Faculty Handbook

Vidyalankar School of Information Technology

Vidyalankar Educational Campus, Wadala-E, Mumbai 400037

The Institute recognizes that its staff is its most valuable asset. The Institute is committed to the personal and professional development of all staff. Providing opportunities for faculty development is a high priority of the Institute. Enriching and advancing faculty members' skills in instruction, research, advising and administration are fundamentally important for the continued excellence of the Institute.

This handbook is prepared to spread our motive in;

Development of Faculty as a **Scholar**

Development of Faculty as a **Teacher**

Development of Faculty as a **Person**

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Vision

Our Vision is to establish a leading center of imparting Quality Education in the field of Science, Commerce and Management with emphasis on:

- ensuring that students learn the fundamental concepts in various disciplines.
- motivating students to apply the Scientific & Technological knowledge to develop problem solving capabilities.
- making students aware of the societal and environmental needs with specific appreciation of the emerging global context.

Mission

Our mission is to provide:

- An educational environment where students can reach their full potential in their chosen discipline and become responsible citizens without compromising in ethics.

- A scholarly environment where the talents of both, the faculty members and students are nurtured and used to create knowledge and technology for the benefit of the society.

Qualifications & experience

The minimum qualifications, experience and other requirements of the faculty members are as specified by the UGC in its regulations and as per the Government of Maharashtra (Government Resolution No. Misc-2018/C.R.56/18/UNI-1).

Conditions stated above shall be subject to change as per latest norms by governing body / authorities.

Roles of the Faculty Members

Faculty is the backbone of Vidyalankar School of Information Technology. Every step is taken to keep the faculty motivated and focused on achieving excellence. The faculty members shall have the following responsibilities

Academic Responsibilities

a. Class Room Instruction
b. Laboratory instruction
c. Curriculum Development
d. Developing learning resource material for classroom and lab instruction.
e. Student assessment & evaluation including examination work of Institute.
f. Participation in co-curricular & extra-curricular activities.
g. Student guidance, counseling & helping in development of personal, ethical, moral and overall character.
h. Continuing Education Activities.
i. Keeping abreast of new knowledge & skills, help generate new knowledge and disseminate such knowledge through books, publications etc.
j. Self-development through upgrading qualification, experience & professional activities.

Research and Development activities

a. Research & Development activities & Research guidance.
b. Sourcing Industry sponsored projects.
c. Providing Consultancy and Testing Services.
d. Promotion of Industry -institution interaction and R&D.

Academic Administration

a. Policy Planning, Monitoring & evaluation and promotional activities both at Departmental and institutional level
b. Design and development of new modules
c. Preparing project proposals for funding in areas of R&D work, Laboratory development, Modernization, Expansion etc.
d. Administration both at Departmental & Institutional level.
e. Development, Administration and management of institutional facilities.
f. Monitoring and Evaluation for Academic and research activities.
g. Participation in policy planning at the Regional/ National level for development of technical education.
h. Plan and implement staff development activities.
i. Maintain accountability
j. Conduct Performance Appraisal

Extension services

a. Interaction with industry and society.
b. Providing Non R&D support and consultancy services to industry and other User agencies.
c. Providing non-formal modes of education for the benefit of the community
d. Promotion of entrepreneurship and job creation
e. Dissemination of knowledge to anyone seeking knowledge.
f. Providing technical support in areas of social relevance.

All staff members are expected to be vigilant in maintaining utmost discipline and upkeep at the Institute. Faculty members are also expected to arrange / contribute in Community Social Responsibility activities for the benefit of all.

Faculty Teaching Hours

Teacher is an important asset of the Institute. It is also important that teachers disseminate maximum for the benefit of the students. Hence, Vidyalankar School of Information Technology believes that teacher shall utilize every hour and minute for complying to all the necessities of students. In this respect following table shall be read as mere indicator and not as norm.

Cadre	No. of Teaching Hours per week	Student Mentoring
Professor	08	Yes
Associate Professor	12	Yes
Assistant Professor	16	Yes

Faculty Development

VSIT places highest importance for updating of knowledge of the faculty members. The Principal shall draw up plans for development of individual faculty members and groups of faculty members. The plans may include:

Individual faculty development plans:

      a. Deputation of the faculty members for short / long term programs outside VSIT.
      b. Enrollment for online certification programs.
      c. Participation in seminars and workshops - domestic and international.
      d. Publication of articles in indexed journals.
      e. Deputation for faculty development programs in and outside VSIT.

Group faculty development programs:

      a. Conduct of seminars and workshops in VSIT.
      b. Conduct of faculty development programs at VSIT

Deputation / Sponsorship

The Institute recognizes need of all along and continuous staff development. This is important considering rapid changes in technology and industry expectations. The Institute believes that a teacher who is well versed with and practices latest technology can only produce graduates suitable for industry. Vidyalankar School of Information Technology encourages and supports its staff members in acquiring the latest skills through various modes.

Teaching staff members who have completed one year of continuous service as on 1st April shall be eligible for seeking benefits to pursue further study / teaching / research / industry training, etc. Following table gives guidelines on this aspect.

Perusing PhD	Deputation with leave
Attending STTPs/Conferences/Workshops/Training, etc.	Deputation with sponsorship & leave
Paper publications	Sponsorship
Visit to Institute/organization/Industry of National/International repute	Deputation with sponsorship & leave
Membership of Professional Institutions	Sponsorship
Filing patent	Sponsorship
Enrollment for online certification programs	Sponsorship

For more information, one can refer "Professional membership/STTP/Paper publications sponsorship policy" of the Institute.

Technical Consulting / Training Activities – Revenue Generation Activities

Vidyalankar School of Information Technology encourages all staff members to pursue technical consulting / training activities with the Industry/society/government bodies, etc. with primary motive of revenue generation to support Institute expenditure to lower student fee component.

The faculty member pursuing the consulting project may use the following resources of the Institute.

- Classrooms & laboratory infrastructure

- Library

- Secretarial assistance

- ICT, Reprographic facilities

- Students

Principal shall allot the consulting assignment received to one or more staff members.

The revenues arising out of the consulting assignment shall be shared generally in the following manner after deducting all the expenses.

	Institute share	Faculty share
Type I Model - a project where the project uses the infrastructure of an institute	50%	50%
Type II Model - a project where the project does not use the infrastructure of an institute	30%	70%

For more information, one can refer "Technical Consultancy Activity policy" of the Institute.

Faculty Performance Evaluation / Faculty Appraisal

Faculty performance shall be evaluated every semester on various aspect stated in Staff Diary designed by the Institute.

Student Feedback

Vidyalankar School of Information Technology believes in student centric approach. Student being our 'Customer', the Institute aims for 'Customer delight' in each and every activity. Hence student feedback becomes integral part of the process.

The Institute has designed student feedback form which is based on following aspects.

Subject knowledge, depth with update

Teaching delivery methodology - modern tools used

Activities undertaken - its completion with clarity and quality

Punctuality, effective communication and support/mentoring

Research & Development

The Institute recognizes need of research & development activities. Vidyalankar School of Information Technology being an engineering Institute, emphasizes on applied research and product development. Every staff member of the Institute shall participate one or more activities given below and also inculcate the same in every student of the Institute.

Technical Paper / Book publications

Poster making / survey

Product design / development

Creation of laboratory / Incubation laboratory in future technology

Final year projects / mini projects

Participation/collaboration with external professional body activities

R&D activities, papers & books publications, IPR activities, administrative activities and support for co/extra-curricular activities by teachers is a must. More the engagement, more the benefit. Once again, following table may be read as mere guideline on expectations in this respect.

Cadre	No. of publications per semester	No. of hours for guiding research	No. of hours per week for academic administration
Professor	4	12	12
Associate Professor	2	9	9
Assistant Professor	1	2	4

Vidyalankar School of Information Technology believes that technologies are born at the academic Institutes. And hence strongly wishes to design, develop and deliver 'salable products' to industry.

Contribution in Institute Committees

The Institute has various committee activities for academic, administrative, co-curricular and extra-curricular activities. One can contribute in committee activities for enrichment, as per his/her interest/taste. For complete information about committee activities, refer Handbook of Committee Activities.

Library

Staff members can avail library facilities for borrowing books. Each staff member can borrow 5 books for limited period.

Staff members are required to contribute library activities by suggesting new books, etc. Staff members are highly encouraged to avail and propagate use of e-journals available at the library.

Salary

Staff members are paid salary as per the 6th Pay Commission recommendations adopted by the State Government.

Consolidated salary pay packages are given to ad-hoc appointments.

Income Tax deductions shall be done in accordance with as per IT considering investment plan declaration by the employee. Last date for investment plan declaration I the prescribed form would be 31st October and last date for submission of investment proofs to the Institute authorities would be 31st January.

Institute shall provide form 16 certificate as applicable to all concerned staff members by 15th June.

Profession Tax shall be deducted every month as per prevailing rules.

No loan facility shall be available. Facility for deduction of EMIs from salary is not available.

Provident Fund

Staff members are covered as per Employees Provident Fund benefits.

Gratuity

Staff members completing continuous service of minimum 5 years in the Institute are eligible for Gratuity under the Gratuity Act, 1972 scheme.

Medical Insurance & Medical Assistance in Emergency

Staff members who have completed 2 years of service are covered with medical insurance. This facilitates reimbursement of charges of hospitalization and medicine expenses incurred during hospitalization up to Rs. 1,00,000/- in a year.

Institute is tied up with Jeevan Ambulance Service Pvt. Ltd. 24*7 Emergency Response Service is available for all on campus emergencies such as medical, fire , theft etc. The service is available to the entire staff & students of the Institute. Security officer shall make emergency arrangements as and when required.

Leave Travel Concession

Staff members who have completed 2 years of service eligible for leave travel concession for visiting his/her native place once in two years. For details please refer to LTC policy of the Institute.

Book Allowance

Staff members who have completed 2 years of service eligible for book allowance Rs. 1000/- for purchase of books once in a year. For details please refer to book allowance policy of the Institute.

Leave Rules

Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

The employee shall have to apply for grant of leave in the prescribed e-form and shall proceed on leave only on due sanction. However, if the emergencies exist and employee is required to proceed on leave for the reasons beyond his control, the leave sanctioning authority may, on satisfying itself sanction leave on application which is submitted later.

Leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave.

If the employee overstays the sanctioned period of his leave, without prior permission or intimation, he shall not be entitled to any leave salary for such period and such absence may be treated as misconduct.

If any employee of the Institute resigns, he/she shall not be granted leave either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

The Principal reserves right to revoke or curtail any kind of leave as deemed necessary.

Absence after expiry of sanctioned leave shall be viewed very seriously.

Kinds of Leave

Casual Leave — An employee shall be entitled to $8^{\#}$ days of casual leave in a calendar year.

Sanction for casual leave shall ordinarily be obtained using prescribed form. In exceptional circumstances, ex–post–facto sanction shall be obtained by the employee. If the leave sanctioning authority is not satisfied with reasoning for exceptional circumstances, sanction for leave shall be denied and absence shall be treated as leave without pay.

Casual leave in continuation for more than 3 days shall be treated as mass casual leave. Mass casual shall not be treated as casual leave and shall be treated as unauthorized absence and may be treated as misconduct.

Sundays, holidays (and Saturdays, as applicable) may be prefixed or suffixed with casual leave. However, casual leave cannot be combined with any other kind of leave.

Casual leave for ½ day can be granted to an employee. However, if it is half day working on Saturday, absence shall be treated as leave for a full day.

Unused casual leaves shall not be carried to the following calendar year.

Sick Leave   An employee shall be entitled for $10^{\#}$ days of leave for calendar year to cover absence due to medical reasons. Credit of 5 leaves shall be given on 1st Jan and 1st Jul of each year.

Staff member availing leave on medical ground may need to submit medical certificate issued by medical practitioner. The Institute reserves right to verify the same. If demanded, the employee may need to submit fitness certificate before joining the duties.

Unused sick leaves shall be carried to the following calendar year.

Earned Leave   An employee who is not entitled to vacation shall be entitled to earned leave at the rate of one eleventh of the period spent on duty, subject to maximum of 30 days in a calendar year and subject to the accumulation of maximum of 240 days of earned leave.

The employee may not be granted more than 120 days of earned leave at a time.

Earned leave shall be calculated, twice a year, for the period 6 months, Jan to Jun and Jul to Dec, and shall be credited to employee on 1st January and 1st July of each year. Employees who have completed 1 year of service on 1st Jan or on 1st July shall be considered for credit of earned leave on respective dates.

1-day leave shall be deducted for 10 without pay leaves.

An employee, who is eligible for vacation, is prevented from availing vacation in full or a part thereof, shall be granted earned leave,

proportional to ½ the number of vacation days not availed. In any case, maximum number of earned leaves earned in a year shall be 30.

The employee shall cease to earn such leave when earned leave accumulated exceeds 240.

Surrender of earned leave is not allowed.

The employee who retires on superannuation or who dies while in service shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his credit on the date of such retirement or death as the case may be. In such case, cash equivalent shall be based on salary and dearness allowances admissible on such day.

Maternity Leave	Female employee who has put in more than two years of service shall be eligible for maternity leave of 90 days.
	Maternity leave can also be granted in case of miscarriage including abortion subject to maximum number of 45 days for a period of entire service.
	In any case, application for maternity leave shall be supported by a certificate by a medical practitioner. The Institute reserves right to verify the same as deemed fit.
	During maternity leave, leave salary equal to last pay drawn is admissible.
Study Leave	A teacher can be granted study leave at the discretion of the governing body of the college subject to a maximum of 6 months. The teacher who is granted study leave shall enter into an agreement / bond with the institute for a period as deemed fit by the authorities.
Extra Ordinary Leave	Extra ordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances. Nature and period of leave may be decided by the Principal.
Compensatory Leave	Employee asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Only those employees whose gross salary is less than Rs. 20,000/- shall be eligible for compensatory leave. This leave shall not be carried to the next calendar year.

#Number indicates leaves for calendar year. The same shall be modified proportionately as per service period, i.e. if last date of service is 30th June, all leaves shall be reduced to half.

Leave without Pay (LWP or WP)

Leave without Pay shall be seriously viewed. Following, criteria shall be applicable with respect to LWP.

- There shall not be ½ day LWP. It will be treated as full day LWP.

- Holidays and weekly offs, suffixed and prefixed to LWP shall be treated as leave without pay.

- If number of leaves without pay in a month are more than 5, all holidays, weekly offs in that month shall be treated as LWP.

Vacation

Eligible staff members may be issued in summer and/or winter break strictly at the Institute's discretion. Maximum number of vacation is limited to 60 days per year. Employee should be physically present either before proceeding on vacation or the day preceding the last day of vacation.

However, the Institute highly discourages vacation and desires proactive working on maximum number of days.

Holidays & Weekly off

Principal shall declare list of holidays in year in the month of January.
Staff members shall avail 1 day, generally Sunday as weekly off.

Rewards

Teaching staff members shall be considered for reward points based on Performance Appraisal/KRA score. Nature of reward shall be decided time to time by the Principal in conjunction with Governing Body.

Dress Code

In an educational environment, the standard of dressing for men is neatly ironed, formal light colored full sleeves shirt and dark trousers and for women a saree, shirt or blouse with skirt or a dress paired with appropriate accessories. For official functions, men shall wear suit and women shall either wear suit or formal western dress or a very formal saree. Accessories for men are formal shoes, ties, belts and for women, scarves, belts and jewelry. Jewelry should be worn in good taste, with limited visible body piercing. Hats are not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

A professional appearance is encouraged and excessive makeup is discouraged. Excessive use of perfume, may be disturbing to others, so use these substances with restraint.

If uniform is issued, use of uniform shall be mandatory. Cost of uniform shall be borne by the Institute. Not wearing uniform shall be strictly dealt with.

Identity Card

Staff members are issued with an identity card. Staff members are required to wear it while in the campus and present the same whenever demanded by the authorities or security staff.

Smoking & Consumption of Alcoholic Beverages, etc.

Smoking and Consumption of alcoholic beverages is not allowed in Institute campus. Chewing tobacco, pan, etc. is also not allowed in the Institute campus.

Vehicle Parking

Institute has limited parking spaces provided for its staff. Vehicles shall be parked at the owner's risk. The Institute shall take all precautions for safety & security of the vehicle, however, the Institute shall not be liable for any unforeseen incidence leading to damage, theft etc. due to natural or unnatural reasons.

Only those vehicles which are in good condition shall be allowed for parking.

Each vehicle owner needs to apply for his /her Parking Permit to the Security Office in the prescribed form. Overnight parking is not allowed unless prior permission is obtained from Security Officer.

Use of Cell phone

Staff members shall not use cell phone while in academic environment/delivery. Use of cell phones for viewing videos / radio / music / Camera etc. is strictly prohibited. Use of ear phones / blue tooth devices in the campus is also strictly prohibited.

CCC Surveillance

Most of the class rooms/laboratories/offices/lifts are under CCC Surveillance.

Cafeteria & food outlets

The Institute has adequate food outlets on the campus. Food served is monitored for quality with the help of experts from Govt. Catering College.

Water

Institute uses Municipal water for general activities. Drinking water outlets/fountains are fitted with water purifiers.

Institute uses well water for flushing in toilets. Institute also has Sewerage Treatment Plant which provides water for gardening purpose.

Psychological Counselling

Institute is tied up with Avishkar Centre for Self Enrichment, Dadar for on campus psychological counselling to staff and students.

Safety & Security

The Institute has made adequate arrangements for safety & security of personal belongings of staff. However, the Institute shall not be liable for any unforeseen incidence leading to damage, theft etc. hence all staff members are requested to take care of their belongings at the Institute.

Note: Institute reserves rights to add, delete or modify content of this handbook as deemed necessary.

Principal
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