An Overview

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- Assessment & Rewards

- Retirement age

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- Various policies applicable to staff members of the Institute

- Other useful material related to staff

- Institute, departmental publications

- Other special initiatives

- Website

Recruitments

Selection and appointment of faculty members

Adhoc appointments

Vidyalankar School of Information Technology shall call for applications by advertising in newspapers, website, etc. Candidates eligible as per qualifications and experience prescribed by regulating authorities shall be considered for recruitment following process as given below.

    i.   Technical interview by technical panel as appointed by the Principal. External expert may be invited for technical interview.
   ii.   Demo lecture on relevant topic. Demo lecture shall be attended by technical panel and current select students of the Institute. Feedback of students shall also be considered while making any decision.
  iii.   Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.
  iv.   Shortlisted candidates shall be interviewed by the Principal and representative/s of Vidyalankar Dnyanapeeth Trust.

University Selection Committee appointments

Vidyalankar School of Information Technology shall follow University Selection Committee procedure, call for applications by advertising at national level through newspapers and additionally on social networking sites. Candidates eligible as per qualifications and experience prescribed by regulating authorities shall be called for interview by technical panel as appointed by the University.

Candidates recommended by the committee shall be issued appointment letters and their candidature shall be send to the University for approval. In case of denial of approval, appointment shall be revoked immediately.

Selection and appointment of non teaching staff members

Vidyalankar School of Information Technology shall call for applications by advertising in newspapers, website, etc. Candidates found eligible as per qualifications and experience for the required posts shall be considered for recruitment following process as given below.

Technical Staff

- In case of technical staff, technical Interview followed by a technical test by technical panel as appointed by the Principal
- A technical test to know proficiency in handling laboratory equipment.

- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.
- Shortlisted candidates shall be interviewed by the Principal and representative/s of Vidyalankar Dnyanapeeth Trust.

Administrative staff

- Interview by a panel as appointed by the Principal
- A test to know proficiency about word processing and spreadsheets.
- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.
- Shortlisted candidates shall be interviewed by the Principal and representative/s of Vidyalankar Dnyanapeeth Trust.

Support and maintenance staff shall be appointed through external agencies.

HR department shall handle recruitment activity and shall issue appointment letters to selected candidates on approval by the Principal

All adhoc and non-teaching staff appointments shall be issued with last date as 31 May of current or following year whichever is earlier.

Before joining staff members may be required to submit Medical Fitness Certificate as deemed fit.

Salary

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

Basic Pay (Basic+AGP)
Dearness Allowance(DA)
House Rent Allowance(HRA)
Travelling Allowance(TA)
City Local Allowance(CLA)

Consolidated salary pay packages (Cost to company) are given to ad-hoc appointments.

CTC package shall include EPF contribution by employee and employer

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.

Mode of Salary Payment

Staff members need to provide account number by opening an account in ICICI bank. Salary is paid through bank.

In some cases, salary is paid by a cheque. However, in no case salary is paid by cash.

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.

PF / EPF / IT deductions

Profession Tax deduction shall be done every month as applicable.

Deduction of EPF shall be done as per PF rules with Employer's share ceiling.

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 in 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.

Loans & Deduction of EMIs from salary

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

Increments, Career Advancements, Assessment & Rewards

Staff members are issued increments annually.

The Institute considers guidelines issued in the respect of career advancement benefit based on acquiring higher qualification. Such benefits are given on screening by a committee comprising of Principal, Head of Departments and/or senior staff members of the institute.

All teaching staff members shall undergo appraisal every year. Appraisal shall be based on performance in previous two semesters on following criteria,

Academic activities
Administrative activities
R&D activities
Participation in co and extra-curricular activities
Mentoring

All non-teaching staff members also shall undergo appraisal every year. Appraisal shall be based on performance on following criteria,

Attendance & Punctuality
Pro-activeness & helpfulness
Behavioral aspects

Rewards

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.

Leave

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 mis–conduct.

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 application and sanction process is handled through v-MIS.

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.

Staff attendance procedure, Duty timings & duty hours

Institute uses biometric based fully computerized staff attendance system. All staff members

shall note log-in and log-out time on any one terminal designated for this purpose.

All newly appointed staff shall put in 8½ hours of duty on each working day.

Duty timings are decided by the Principal. Normally a staff member shall be given 9 hours of time span to put in 8 ½ hours of duty. This takes care of late marks due to hassle in traffic, train, etc.

When duty hours actually recorded are more than 4 hours but less than as assigned, ½ day leave is deducted. If duty hours actually recorded are less than 4 hours, 1 day leave is deducted.

In case one fails to note log-out time, 1 day leave is deducted on the next log-in. Please see Staff Attendance Procedure Policy for details.

Retirement age

Retirement age for teaching staff is 60 years.

Retirement age for non-teaching staff is 58 years.

Joining formalities

On joining, new staff shall have to submit copies of his/her certificates, PAN, Aadhar, bank account details and other required information. Personal information recorded and staff member is required to update personal information time to time in concurrence with HR.

Newly joined staff shall be given,

Institute Identity Card
Official e-mail id
Library membership
Login credentials for computer and internet use in the Institute
Login credentials v-MIS use

Institute uses biometric – finger print for attendance purpose. Hence, every new joinee shall allow finger print scanning for the purpose.

EPF registration formalities shall be completed.

Seating place, reporting officer shall be decided by Head of the department/Principal.

New joinee undergoes thorough induction process which is arranged by HR department.

Exit formalities

Staff interested in leaving, need to give 1 months' notice. In notice period no leaves can be claimed.

On the last date of the notice period, staff member shall complete 'No Dues' formalities and surrender Institute Identity Card at HR department.

Official e-mail id, Library membership, Login credentials for computer and internet use in the Institute, Login credentials v-MIS use shall be de activated.

HR shall conduct exit interview. Report of the same shall be sent to the Principal.

Staff attendance system

Institute uses biometric based fully computerized staff attendance system. All staff members shall note log-in and log-out time on any one terminal designated for this purpose.

Grievance Handling Mechanism

Institute shall take utmost care of its staff members and assures fair treatment to all. In case of unforeseen incidents, staff member may approach the Principal for grievance redressal. All such matters shall be handled with total confidentiality and sensitivity.

Institute has devised following committees in this respect.

Anti Ragging Committee
Mahila Takrak Nivaran Committee
Grievance Redressal Committee
Internal Complaint Committee   As per section 4 of Sexual Harassment of Women at Workplace
                                      (Prevention, Prohibition and Redressal) Act, 2013)

A suggestion box is also available for receiving suggestions on various matters.

Dress Code

In an educational environment, the standard of dressing for men is neatly ironed, formal light coloured 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.

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.

Various policies applicable to staff members of the Institute

- Book Allowance Policy
- Library Policy
- Time Table Policy
- Industrial Visit Policy
- Educational Tour Policy
- I-Card Policy
- Vehicle Parking Policy
- Critical incident Management Policy
- Letter Receiving &Dispatch
- Student Activity Policy
- Student Attendance & Defaulter
- Use of Publicity Desk

Other useful material related to staff

- Faculty Handbook
- Staff Diary
- Course Diary
- Mentoring Handbook
- Student Handbook
- Student Diary
- Project Diary

Institute, departmental publications

- Vector
- V-Tech
- Vihaan
- Vijanan
- V-Ideas
- Newsletter

Other special initiatives

v-MIS   Comprehensive Management Information System developed in-house to take care of various day to day academic and administrative activities

Staff attendance & Leave management
Academics – Time table, students attendance, etc.
Admissions
Library
Examinations
Committee
Placement
Accounts
Stores
Facility Management
Security
Registry
Office ERP:- http://172.16.1.149:97/landingpage.ashx
Home ERP:- http://erp.mycollege.edu.in:97/landingpage.ashx

v-Print   I-Card driven network laser printing (colour & B/W) facility with e-purse
http://vprint.vit.edu.in:9191/user

v-Live   Academic networking forum
http://live.vsit.edu.in/moodle/login/index.php

v-Refer   Repository of course content
http://live.vsit.edu.in/vrefer/index.php/login

Website

www.vsit.edu.in

An Overview

- Eligibility
- Scope
- Application procedure
- Limitations

The concession detailed below shall be admissible to staff members and their family members traveling to their home town and back, once in a block of two calendar years. Block year shall be counted from year 2009. The families need not necessarily travel with the staff. LTC reimbursement may be allowed in either cases, i.e., travel together or separately as per their convenience.

Every staff member shall declare his/her home town to the Institute authorities.

Eligibility

Staff members who have completed two years of continuous service an on 1st April shall be eligible to avail Leave Travel Concession.

Staff member shall be deemed eligible only if they have got earned leave/vacation sanctioned before proceeding to his/her native place. Sanctioned leave period / vacation shall be such that it will cover entire duration of visit to the native place.

Application procedure

- To avail LTC, eligible staff members shall apply to the Principal, in prescribed form through Head, Dept along with copies of tickets of journey. Application complete in all respect should be submitted within two weeks from completion of journey.

Scope

LTC reimbursement shall be equivalent to prevailing railway fare by shortest route between two towns. If no railway station exists at the home town, nearest suitable railway station shall be considered for the purpose. Following table indicates admissible railway class as per designation of staff.

Gross Pay	Class admissible on all trains
Less than Rs. 30000	II Class / 3T Sleeper
Rs. 30000 to 50000	I Class / 3T AC Sleeper / AC Chair Car
Rs 50000 and above	I Class AC / 2T AC Sleeper

Tatkal reservation charges shall not be reimbursed, however, railway ticket internet / agency booking charges as per IRCTC rates may be granted.

If journey is made by any other mode of transport, reimbursement shall be restricted to prevailing railway fare by shortest route between two towns considering table above, whichever is minimum.

If home town is outside the borders of Maharashtra, reimbursement shall be restricted up to 400 Km beyond the borders of Maharashtra.

Limitations

LTC shall be granted once in two years(block year) for to and fro journey to home town only.

Date : …………………

To,
The Principal,
Vidyalankar Institute of Technology,
Wadala (E), Mumbai

Sub : Application for preparation of Leave Travel Concession – Home Town Concession bill
through Head of ……….….…Dept

1	**Full Name of applicant**	
	Designation	
	Department	
2	**Basic Pay per month**	

3   **Name, age and relation of family members of applicant :**

NAME	AGE	RELATION	OCCUPATION

4   A   Whether applicants any family member is in Govt./Semi Govt. Service?

B   If yes, Whether he/she availed LTC in the current block year.

5   A   Whether leave has been sanctioned for availing LTC ?
(Attached copy of order)

B   Leave Period   *from*
to

6 **Whether home town declaration was accepted by the competent authority?**

Home Town		Taluka		District	

7 **Details of Journey :**

a   Date of which the actual departure journey began

b   From Mumbai to

c   Time of departure from Mumbai

d   Time of arrival at destination

e   No. of. Kilometers traveled

f   Journey made by Air / Railway / ST Bus / Car

8 a   Date of which the actual arrival journey began

b   From _____ to   Mumbai

c   Date & Time of departure

d   Time of arrival at Mumbai

e   No. of. Kilometers traveled

f   Journey made by Air / Railway / ST Bus / Car

g   Journey ticket attached with application

9   Details of expenditure incurred :

From Mumbai to [　　　　　]   Fare Rs. [　　　　]

From
…………………to [　　　　　]   Fare Rs. [　　　　]

Reservation & Booking Charges, if any [　　　　]

From ……………….
to [　　　　　]   Fare Rs. [　　　　]

From……………….
to [Mumbai]   Fare Rs. [　　　　]

Reservation & Booking
Charges, if any [　　　　]

Total [　　　　]

I undertake that, the journey was actually performed me with my family to my native town. I also declare that my spouse has not applied reimbursement for this LTC claim in the same block year from any other orgnisation.

Submitted on : …………………………………..   Signature of the applicant

LTC claim Block year : ……………...............

Passed for payment of Rs. : …………………..   Signature of A/c Officer

Principal

An Overview

The Institute encourages use of modern teaching aids by faculty in their day to day teaching activities. All classrooms and Seminar halls of the Institute are fitted with LCD projectors. To support this, laptops shall be provided to faculty so that faculty can prepare and show presentations / access internet / show AV films to students in the classrooms.

- Laptops shall be issued to faculty on the recommendations by HoD / Principal.
- Laptop will always remain the property of the Institute and shall be used exclusively for the Institute use.
- No unauthorized softwares shall be copied on it. No games can be copied / played on these laptops.
- Staff member shall take care of it and in case of any damage, beyond warranty by manufacturer, the cost or repairs/replacement shall be borne by the staff member.
- In case of theft / misplacement of this laptop, staff members shall bear the entire replacement cost of it.
- Laptop shall be returned back every semester end or whenever demanded by the Principal or on retirement/resignation whichever is earlier.
- No 2nd laptop shall be issued to staff member. It is desired that staff member shall procure his/her on laptop in the event when life of issued laptop is over or otherwise.

Note : Laptop means laptop with its accessories like power adapter, power cord, etc.

U N D E R T A K I N G

I ………………………………….. have read Laptop Issue Policy and assure to abide by the same.

Laptop make		Serial number	
DS number			
Accessories	Power adapter	Power cord	Other ………………….

Received one laptop with accessories as above.   Signature

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. And hence encourages and supports its staff members in acquiring the latest skills through various modes.

An Overview

- Eligibility
- Scope and allowance
- Application procedure
- Limitations

Eligibility

Teaching staff members who have completed one year of continuous service as on 1st April shall be eligible for sponsorship for Professional memberships / STTPs / Workshops / Seminars / National Conferences / International Conferences, etc.

Scope and allowance

The Institute shall take part in this activity by sponsoring/supporting staff members in following activities.

1. STTP conducted by the own institute.
2. STTP conducted by other[#] institutes
3. Participation in Seminars, Conferences and workshops
4. Participation in Industrial Training
5. Paper publication in Indian / foreign journals
6. Visit to Institute/organization of National/International repute
7. Filing patent
8. Membership of Professional Institutions
9. Any other activity as deemed fit

Teachers are advised to apply to the Principal in prescribed proforma well before the activity. Application can also be made on plain paper giving all the details. Application shall be forwarded to the Principal, with due remarks by the department head, through respective department. If approved, staff members shall be reimbursed in the following way and his/her period of absence shall be treated as outdoor duty period.

STTP conducted by the own institute or other[#] institutes Seminars, Conferences and workshops	Participation	60% reimbursement
	Participation and paper presentation	80% reimbursement
Attending training at Industry/NITTR/etc. on deputation by the Institute		100% reimbursement
Paper publication in Indian / foreign journal	Journals with impact factor not less than 1	50% reimbursement
Visit to Institute/organization/Industry of National/International repute		50% reimbursement
Filing patent		Case to case basis
Membership of Professional Institutions	1 membership/year per staff	60% reimbursement
Enrollment for online certification program	1/year per staff	60% reimbursement

[#]only those institutes having acceptable standing as decided by the Principal.

Reimbursement shall cover registration / publication charges and out station travel expenditure with appropriate mode of travel.

Principal shall be the final authority in limiting or extending benefit as deemed fit.

Reimbursement shall be applicable on fulfillment of following,

Presentation to departmental/cluster staff members and students and submission of comprehensive report to the department

Limitations

This policy shall not cover long term deputations.

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY
Proforma for claiming expenditure for
Technical workshop/STTP/any other similar event

Apply to the Principal for approval for participation and reimbursement of participation/registration fee, Travel expenditure, etc. Expected outcome of such participation shall also be mentioned in this application. Application shall also be supplemented with paper to be read/published, etc. as the case may be.	Date : ……………………. Note: The department proposes to depute ……………………………………………………… for a seminar / conference / STTP as detailed below, Subject : ……………………………………………………. Organised by : ……………………………………………………. Date and timings : ……………………………………………………. Venue : ……………………………………………………. Registration fees : Rs. …………… Stay/ Travel expenditure : ………… Total Expenditure : …………
On approval, staff member shall pay participation/registration fee and incur travelling expenses	
Staff member shall participate the event	Your permission for deputation and sanction for expenditure involved in registration fees & TA, as allowed in "Deputation for Seminar/STTP/Workshops Policy" is requested. Expenditure be debited to Staff Development account of the Institute.
On returning back, staff member shall prepare and submit comprehensive report of the activity to the departmental office	Head of the Dept.
He/she shall also deliver a talk in the department to make all other staff members aware of proceedings/take away of the event.	Principal - ☐approved ☐not approved Reimbursement subject to fulfillment of, Pre-sanction Submission of Attendance/Programme certificate Submission of course material Submission of comprehensive report and a talk on the proceedings
Staff member shall submit all payment receipts, ticckets, etc., along with report as above, through the Head of Dept, to the Principal for final sanction.	Certified that all conditions as above are fulfilled, reimbursement may be granted. Forwarded to the Principal for approval for – ☐100% ☐80% ☐60% reimbursement
Accounts section shall reimburse the sanctioned amount to the staff member on certification by HoD	Head of dept.

In an academic Institute, having scholarly faculty around is essential. In very competitive scenario in education sector today, research, product development, IPR, etc. has become very essential. In this respect, the Institute recognizes need for educating its teachers by providing opportunity for availing appropriate higher education while continuing teaching activities.

An Overview

- Eligibility
- Scope
- Application procedure
- Limitations

Eligibility

Teaching staff members who have completed two years of continuous service shall be eligible for sponsorship for pursuing higher education while pursuing teaching activities.

Scope

The Institute shall take part in this activity by sponsoring/supporting staff members in following activities.

1. Master's Degree / PhD at National Level Institutes
2. Master's Degree / PhD at Institutes having accreditation for respective department at the Institute
3. Master's Degree / PhD at other Institutes having accreditation by NAAC

The Institute shall provide following facilities to staff member sponsored under this policy.

	Maximum duration	Category 1	Category 2	Category 3
Course work	1 Year	Fully relieved with no salary	Full teaching assignment with 2 days OD of which one would be Saturday	Fully relieved with salary
After coursework and up to 3 years from start of the course.	2 Years	Full teaching assignment with 2 days OD of which one would be Saturday	Full teaching assignment with 2 days OD of which one would be Saturday	Full teaching assignment with 2 days OD of which one would be Saturday
Beyond 3 years from the start of the course.	-	No concession	No concession	No concession

Category shall be decided by the scrutiny committee.

Staff members may be granted leave, as available with him/her, for fulfilling requirements of the programme undertaken. However, grant of this leave shall be based on decision by the reporting officer and Principal.

Staff member sponsored and pursuing the programme shall submit progress report, endorsed by appropriate authority at the end of every semester.

The Institute may withdraw or modify concessions offered depending on progress report or non submission of progress report.

Application Procedure

Teachers are advised to apply by submitting 'Letter of Intent' to the Principal in prescribed proforma. Applications shall be scrutinized by a 2 member committee appointed by the Principal. Applications found eligible shall be presented to Governing Body of the Institute for approval for sponsorship.

Applications shall be scrutinized on following points, having no relevance to order in which those are listed.

Years of service at our Institute
Institute selected and study category (FT / PT/ etc.) selected for higher study
Requirements / expectations of Institute selected
Work experience in the field in which applicant wishes to pursue higher education

Usefulness of desired work for the Institute

Any other as deemed fit by the committee

Interested applicants shall apply to the Principal giving justification for desired study along with documentation regarding his/her earlier work.
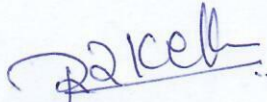
. **Applications received by the end of October shall be placed before Governing Body meeting conducted in November.**

Applications received by the end of April, shall be placed before Governing Body meeting conducted in June.

Applicants are advised to apply well before the admission schedule at various Institutes offering desired programme.

Limitations

This policy may not cover sponsorship to Institutes not appearing in white list as prepared by the Institute.

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.