

5. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

#### 2.3.14 Recruitment Process for Non-Teaching Staff:

The recruitment of Non-Teaching staff is need based. Recruitment is considered through a selection Committee consisting of the following: Principal and HoDs.

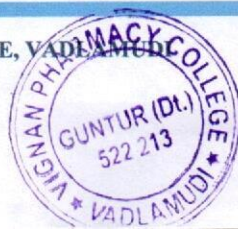
The selection committee will review the academic qualification, academic performance and other capabilities of each candidate and personally interview the candidates. The Principal may recruit staff on adhoc basis for a given period depending on need.

### 2.4 Salary, Welfare Measures/Allowances

#### 2.4.1. Salary

##### 2.4.1.1 Basic Pay

- a. VPC shall pay adequate wages to its employees. All things being equal the salary promised in the appointment letter shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 1<sup>st</sup> working day of the following month.
- c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time and deductions for loan repayment or other dues.
- d. Ad-hoc faculty/Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment. The payday of temporary employees shall be same as that of permanent employees or after completion of the period of temporary employment, whichever is earlier.





#### 2.4.1.2 Wage Fixation

- a. **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff, their qualification and experience. As a matter of principle, the faculty with prescribed qualification are governed by the AICTE/UGC Scales and Academic Grade Pay. Please refer to <http://www.aicte-india.org/> for more details. The Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.
- b. **Non-Teaching Staff:** Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them more or less on the same principle adopted in the case of Faculty.

#### 2.4.1.3. Salary Advance

VPC discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dearness etc. can be made with the special approval by Principal.

#### 2.4.1.4. Loan

An employee may avail of a loan as and when the Management deems it fit to grant the same. It is a facility extended to the permanent employee. It is not a right vested in the employee to demand it. Loans can be availed subject to the condition that after all deductions are calculated, the employee may grant a maximum loan amount of fifty percent of the gross salary. Normally an employee is eligible to get only one loan at a time. The sanctioned loan amount will be disbursed through Demand Draft and it shall be recovered by deducting in six equally installments from their monthly salary starting from the next salary due.

#### 2.4.2. Welfare Facilities for Staff

##### 2.4.2.1 Travelling Allowance:

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an



*[Signature]*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



official tour.

Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure. The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

**Mode of Travel:**

|                                      |   |                   |
|--------------------------------------|---|-------------------|
| 1. Director/Principal/Vice Principal | - | Airfare/First A/c |
| 2. Professor/HOD                     | - | Second A/c        |
| 3. Associate Professor               | - | Third A/c         |
| 4. Assistant Professor               | - | Sleeper           |

Reservation charges, AC/Super-fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agent are admissible.

The institution may reserve and book to and fro air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

**2.4.2.2 Daily Allowance**

|                                      |                 |
|--------------------------------------|-----------------|
| 1. Director/Principal/Vice Principal | -Rs.500 per day |
| 2. Professor/HOD/Associate Professor | -Rs.300 per day |
| 3. Assistant Professor               | -Rs.200 per day |

**2.4.2.3. Reimbursement of Accommodation**

|                                  |                             |
|----------------------------------|-----------------------------|
| 1. Director/Principal/Deans      | -Maximum of Rs.2000 per day |
| 2. Professor/Associate Professor | -Maximum of Rs.1500 per day |
| 3. Assistant Professor           | -Maximum of Rs.800 per day  |

*Note:*

- Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House.
- Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

**Other terms & conditions:**

- ✓ TA/DA & Accommodation charges shall be provided on the submission of





original bills only.

- ✓ If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DA& Accommodation Charges
- ✓ AllTA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- ✓ If the travel distance is less than 750 K.M, then the days of conference/seminar will be considered as on duty.
- ✓ If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A staff member can avail for a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- ✓ Therefore, mentioned policy may change from time to time in accordance with the Institute policy.

#### 2.4.2.4. Local Conveyance:

Local Conveyance is applicable to the faculty who wish to attend Work Shop /Conference/ FDP or any other duty assigned by Principal within the limits of the city. Travelling Allowance, DA and accommodation not applicable.

- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. Director/Principal/Vice Principal | -Maximum of Rs.1000 per day |
| 2. Professor/HoD/Associate Professor | -Maximum of Rs.500 per day  |
| 3. Assistant Professor               | -Maximum of Rs.300 per day  |

#### 2.4.2.5. Provident Fund

VPC is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing





benefits as prescribed by law.

#### 2.4.2.6. Employees State Insurance (ESI)

For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.

#### 2.4.2.7. Group Medical Insurance

- ✓ All regular and contractual employees of the Institute, including probationers will be covered.
- ✓ Tata AIG General Insurance Company, Insurance coverage is applicable for the employee and her/his Spouse only to the extent of Rs.3,00,000 per annum.

#### 2.4.2.8. Subsidized Transport Facility

The institute buses are running on “No profit – No loss” basis.

- All the staff members who are drawing a salary of less than Rs.10,000 will be provided a free transport facility.
- The staff who are drawing a salary of above Rs.10,000 but less than Rs.20,000 will be given 50 percent concession in transport charges.
- The staff who are drawing a salary of above Rs.20,000 will be given 40 percent concession in transport charges.
- The applicable bus fees will be deducted from the salary of faculty.

#### 2.4.2.9. Free boarding and Lodging

Free boarding and lodging for certain faculties, Staff holding students hostel coordinator/student hostel sports coordinator/Assistant Warden Post.

2.4.2.10 Free Tea / Coffee is provided to the Teaching, Non-Teaching and Administrative staff during both the sessions.

2.4.2.11 Non-Teaching staff and Maintenance Staff are given free gifts, sweets and cloths during Deepavali festival.