Professional bodies of eminence/ IIMs or national level tier-1 institutes/ under NIRF 50 ranking. The purpose is to disseminate knowledge in the right forum, build networking and collaboration opportunities and stay updated with the latest trends and practices

**Incentives:**

For National conference, (defined as, conferences at locations anywhere in India) reimbursement of registration fee (up to INR 5000) and TA/ DA as per institute's existing policy will be provided.

For the International conference, (defined as, conferences at foreign locations outside India) reimbursement of registration fee (up to INR 20000) and TA/ DA as per institute's existing policy will be provided upon on the approval of Director and the management committee.

**4. Research Publications**

Faculty, staff members and students are encouraged to publish in high quality journals indexed in ABDC/ Scopus/ Web of Sciences and are eligible to draw incentives under the following categories:



<b>Sl. No.</b>	<b>Description</b>	<b>Max Amount</b>
i.	FT-50 Listed Journals	INR 3.00 Lakh
ii.	A* (ABDC)	INR 2.00 Lakh
iii.	A (ABDC)   Q1 (Scopus)	INR 1.00 Lakh
iv.	B (ABDC)   Q2 (Scopus)	INR 50 thousand
v.	C (ABDC)   Q3 & Q4 (Scopus)   WoS	INR 20 thousand
vi.	Cases (HBR)	INR 20 thousand
vii.	Cases (Emerald/ Ivey)	INR 10 thousand
vii.	Books (Full)- International Reputed Publishers	INR 20 thousand
ix.	Books (Edited Volume) or Book Chapters – International Reputed Publishers	INR 10 thousand
x.	Books (Full)- National Reputed Publishers	INR 10 thousand
xi.	Books (Edited Volume) or Book Chapters – National Reputed Publishers	INR 5 thousand
xii.	Patent Publication (International agency) – Single/ Primary applicant	INR 25 thousand
xiii.	Patent Publication (National Agency) – Single/ Primary applicant	INR 10 thousand

Note: Scopus Quartile listing as per the journal category from the similar/ allied discipline of the claimant.

# **IT Policy**

## **1. PURPOSE**

This policy outlines the principles and rules governing the use of Vignana Jyothi Institute of Management's (VJIM) Information Technology (IT) Resources to ensure secure, efficient, and responsible use in alignment with modern IT trends.

## **2. POLICY STATEMENT**

It is the policy of VJIM that all members of the VJIM community must use IT Resources responsibly, ethically, and legally. IT Resources are the sole property of VJIM and are to be used primarily to support learning, teaching, research, and work-related functions.

- Unauthorized use for personal or political causes or commercial gain is prohibited without formal approval.
- Violation of the Copyright Act or any individual's right to a discrimination/harassment-free environment is strictly prohibited.
- VJIM supports academic freedom. Research or academic exploration of sensitive material is permitted under proper academic intent.
- Users must comply with the Government Information Technology Act and all protocols regarding IT abuse.

## **3. SCOPE**

This policy applies to:

- All IT Resources owned, managed, or provided by VJIM (e.g., hardware, software, network infrastructure).
- All information stored or transmitted using IT Resources.
- All personal devices connected to the VJIM network.
- All users, including students, faculty, staff, and third-party contractors.
- Social media and internet activities related to or using College IT Resources.

#### **4. REVIEW PERIOD**

The IT Policy will be reviewed annually or as required due to changes in technology or institutional needs. Updates will be logged in a revision history.

#### **5. DOCUMENT DISPOSAL**

This policy document is public and does not require special disposal procedures.

#### **6. GENERAL USE OF IT RESOURCES**

Use of IT Resources should prioritize academic, teaching, administrative, and operational needs. Limited personal use is allowed under the following conditions:

##### **Acceptable Use:**

- For official academic, teaching, and administrative purposes.
- Personal use that does not:
  - o Disrupt institutional operations.
  - o Consume disproportionate resources.
  - o Violate other policy provisions.

##### **Unacceptable Use:**

- Unauthorized access to any IT systems or data.
- Sharing of account credentials.
- Disruptive or harmful activities (e.g., sending spam, launching malware).
- Discriminatory, harassing, defamatory, or violent content.
- Uploading or distributing pirated or copyrighted content.
- Bulk messaging without authorization.

#### **7. EMAIL COMMUNICATIONS**

All email use must comply with this policy. Emails sent via College IT Resources represent the institution and should reflect professionalism, security, and legal compliance.

## **8. SOCIAL NETWORKING SITES**

Use of social media platforms, whether through college resources or personal devices, must adhere to the following:

- Do not disclose confidential college information.
- Do not post content that may damage the college's reputation.
- Avoid impersonating or misrepresenting the college's views.
- Academic freedom is respected, but it is to be exercised responsibly.

## **9. PERSONAL COMPUTING DEVICES (BYOD)**

Personal devices may be connected to the College network only with prior approval from the Director or Dean.

- Devices must have updated antivirus software.
- Users must comply with security standards.
- The college reserves the right to inspect personal devices during investigations.

## **10. CLOUD SERVICES**

Use of cloud storage and services must be restricted to approved platforms (e.g., Google Workspace, Microsoft OneDrive).

- No confidential information may be stored on unauthorized cloud services.
- All cloud usage must align with institutional security policies.

## **11. USE OF ARTIFICIAL INTELLIGENCE TOOLS**

AI tools (e.g., ChatGPT, Copilot) may be used for academic or work-related tasks with the following conditions:

- Do not use AI tools to generate assignments without acknowledgment.
- Do not rely on AI for confidential or personal data processing.

- Use must comply with copyright and academic integrity policies.

## 12. REMOTE ACCESS AND HYBRID WORK

Remote access to College IT Resources must be secured using:

- Multi-Factor Authentication (MFA)
- VPN or approved secure channels
- Regular device updates and endpoint protection

## 13. INCIDENT REPORTING AND RESPONSE

All suspected security breaches or policy violations must be reported to:

- **Manager-IT :** [it@vjim.edu.in](mailto:it@vjim.edu.in)
- **Feedback/Concerns:** [myvoice@vjim.edu.in](mailto:myvoice@vjim.edu.in)

The College may:

- Monitor usage
- Restrict access during investigations
- Take disciplinary actions such as:
  - o Warnings
  - o Access restrictions
  - o Suspension/expulsion
  - o Employment termination

Violations may also be reported to law enforcement.

## 14. VERSION CONTROL & POLICY REVISION LOG

Version	Date	Description	Approved By
1.0	2024-05-15	Initial modernized policy document	Director, VJIM

## **Record of Service, Seniority and Promotion**

### **Record of Service:**

A record of service shall be maintained in respect of each employee in such form as may be prescribed by the management from time to time.

### **Seniority:**

The seniority of the employee in the service shall be determined with reference to his/her date of regular appointment in the post held by his/her in the category.

### **Promotion:**

All appointments and promotions shall be made at the discretion of the Management and notwithstanding his seniority in a grade no employee shall have a right to be appointed or promoted to any post or grade.

### **Reversion:**

An employee transferred from one post to another or promoted from the lower post to the higher post shall be liable for reversion at any time without notice and without assigning any reason therefore by the Management.

### **Transfer:**

An employee, at the discretion of the Management may be transferred from one Institute to another Institute under the management of Vignana Jyothi due to administrative exigencies.

## **Conduct, Discipline and Appeal Rules**

### **Scope of an Employee's Service:**

Unless in any case if it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Management and he or she shall serve in the organizations under its control in such capacity and at such place as may be directed from time to time.

**Liability to Abide by the Rules and Regulations:**

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time with utmost sincerity to promote the interests of the Organization whereat he/she is working by showing courtesy and attention in all transactions.

**Application for Other Employment:**

No employee shall apply for other employment or signify his willingness to accept such employment or office whether stipendiary or honorary or otherwise without the prior written permission of the Management. However, the Management may at its discretion permit an employee to apply for an outside post not more than once a year.

No employee, whether on leave or in active service of the Institution, shall undertake part-time job which is likely to embarrass or influence him/her in the discharge of his/her official duties for any consideration whether cash or kind. However, an employee with the written permission of the Management may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that such work does not interfere with his official duties.

**Obligation to Maintain Secrecy:**

Every employee shall maintain secrecy regarding the affairs of the institution and its constituents and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the Institution staff unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

**Absent from Duty Without Permission:**

An employee shall not be absent himself/herself from his or her duties without first obtaining the permission of the competent authority. In the event of unavoidable circumstances, a message or a letter should be sent on the next working day giving the reasons of his absence for the previous days. If the employee is absent continuously for a period of 10 working days or more without any letter of leave or communication, the

employee shall be deemed to have been deserted the post held by him/her from the date on which he/she abstained from duty.

### **Disciplinary Procedure**

VJIM has a documented disciplinary procedure to ensure employee discipline and adherence to organizational rules and regulations. This in turn helps maintain decorum at the workplace and helps with the smooth functioning of the system. In case any employee fails to meet the expected standards of discipline or breaches the code of conduct, suitable penalties are levied on the erring employees.

### **Penalties:**

#### ***(a) Minor Penalties:***

- Censure
- Fine (may be imposed on the employees who are below the cadre of Attenders)
- Recovery from pay the whole or part of any loss caused to the institution by negligence or breach of orders.
- Withholding of increments
- Suspension

#### ***(b) Major Penalties:***

- Reduction in rank
- Removal from service

**Explanation:** The following shall not amount to a penalty within the meaning of this rule, namely:

- Retirement of the employee in accordance with the provisions relating to superannuation, retirement.
- Replacement of an employee who has not qualified on the date of his/her appointment by a qualified one.
- Discharge of any employee appointed in a short-term



officiating vacancy caused by the grant of leave, suspension or the like of another employee.

### **Procedure for Imposing Penalty**

No order imposing a penalty specified in items b(i) and b(ii) i.e. major penalties of Rule 6 shall be passed except after an enquiry is held as far as possible in the manner specified below.

In case of minor penalties, as mentioned in items under (a.), a show cause notice may be issued duly stipulating a time limit for submission of defence. After enquiry, a decision may be taken to impose the punishment mentioned therein.

The disciplinary authority itself holds an enquiry either *Suo-motu* or on directions from a higher authority and frame definite charges based on allegations on which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee. The employee after receipt of the above charge memo shall submit his/her written statement of defence within the time limit as specified in the charge memo.

On receipt of the written statement of defence or where no written statement is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.

The enquiry officer shall give all reasonable opportunities in conformity with natural justice to the delinquent employee to defend his case and after conclusion of the enquiry shall prepare a report on the findings on each of the charges together with the reasons and submit the report to the disciplinary authority.

The disciplinary authority, after examining the report received from the enquiry officer, will give notice to the delinquent employee duly indicating the tentative decision proposed to be taken against him and calling upon him to submit his/her representation if any in this regard within the specified time thereon against the proposed action. The

disciplinary authority after examining the representation received from the delinquent employee or otherwise shall decide the penalty to be imposed and issue orders accordingly. If the employee aggrieved with the penalty imposed on him, he/she may prefer an appeal with the appellate authority within 30 days of receipt of the orders of punishment.

The appellate authority causing such an enquiry as it deems fit and necessary may pass orders either dismissing the appeal or allowing the appeal in full or in part or modify the punishment awarded.

The orders so passed by the appellate authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

## **Grievance Committee policy**

### **Objective:**

The objective of Grievance Committee in VJIM is

- Uploading the dignity of the college by ensuring strife free atmosphere in the college through promoting cordial Student-student relationship & student-teacher relationship, etc.
- Encouraging the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Solving the issues with transparency and in a timely manner by not showing any partiality to the candidates involved in the issue.
- Considering the suggestions from the members of the institute for improving the Academics / Administration in the College.
- Advising Students of the College to respect the rights and dignity of one another and always show utmost restraint and patience, especially whenever any occasion of rift arises.

## **Policy and Procedure in VJIM:**

### **Policy & Procedures: Preventive & Corrective:**

#### **Preventive:**

- Creating an environment on the campus where the members of the institute know the importance of maintaining a peaceful and disciplined environment on the campus and also consequences for the indiscipline or illegal behaviours.
- Closely observe the student community and other members of the institute to identify any issues, before they arise or become big ones.

#### **Corrective:**

In VJIM, there are both open door policy and step ladder policy in the grievance redressal mechanism.

- **Open Door Policy:**  
Members of the Institute can directly approach their mentors or the Director of the institute with their grievance. There is no mandatory rule that grievances should be lodged only with the grievance committee.
- **Step Ladder Policy**  
a) In this policy, members of the institute can approach the grievance committee and lodge their complaints or share their issues, and from there the committee will take concerns of all the members and try to solve the issues.

b) Even when the mentor or Director of the institute can refer the issues that come to them directly from the members to the grievance committee based upon the seriousness of the issue.

### **Redressal Mechanism of the Grievance committee:**

- The aggrieved candidate can lodge the complaint/ grievance issue with the committee
- The first stage of investigation is done by the faculty members and will submit the report to the chairperson within 7 days. It includes
  - a. Calling any member who is involved in the issue directly or indirectly to seek information
  - b. Taking concerns from student members
  - c. Examining all the evidence
  - d. The chairperson should take the decision and necessary action within 3 days.
  - e. If the issue is serious in nature and requires more time and resources to solve it, the external member is called in for discussion and solving the whole.
  - f. The committee should address the issue within 20 days in total.
  - g. Documenting the entire case details and storing it for further reference.

### **Committee:**

To address and settle any grievances faced by students and other members of VJIM, a strong committee is formed to achieve zero tolerance on campus by assisting and supporting the students and all other members in the institute.

### Committee Details

S. No.	Members	Designation	Responsibility
1	Director	Chairperson	Final decision maker
2	Faculty Member - Male	Investigator	Collects all the evidence, talks to all members involved in the case and reports it.
3	Faculty member- Female	Investigator	
4	External Member Male	Influencer	Analyzes the situation from various viewpoints and give a report on what best can be done in the situation.
5	Student Member	Supporter	Supports all other members of the committee in any form required.

To log complaints or any other grievance and to get more information about Grievance Committee Policy, contact the committee member regarding gender sensitization.

## **Resignation/ Relieving Policy**

### **During Probation Period:**

You will be on probation for **one year**. Your services will be confirmed after satisfactory completion of the **probation period**. Unless and until your service is confirmed in writing, you will continue to be on probation. During the probation period, the employee's services may be terminated at any time without assigning any reason by giving one month's notice or one month's salary. Should the employee desire to leave the institute, he/she shall give one month's notice or pay one month's salary to the institute and be relieved.

### **On Confirmation of Service:**

Once an employee's services are confirmed, as a permanent employee, the employee is required to meet the following criteria for relieving:

- Three months' notice period needs to be given in case the employee resigns.
- The employee will be relieved only after the completion of existing teaching assignments in a trimester.
- Appointment after confirmation is terminable at any time with three months' notice either by either side or by payment of three months' pay in lieu thereof.

### **Termination of Service:**

The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of the institution or reduction in the number of cadre strength, sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or paying three months' salary in lieu thereof. The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his official duties or for misconduct in discharging his/her official duties, by giving three months' notice or by paying three months' salary in lieu thereof.

**Retirement:**

Every employee shall retire from service on attaining the age of superannuation i.e., 60 years in the case of teaching staff and 58 years of age in the case of others. Provided that the management in the interest of the organizations may extend the period of service of the employee concerned by such period as determined depending on the mental and physical condition of such an employee.

The employee in all categories of posts shall retire from service after attaining the age of superannuation with effect from the afternoon of the last day of the month in which their date of retirement falls under the operation of the existing rules.

However, the employees whose date of birth is the first of a month shall retire on the last working day of the previous month after attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years in case of others.

**Guidelines for employees seeking re-employment after attaining the age of superannuation:**

If an employee, after attaining the age of superannuation, desires to serve the institute, he may apply, in writing, to the management to continue him/her in the service. After assessing the mental and physical condition of such an employee and the need to continue him/her in service and on receipt of the recommendation of the Head of the Institute, the Management can extend the service on contract basis duly indicating the:

- Tenure of appointment.
- Consolidated salary to be paid per month.
- Annual increment payable in case the appointment is for more than a year.
- Eligibility of the employee for benefits like leave other than casual leave.

After the employee attains the age of 65 years, his/her case will be reviewed on year to basis and he/she may be continued on a year-to-year basis taking into consideration, especially the employee's mental and physical condition, solely at the discretion of the Management.

## VIGNANA JYOTHI INSTITUTE OF MANAGEMENT

### ANNEXURES

#### FACULTY PERFORMANCE REPORT (FPR) – PROBATION PERIOD

**Name:**

**Designation:**

**DoJ:**

S. No.	Description	Excellent	Satisfactory	Poor	Max Score	Marks Awarded
1	Teaching				10	
2	Research				10	
3	Achievements				10	
	*					
	*					
4	New initiatives				10	
5	Admin compliance (conduct & behaviour)				10	
<b>Total</b>						

Any Discipline/Admin Concern: -----

Remarks by the Area Chair: -----

**Name**

**Signature & Date**



## **REMARKS BY THE COMMITTEE MEMBER (FACULTY)**

**Name:**

**Designation:**

**DoJ:**

<b>S.No.</b>	<b>Description</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Max Score</b>	<b>Marks Awarded</b>
1	Teaching				10	
2	Academic Administration				10	
3	Research				10	
4	Initiatives				10	
5	Overall				10	
<b>Total</b>						

**Remarks by the Committee Member: -----**

**Name**

**Signature & Date**

## STAFF PERFORMANCE REPORT (SPR) – PROBATION PERIOD

**Name:**

**Designation:**

**DoJ:**

S. No	Description	Excellent	Satisfactory	Poor	Score	Marks
1	Admin Compliances				10	
2	Punctuality, Conduct & Discipline				10	
3	Staff & Students Handling				10	
4	Achievements	1. 2.			10	
5	New Initiatives	1. 2.			10	
Total						

Any Discipline/Admin Concern: -----

**Remarks by the Reporting Manager:** -----

**Name**

**Signature & Date**

## REMARKS BY THE COMMITTEE MEMBER (STAFF)

**Name:**

**Designation:**

**DoJ:**

S. No	Description	Excellent	Satisfactory	Poor	Score	Marks
1	Admin Compliances				10	
2	Punctuality, Conduct & Discipline				10	
3	Staff & Students Handling				10	
4	Achievements				10	
5	New Initiatives				10	

**Remarks by the Committee Member: -----**

**Name**

**Signature & Date**

## **Annexure-A**

### **Synopsis**

## **Research Promotion Incentives for Faculty, Staff and Students**

### **July – June cycle**

Research/ Seed Grant	Up to INR 20000 (all inclusive)
National Research Conference <sup>1</sup>	Registration (<=INR 5000 per annum +TA/DA)
International Research Conference <sup>1</sup>	Registration (<=INR 20000 per two years +TA/DA)
Research related FDP/ Workshop/ Seminar <sup>1</sup>	Registration (<= INR 10000 per annum)
Publications	
FT-50 Listed Journals	INR 3.00 Lakh
A* (ABDC)	INR 2.00 Lakh
A (ABDC)   Q1	INR 1.00 Lakh
B (ABDC)   Q2	INR 50 thousand
C (ABDC)   Scopus   WoS   Q3 & Q4	INR 20 thousand
UGC and other refereed journals   Scopus-indexed conferences	INR 5 thousand

Cases (HBR)	INR 20 thousand
Cases (Emerald/ Ivey)	INR 10 thousand
Books (Full)- International Reputed Publishers	INR 20 thousand
Books (Edited Volume) or Book Chapters – International Reputed Publishers	INR 10 thousand
Books (Full)- National Reputed Publishers	INR 10 thousand
Books (Edited Volume) or Book Chapters – National Reputed Publishers	INR 5 thousand
Patent Publication (International agency) - Single/ Primary applicant	INR 25 thousand
Patents Publication (National Agency) - Single/ Primary applicant	INR 10 thousand

<sup>1</sup> Organized or conducted by Academic/ Research/ Industry/ Professional bodies of eminence/ IIMs or national level tier-1 institutes/ under NIRF 50 ranking.

## Annexure-B

Ref. No.: VJIM/RP/

Form no. RPF-1

### Research/ Seed Grant Proposal Form

(To be submitted in duplicate covering the following points in adequate detail)

<b>Faculty/ Principal Investigator Name</b> (with designation and department)	
<b>Co-investigator</b> (if any) (with affiliation)	
<b>VJIM Students involved</b> (if any)	
<b>Title of the Research Project</b>	
<b>Significance of the Study</b>	
<b>Purpose/ Objectives of the Project</b>	
<b>Industry and firm/ organization covered</b>	
<b>Proposed Methodology</b> (design, universe/ sample, data collection and analysis plan)	
<b>Expected Output</b> (Research paper/ patent, etc.)	
<b>Duration of the Project</b> (Week/ month-wise plan & expected outcomes)	

<b>Budget Estimates</b> (estimated costs relating to travel/ transport/ stationery/ printing, contingency expenses)	
<b>Research/ Seed Grant Requested</b> (Utilization certificate & Statement of expenditure to be submitted to RPC on project completion)	
<b>Any other information in support of this proposal</b>	
<b>Research/ Seed Grant Sanctioned</b> ( <i>To be recommended by RPC</i> )	

**Submitted**

**to:**

**Submitted by:**

Head/ Faculty I/c, Research Faculty (PI)  
Name, Designation & Sign

**Approved by:**

Director

Vignana Jyothi Institute of Management, Hyderabad-500090

## **Annexure-C**

**Ref. No.: VJIM/RP/  
Form no. RPF-2**

### **Research/ Seed Grant Utilization Certificate**

(To be submitted in duplicate along with two copies of the statement of expenditure on completion of the project)

Date:

Faculty/ Principal Investigator Name:

Co-investigators (if any):

Research project Start Date:

Period of Report (from-to):

Certified that the grant of INR \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) received from Vignana  
Jyothi Institute of Management Hyderabad under the research  
promotion scheme of research/ seed grant support for the project titled

\_\_\_\_\_ on date  
\_\_\_\_\_ has been fully/ partially utilized for the purpose for  
which it was sanctioned and in accordance with the terms of institute's  
research policy.

**(Faculty/ Principal Investigator)**

**(Accounts Officer)**

**(Director)**



## Annexure-D

### Research Event Participation Form

**Ref. No.:** VJIM/RP/

**Form no.** RPF-3

(To be submitted in duplicate along with two copies of full conference paper, if applicable, and the event brochure)

**Date:**

<b>Faculty/ Author Name</b> (with designation and department)	
<b>Co-authors</b> (if applicable) (with affiliations)	
<b>Event Category</b> (Research Related) (Conference/ Workshop/ FDP/ Seminar)	
<b>Title of the paper</b> , if conference presentation.	
<b>Nature of the Event</b> (National/ International)	
<b>Title of the Event</b>	
<b>Organizing Body</b> (mentioned NIRF ranking for an academic institution)	
<b>Event Date(s)</b>	
<b>Venue of the Event</b> Institution /Organization & City	

<b>Registration Fee</b> (Pease refer to the existing Research Promotion Policy)	
(To be verified by Head/ Faculty I/c of Research)	
<b>Verification</b> (Ranking/ Indexing)	
<b>Reimbursement Recommended</b>	

**Verified by:**

Head/ Faculty I/c, Research  
sign

**Submitted by:**

Faculty name, designation &

**Approved by:**

Director

Vignana Jyothi Institute of Management  
Hyderabad-500090

## Annexure-E

### Research Publication Incentive Form

Ref. No.: VJIM/RP/

Form no. RPF-4

(To be submitted in duplicate along with two copies of source cover page, index, full paper/ case and teaching notes/ book chapter/ book and evidence of ranking/ indexing)

**Date:**

<b>Faculty/ Author Name</b> (with designation and department and authorship order)	
<b>Co-authors</b> (if any) (with affiliations)	
<b>Article Type</b> Research Paper/ Case study/ Book/ Book Chapter/ Patents	
<b>Article Title</b>	
<b>Journal/Book</b> Volume   Issue Month and Year of Publication	
<b>Link to the Article</b> (weblink / doi)	
<b>Indexing / Ranking</b> ABDC, Scopus (Quartile), WoS, UGC Care, Peer Reviewed, any other)	
<b>Incentive Claimed</b> (Pease refer existing Research Promotion Policy)	

(To be verified by Head/ Faculty I/c of Research)	
<b>Verification</b> (Publication & Indexing)	
<b>Incentive Recommended</b>	

**Verified by:**

Head/ Faculty I/c, Research

**Approved by:**

**Submitted by:**

Faculty Name, Designation & Sign

Director

Vignana Jyothi Institute of Management,  
Hyderabad-500090

## **Annexure – F**

### **FORMAT FOR CASE DEVELOPMENT**

(To be submitted covering the following points in adequate details)

Name of Faculty / Faculty Team Members (In case of a faculty team, please begin with the name of the Team Leader):

Purpose / Objective of the Case:

Type of industry/firm/organization covered by the Case

Type and Nature of managerial decision(s) aimed at

Targeted for usage in PGDM / MDPs/Others

Methodology for Primary Data Collection and Secondary Data Analysis

Duration

Budget:

(Give break up of estimated costs relating to Travel and Transport, stationery and printing, books and journal articles, contingency expenses)

**Name & Signature of Case Development Team Leader and members**

## **Annexure - G**

### **Workload Norms & Annual Work**

#### **Preamble**

The Faculty Workload Norms have been developed for the purpose of providing guidance to faculty in preparing their individual annual work plans (standardized format for annual work plan is provided in Appendix). These guidelines also assist in making equitable workload decisions through discussion, negotiation, and resource allocation. These guidelines have been developed keeping in view the roles and responsibilities and other aspects related to faculty mentioned in various policies and employee handbook of the Institute.

#### **Definitions**

‘Faculty workload’ in this document refers to all the faculty activities that contribute to the accomplishment of area and Institute-related activities and responsibilities such as mentoring, teaching, research, creative activity, service and outreach. ‘Allotment’ refers to the specified division among the tasks of teaching, research, service, and administrative responsibilities that make up a faculty member’s appointment.

#### **Allotment of workload**

The total allotment across all areas defined in the appendix will be 100%.

All faculty members must do scholarly or professional work that demonstrates creative achievement

All individuals are expected to perform area and/or institute service.

Anyone with a teaching responsibility is normally expected to teach a total of 18 credits per academic year.

Generally, a faculty member's allotment of responsibilities should be fixed at the beginning of the year by the Director after discussions with faculty members and changes will not be allowed unless there is a reasonable justification for doing so.

Allotments are made keeping in view the student's interests, faculty's interests, the requirements of the respective areas and faculty expertise.

The specific allotment of a faculty member's responsibilities shall be reviewed periodically.

Either the Director or the faculty member may initiate a discussion of changes in allotment. The decision of the Director shall be final and binding in all such cases.

### **Guidelines:**

The following guidelines are generally applicable to all the faculty members. Some additional factors that may also influence an individual's workload and allotment (listed in the next section). Please note that there should be a congruence in the workload norms and the individual annual workplan.

### **A. Teaching**

Ten hours of classroom teaching is considered equivalent to one credit. For the purpose of Calculation as per standard norms, for each hour of classroom teaching, three hours will be required additionally for class preparation, paper setting, evaluation, invigilation, entering grades and attendance in LMS, providing to students and other course related matters. Typical teaching load for a faculty member is 18 credits per year which translates into 180 hours of classroom teaching with an additional 540 hour of course related work adding up to a total of 720 hours per year of classroom teaching and related activities.

Teaching activity constitutes roughly 40% of the total workload. In addition, faculty members are expected to be engaged in Business News Analysis (BNA), Career vision schooling (CVS), Supervision of

summer internship programme (SIP), etc., which involves 15% of faculty's total time (approximately 300hours per Year).

## **B. Research and Scholarship**

Research, scholarship, and creative activity will align with the area or Institute research objectives and that this body of work is recognized by professional peers. A typical research activity of a faculty will consist of one or two professionally reviewed publications (preferably listed in ABDC, Scopus or Web of Science) and at least one national or international conference paper. Research activities constitute 30% of the total time available, which is approximately 600hours per year.

## **C. Service**

There are two categories of service.

### **Service to the Institution:**

This category reflects service or leadership roles at area and institute level. It represents active participation on committees that focus on issues or directives of the institution, which includes assuming a leadership role on one or more committees or actively participating on one or more committees per year, student mentoring, organizing student conclaves, etc... For senior faculty, service would also include formal mentoring of Junior faculty. 'Academic citizenship' is expected of all faculty irrespective of whether they serve on any committee or not (Academic citizenship refers to the service that academics perform for their institution, academic community and in some cases society at large). Please note that this does not include academic administrative activities such as coordination of program, examinations, CVS, BNA, etc., which are separately listed under Academic Administration.

### **Service after the Discipline:**

This Category reflects service involving conducting workshops and FDPs, Serving on faculty selection committees, academic boards, Ph.D. committees, editorial boards, conference committees, etc.



It also includes providing professional peer reviews; serving on external review teams; and speaking to local, regional, national, and professional agencies.

Balanced involvement across service to the institution and to the discipline will constitute 5% to 10% service loads in both service categories generally will not exceed 10% (200 hours per Year) unless there are unusual circumstances.

#### **D. Outreach Activities**

One to two documented outreach projects per year, on average, will constitute not more than 5% (100 hours) workload allotment per year. A few examples of outreach activities are active participation in professional or governmental organizations at the local, state, regional, national or international level, serving as an expert on various governmental, professional and regulatory committees, members of accreditation teams, members on boards of profit and not-for-profit organizations, members of professional associations

#### **E. Academic Administration**

The workload allotment of all activities such as program coordination, coordination of examinations, CVS, BNA, centers of excellence, etc., will be decided by the Director. The time allotment of faculty members holding such academic administrative positions will be set off against some percentage of time allotted for the other four activities to be decided by the Director.

#### **Additional Issues to be Considered**

Some factors that may influence an individual's load and work allotment include but are not limited to:

## **Teaching**

- New course preparation.
- Courses taught outside the faculty member's area of expertise.
- Development of new curriculum, programs or courses.
- Documentation required for accreditation and professional approvals.
- Type of course (e.g., courses involving Research/Field Studies/independent study, etc.).
- Courses that require intensive supervision of students.
- Courses regularly and repeatedly taught over time.

## **Research**

- Size, scale and timeline of research projects
- Developing a new line of research
- Research projects requiring new or different research methodologies
- Availability or lack of availability of research assistant help or funding.

## **Service**

- Recognition that committees have a heavier workload than others
- Recognition that some committees may have a heavier workload than others in certain years
- Leadership in professional organizations or activities (Presidencies, chairmanships, committee activities, etc.)
- Editorships of reputed research publications
- Number of committees chaired
- Number of committees in which participated as a member

## **Outreach Activities**

- Recognition that some individual projects may require greater commitment from faculty members than others
- The amount of funding received for outreach from grants and contracts

- In the case of FDPs and workshop(s), the number of participants and their feedback on the quality of the FDPs and workshop(s).
- The potential of a particular outreach project to enhance the Institute's reputation and its alignment with the Institutes' Mission, goals and priorities
- The degree of fit between project needs and the faculty members' expertise
- A project's development stage (e.g. technical report(s), Scholarly presentation(s), public performances.)
- Award received/constituent evaluative ratings
- Thematic nature of the projects
- The extent of collaboration with professional colleagues both within and outside the Institute
- Repetitiveness of content (e.g., same workshop delivered multiple times)
- The project's setting (i.e., local, regional, state, multi-state, national, international)

## **Administration**

- Extensiveness of the Responsibilities
  - Amount of assistance available to accomplish the administrative responsibilities
-

## **Appendix I**

### **Definitions of Allotted Activities**

**Teaching:** All activities related to teaching credit-generating courses in PGDM.

#### **a. Preparation for a course**

- Development of material for new courses and curricula
- Preparation of course outline
- Time in the classroom (or number of sessions)
- Instructing a recruiting credit class or section of a class in a formal setting
- Supervision of students in independent study courses
- Direct contact with students related to the course
- Supervision of graduate students on thesis and dissertation research
- Interacting with students during office hours (or via distance)
- Development of new learning experiences for students involving computers (e.g.)

#### **b. administrative duties related to the course**

- Uploading information to LMS
- SIP supervision

#### **c. Time spent on evaluations related to the course**

- Preparation of evaluation tools (exams, quizzes, assignments, etc.)
- Grading of exams/quizzes
- Evaluation of student-prepared documents and/or creative works

#### **d. Student mentoring/advising**

- General career choices
- General academic issues
- Personal counselling related to academic issues.

#### **e. Research/Creative Activity**

- Activities associated with investigation or experimentation aimed at the discovery and/or interpretation of facts or ideas as well as the development of creative works or new products such as developing cases, role plays, computer programs, business simulations.
- Creation of new knowledge through Experimentation, Data analysis, Library research
- Creation of professional books, book chapters, or monographs
- Creation of new products (e.g., computer programs, cases, role plays, technical notes).
- Research or creative work directed at the generation of new knowledge for publication in professional journals, technical reports, other similar professional outlets (e.g. electronic media) or presentations at professional meetings, seminars, conferences, etc.
- Preparation of grant proposals for funding and management of grant activities
- Supervision of doctoral research students.

#### **f. Service (Academic Citizenship):**

Academic Citizenship activities that contribute to institution building or of a disciplinary or professional organization.

Initiating, working on, and/or providing support for the goals, mission, or aspirations of:

- Activities related to serving or chairing committees on issues or directives of these units.
- Activities associated with such area functions as attending and contributing actively to area discussions relating to the development of new courses and improving existing ones, introducing
- New pedagogical and assessment tools, collaborating with other areas in developing inter-disciplinary courses, etc.
- Activities associated with shared governance, academic affairs,

and other forms of institutional operations.

- Time spent in leadership roles in professional organizations outside of the Institute
- Activities associated with professional groups, Leadership Positions, journal Reviewer, Editorial Board Members etc.

**g. Outreach (Public Service):** A form of scholarship that cuts across teaching, research and service. It involves generating, transmitting, applying and preserving knowledge for the director's benefit of external audiences in ways that are consistent with the Institute mission and goals. Outreach activities that contribute to public welfare or the common good call upon faculty members' academic and/or professional expertise and directly address or respond to real-world problems, issues, interests or concerns.

In short, outreach is the organized application of a faculty member's professional expertise to problems and tasks both on-campus and outside the campus. Outreach includes dissemination

Of information to and other programming for the public through written, oral, electronic, or other media.

**h. Academic Administration:** Activities associated with the day-to-day management of academic activities. This category would include all the institute and area activities that are

Associated with the administrative functions of the instructional, research, and service activities. It includes the administrative activities of area chairpersons, program coordinators, examinations coordinator. Finally, it also includes activities that relate to accreditation and academic quality, managing centers of excellence, maintaining relations with the local community, alumni, governmental entities and the public in general.

## Appendix II

### Calculation of time allotted for different activities

The table below shows the calculation of time allotted for different activities. These are general norms applicable to all the faculty. Allotment of workload may differ for faculty and will be based on the Annual work plan.

Calculation of Number of Hours for Each Activity		
Year	Description of item	Per
1.	<b>No. of working days for faculty</b>	<b>240 days</b>
	Computation is as follows	
a	Casual Leave	15days
b	Vacation leave	30 days
c	Public Holidays	18 days
d	2 <sup>nd</sup> Saturdays	12 days
e	Sundays	52 days
f	Total No. of Holidays	124 days
g	Total No. of working days	240 days
h	Total No of hours/Year = 240days x 8 hours/per day	768 hours
2.	Teaching and Course Related Activities-40% of Item 1(h)	
a.	Total number of teaching hours per year (6 coursesx30 hours/per course)	180 hours
b	Course related activities (class preparation, assessments.)	540 hours
c	Total hours spent on teaching and related work	720 hours
3.	Research Activity-30% of Item 1(h)	576 hours
4.	Service to Institute and Discipline-10% of Item 1(h) (Academic Administration shown separately)	192 hours
5.	Outreach Activities-5% of Item1(h)	96 hours

6.	Academic Administrative Activities The workload for different activities will be fixed and communicated by the Director. Workload for activities in this category will be set off against workload of other activities.	288 Hours
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## Appendix III

### Annual Work Plan

The objective of the Annual Work Plan (AWP) is to assist the faculty members to organize their academic year in terms of the relative commitments made to teaching, research and creative activity, and service to the institute. It provides the institute with a system of balancing the workload of the faculty members. It also provides the Director with a quantitative basis for evaluating contributions during review periods. The AWP, the format for which is given below, covers six broad areas, namely, (A) Current career goal, (B) Goals for teaching, (C) Goals for research/scholarship, (D) Goals for MDPs and Consultancy, (E) Goals for professional development, (F) Service to the institute and (G) Personal development (H) Academic administration and (I). Plans for the next 2-3 years.

S. No	Activity (May -April)	Goal
	A. Current Career Goal (ex: complete PhD, promotion to the next Level)	
	B. Goals for Teaching	
1.	Number of courses during the A.Y. (Mention number of courses, course titles, core or electives, number of credits, term, etc.)	



2.	Develop and introduce a new course(title and number of credits	
3.	Innovation in Pedagogy (Please describe in detail)	
4.	Summer Internship Project Guidance Points (please mention number of students and topics of SIP)	
5.	Teaching BNA, CVS, etc.	
<b>C. Goals for Research/Scholarship</b>		
1.	Publication in referred International Journal (Provide classification and impact factor)- First Author Co-Author (other than the corresponding author)-Second/Third Author	
2.	Publication in referred National Journal (provide classification and impact factor)-First Author Co-Author (other than the corresponding author)-Second/Third Author (only in ABDC, Scopus and WOS listed journals)	
3.	International (Peer Reviewed) Conference Proceedings (Conference details)	
4.	National (Peer Reviewed) Conference Proceedings(Conference details) (Scopus Listed)	
5.	Publication in non-refereed Journal/Newspaper articles in domain area	
6.	Paper presented in a conference but not published in the conference proceedings (Conference details)	

7.	Cases with Teaching Notes to be published (Number and details of publishers)	
8.	Book published by a reputed publishing house (Title and publisher)	
9.	Main Coordinator–International Conference (Conference details) Associate coordinators (conference details)	
10.	Main Coordinator–National Conference (details) Associate coordinators (Conference details)	
11.	Book Review (Provide details)	
12.	Book Chapter (Provide details)	
13.	Workshop design and coordination (Details of workshop)	
14.	Conclave Coordination (details of conclave)	
15.	Sponsored or Funded Research Projects- For grants of 50 lakhs and above  Between 25 and 50 lakhs  Between 10 and 25 lakhs  Between 5 and 10 lakhs  Less than 5 Lakhs  (Please provide details of the sponsoring agency, title of the project and commencement and duration of the project)	
<b>D. Service to the institute</b>		
1.	PGDM Coordinator (provide details)	

2	Faculty coordinator for ET/Career Visioning/Examination cell/Main Coordinator SIP/Convener Accreditation/IQAC/Placement/Admissions, etc. (provide details)	
<b>E. Goals for Professional Development</b>		
1	Office Bearer-Professional Associations/ invited talks/conference chairs/	
2	Attending Refresher Course/Training program/ conferences (without presenting papers)	
3	Recognized professional certification/completing a course on Coursera, etc.	
<b>F. Service to the Institute</b>		
1.	PGDM Coordinator (provide details)	
2	Faculty Coordinator for ET/Career Visioning/ Examination Cell/Main Coordinator SIP/Convenor Accreditation/IQAC/ Placement/Admissions, etc. (Provide details)	
3.	Coordinator- Student Committees (Provide details)	
4.	Any other (provide details)	
<b>E. Service to the Discipline</b>		
1.	Member of Faculty selection committees	

2	Member of Academic Boards/curriculum Review Committees, etc....	
3	Ph. D Supervision, Thesis Defence committees.	
4	Member of Editorial Boards, Peer- Reviewer, etc.	
5	Member of Conference Committees/Conference Chairs (other institutes)	
6	Members of Accreditation Teams	
7	Any other (Provide details)	
<b>F Outreach Activities</b>		
1.	No. of MDPs (Please Provide details-title, duration, Probable dates, etc.)	
2.	Consultancy (Area/topic/domain, client, duration, Projected revenue, etc.)	
3.	Member of Professional Associations, Office Bearer-Professional Associations/invited talks	
4.	Member of Peer-Review Accreditation Teams,	
5.	Member of Boards of Profit and Non-for-Profit Organizations	
6.	Any other (Provide Details)	
<b>G Goals for Professional Development</b>		
1.	Attending Refresher Course/Training program/conferences (without presenting papers)	

2.	Recognized Professional Certification/completing a course on Coursera.	
3.	Any other (Provide Details)	
<b>H Plans for the next 2 years</b> (Ex: Completion of major Project, Completion of book, publish paper in a prestigious journal etc.)		

**(Signature of Faculty Member)**

**Date Submitted**

**(Signature of Director)**

**Date Approved**

\* Significant changes that occur (for example cancelling a course or taking on a new course and changes causing absences to last more than a month) will lead to changing the work plan, which will then need to be processed again. The faculty is responsible for his/her own working hours and their use of the tasks in the workplan. It is the faculty's responsibility to inform the Director of changes in the fulfilment of the work plan. If necessary, the Director and the faculty members will check the progress of the work plan over the term and the results of the work within the total working time framework. The appropriateness and fulfilment of the work plan, among other things, will be monitored by the Director.

## Appendix IV

### FORMAT FOR SELF ASSESSMENT: JULY – JUNE

Name of the faculty:			
Domain:			
Qualifications:			
Experience at VJIM:			
Total experience: (Academic/Industry/Research)			
		<b>July -June</b>	<b>July to till date</b>
<b>No. of courses taught/teaching:</b>			
<b>No. of sessions:</b>			
<b>No. of credits:</b>			
<b>Institute Activities/Academic Admin/ Service to the institute:</b>			
<b>Research Activity: (Papers published/Presented)</b>			

<b>Seminars/Workshops/Conferences : /FDPs attended/ Certifications obtained</b>		:	
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<b>S. No.</b>	<b>Component</b>	<b>Max Marks</b>	<b>Self- Assessment</b>	<b>Director's Remarks (To be filled in by the Director)</b>
A	<b>Teaching process*</b>	20		
B	<b>Students' feedback **</b>	15		
C	<b>Institute Activities/Academic Admin/ Service to the institute</b>	15		
	<b>Points</b>			
	Coordinator of an activity:3			
	Committee Members :2			
	Accreditation head :6			
	Programme Coordinator :7			
	Exam Coordinator :4			
	CVS :5			
D	<b>Research Activity (Papers published/ Presented</b>	15		

	National :5			
	International :7			
	Scopus indexed :7			
	ABDC :10			
	Papers presented (Max 2):3			
E	FDPs attended/ Certifications obtained	10		
1	Organized by VJIM :2			
2	Outside :3			
3	Certifications :3			
F	Contribution to the society	5		
G	<b>MDP/ Consultancy (No. of program days &amp; income generated)</b>	10		
H	<b>Any other</b>	5		
I	<b>Director's Points (To be filled in by the Director)</b>	5		

**\* Based on allotted classes**

**\*\* Avg. feedback/5\*15**



## FORMAT FOR ATTENDING EVENTS

### CONFERENCE/SEMINARS/WORKSOPS/ CONCLAVE/SYMPOSIUM/MDP

Name of the Faculty	
Designation & Date of Joining	
Nature of the event	National/International
Title of the event*	
Organizer(s) of the event	
Date & venue of the event	
Domain area. of the event being organised	
Kindly provide the details	
a) No. of events attended in this academic year	
b) Sponsored expenditure incurred	
c) Last events topic & date attended	
Why you want to go – Objectives	* * *
What you will learn/gain	* * *
What value addition it will do for VJIM	* *

(Be specific in describing it)	
Registration Fees of the Conference (Rs./\$)	

**\* Attach brochure**

Date: .....

**Signature by Admin Manager**

Approval by the Dean

(Approved/Not Approved)

**Signature**

Approved by the Director

(Approved/Not Approved)

**Signature**

## All Departments Contact Details

S. No.	Portfolio	Faculty	Intercom Number	Landline Number
1	Director	Dr. Bharat Bhushan Singh	205	35005331
2	Head Academics	Dr. N. Padmaja	223	35005358
3	Head Admissions	Dr. D. Srijanani	214/207	35005355
4	Area Chairs/ Academic Clubs: Finance Marketing Operations HR Business Analytics Agri-Business Management General Management	Dr. Nitya Sundar Nanda Dr. D. Vinit Vijay Dani Dr. K. Subramani Dr. Sheelam Jain Dr. R. Srinivas Rao Dr. Gadigeppa Muramatti Dr. V. Venu Madhav	236 228 221 208 237 231 239	
5	Program Office	Dr. A. Niharika	241	35005380
6	Training and Placement	Mr. Sanjiv Srinivasan Ms K Tanaya Nayak Dr. Gadigeppa Muramatti	213	35005335
7	Research Promotion Committee	Dr. Sheelam Jain Dr. D. Sri Janani Dr. Rakesh Patra	242	35005379
8	Accreditation, IQAC, B-School Ranking	Dr. A. Niharika Dr. K. Subramani	241	35005380
9	LRC	Prof. A. Ramesh	218	35005365

S. No.	Portfolio	Faculty	Intercom Number	Landline Number
10	IT and Admin	Mr. T L Narayana	216/255	35005339/ 35005342
11	Examinations and Results	Dr. Nitya Sunder Nanda	236	35005369
12	SIP	Dr. Vinit Vijay Dani	228	35005360
13	International Conferences	Dr. Sheelam Jain, Dr. Padmaja, Prof. Yugandhar	208	35005379
14	Harvard Case Studies	Dr. N. Padmaja	223	35005358
15	CIE	Dr. Vishal Kutchu Mr. A. Adarsh	229	35005367
16	Industry Visits	Dr. B Amarnath Reddy Dr. T. Haripriya	220	35005359
17	International Linkage & MOU	Dr. Rakesh Patra	234	35005357
18	Sports/ Kritansh	Dr. T. Haripriya Dr. R. Srinivas Rao	225	35005373
19	Hostel Affairs	Dr. Vinit Vijay Dani	228	35005360
20	Rural Immersion	Dr. Amanath Hussain Dr. Gadigeppa Muramatti	245	
21	Alumni Relations	Dr. D Srijanani Mr. A. Adarsh	214/207	35005355
22	Sustainability & Green Campus	Dr. N. Padmaja	223	35005358
23	Media Centre, Website and social media	Dr. Amarnath Reddy Mr. K. Naveen	220	35005359

S. No.	Portfolio	Faculty	Intercom Number	Landline Number
24	Simulation	Dr. Vishal Kutchu	229	35005367
25	Industry Connect (MDP and Consultancy)	Prof. A. Ramesh Dr. K. V. S. Krishna Mohan	218	35005365
26	Centre for AI	Prof. Ch Yugandhar Dr. R. Srinivasrao Mr. T. L. Narayana	247	35006361
27	FDP	Dr. Swathi Metla Dr. Rakesh Patra	233 234	
28	Canteen and Mess	Dr. K Subramani Dr. B. Amarnath Reddy	221	
29	Student Activities, B-School fest (Milan), Non-academic club activities	Dr. B. Amarnath Reddy Dr. T. Haripriya	220	35005359
30	Social Outreach	Dr. Vinit Vijay Dani Dr. T. Haripriya	228	35005360
31	Gavesana	Dr. Sheelam Jain Dr. Swathi Metla	242	35005379
32	Convocation	Dr. N. Padmaja Dr. A. Niharika	223	35005358
33	ERP	Mr. T. L. Narayana Dr. Ch. Yugandhar Dr. R. Srinivas Rao	216/255	35005339/ 35005342
34	VJIM Newsletter & PR	Dr. Swathi Metla Ms. K Tanaya Nayak	233	

S. No.	Portfolio	Faculty	Intercom Number	Landline Number
35	POSH Committee	Dr. D. Srijanani Mr. A. Ramesh Mr. A. Adarsh Mrs. Madhavi	223	35005358
36	Music and Cultural Club	Ms. K Tanaya Nayak Mrs. Swarna	227	
37	Accounts	Mr. C. Mohana Krishna	209	35005340
38	Parichay	Dr. N. Padmaja Dr. A. Niharika	223	35005358
39	BNA, CVS and Mentoring	Dr. V. Venu Madhav Dr. Swathi Metla Ms. K Tanaya Nayak	239	
40	Business Conclave	Mr. Sanjiv Srinivasan	213	35005335
41	Faculty and Staff Welfare	Dr. D. Srijanani Dr. K. Subramani Mr. A. Adarsh Ms. Jahnvi	214/207	35005355
42	Leadership Series & Guest Lectures	Area Chairs		
43	Disciplinary committee (Malpractice)	Dr. N. Padmaja, Dr. Vishal Kutchu, Dr. Nitya Sundar Nanda, Dr. R. Srinivas Rao	223	35005358

## LIST OF HOLIDAYS -2025

s.no.	occasion / festival	date	day
1	New Year Day	01.01.2025	Wednesday
2	Bhogi	13.01.2025	Monday
3	Sankranthi	14.01.2025	Tuesday
4	Kanuma	15.01.2025	Wednesday
5	Mahashivratri	26.02.2025	Wednesday
6	Holi	14.03.2025	Friday
7	Eidulfitr (RAMZAN)	31.03.2025	Monday
8	Good Friday	18.04.2025	Friday
9	Eidul adha Bakrid	07.6.2025	Saturday
10	Varalakshmi Vratam	08.08.2025	Friday
11	Independence Day	15.08.2025	Friday
12	Vinayaka Chavithi	27.08.2025	Wednesday
13	Durgastami	30.09.2025	Tuesday
14	Mahar Navami	01.10.2025	Wednesday
15	Vijaya Dashami/Gandhi Jayanti	02.10.2025	Thursday
16	Deepavali	20.10.2025	Monday
17	Kartika Purnima/Guru Nanak Jayanti	05.11.2025	Wednesday
18	Christmas	25.12.2025	Thursday
<b>Every 02<sup>nd</sup> Saturday in a month is observed as a holiday</b>			

## **DISCLAIMER**

This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. Although we hope our employment relationship will be long term, either the Institute or employee can end the relationship at any time, with or without notice, with or without reason, to the extent allowed by law.

This Employee Handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook.

The policies included in this handbook are guidelines only and are subject to change as the Institute deems appropriate and necessary. From time-to-time employees may receive notice of new or modified policies, procedures, benefits, or programs.

Name:

Signature:

Date:



## ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Vignana Jyothi Institute of Management Employee Handbook. I understand that it is my continuing responsibility to read and know its contents.

I understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Vignana Jyothi Institute of Management that provides otherwise, I have the right to resign from my employment with Vignana Jyothi Institute of Management at any time with notice and with or without cause, and that Vignana Jyothi Institute of Management has the right to terminate my employment at any time with notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understood the Vignana Jyothi Institute of Management Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Name:

Signature:

Date:

## **CONFIDENTIALITY POLICY AND PLEDGE**

Any information that an employee learns about Vignana Jyothi Institute of Management or its members or donors, because of working for Vignana Jyothi Institute of Management that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Vignana Jyothi Institute of Management or to other people employed by Vignana Jyothi Institute of Management who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of Vignana Jyothi Institute of Management's confidential information is prohibited. Any employee who discloses confidential Vignana Jyothi Institute of Management information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Name:

Signature:

Date:

Note: Please sign and return it to the Manager Administration, VJIM

