



# VIGNAN

**INSTITUTE OF PHARMACEUTICAL TECHNOLOGY**

(Approved By AICTE - PCI New Delhi & Affiliated to JNTUK - Kakinada)

An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Institution

## POLICY FOR EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON TEACHING STAFF

### STAFF WELFARE SCHEMES:

#### Traveling Allowance –

- Traveling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while traveling and halting at an outstation on official duty.
- All journeys shall be authorized by the competent authority, and necessary approval shall be obtained prior to proceeding on an official tour.
- No traveling allowance shall be applicable in case of persons joining the college on their appointment, or for return journey on retirement/resignation.

#### Competent Authority:

The competent authority to approve the tour for official purposes shall be the principal concerned.

#### Mode of Travel, Daily Allowance, Local Conveyance and Accommodation Charges:

The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimburse able to various categories of employees are as follows.

#### Mode of Travel:

Sl.No.	Cadre	Eligibility
1	Principal	Airfare/ II A/c
2	*Professor / *Associate / *Assistant Professor	First Class /II A/c

**\* Airfare with prior approval of the CEO**

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



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tickets.

#### Daily allowance

S.No.	Cadre	Eligibility Amount
1	Principal	Rs.500/- per day
2	*Professor / *Associate / *Assistant Professor	Rs.300/- per day

The period of absence from the headquarters for purposes of regulating Daily Allowance shall be as indicated below irrespective of the mode of the travel:

A day should be reckoned as 24 hours of absence from the headquarters commencing from the minute the employee leaves the headquarters. For every 24 hours of absence from the headquarters, one daily allowance is admissible.

- Absence of 12 hours and more – full daily allowance.
- Absence of six hours and more but less than 12 hours – half daily allowance.
- Absence of less than six hours – no daily allowance.

#### Local conveyance within the state

- Principal : Actuals - subject maximum of Rs.1,000/-
- Professor / Associate / Assistant Professor: Actuals - subject to maximum of Rs.800/-

#### Rates of reimbursement for accommodation

- Principal : At Actual subject to a max of Rs.2,000/- per day
- Professors / Associate / Assistant Professor: Actuals subject to a max of Rs.1,500/- per day

#### Note:

- Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House. Persons who make their own arrangements for stay at an outstation and do not utilize hotel/ guest house accommodation are allowed Rs.500/- per day towards accommodation charges.
- Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

#### TA advance

The principal may sanction the TA advance to an employee proceeding on tour on a written application. The advance shall be restricted to 75 per cent of the estimated



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expenditure on tour. No advance shall be granted if previous advance remains not adjusted / unsettled.

The excess TA advance drawn should be refunded immediately on return from tour, or in any case, within seven days.

TA advance should be deposited immediately with the accounts department if the tour stands cancelled.

### Settlement of Bills

1. TA & DA bills along with tour report should be submitted within 15 days of return from the tour.
2. The principal, may waive the submission of voucher/particulars of travel/transport expenses in case he is satisfied with the necessary certification made by the employee for having actually incurred the expenses.

### Provident Fund

1. Employees of the institution shall be covered under the Employees Provident Fund & Miscellaneous Act, for the time being in force and to the extent it is applicable.
2. The employee shall contribute 12 per cent of the Basic pay plus Dearness Allowance, regularly every month towards PF-Cum- Family Pension Scheme, whereas an equal amount shall be contributed by the Institution.
3. The benefits and other terms and conditions of the Provident Fund - cum- Pension Scheme shall be the same as those provided in the Employees Provident Fund & Miscellaneous Act in so far as they are applicable to the Institution employees.
4. The Institution PF-cum-pension scheme shall be managed by the Regional Provident Fund Commissioner at their respective locations.

### Staff medical health insurance:

All staff who have not covered under mandatory PF act shall be provided free medical health insurance, for the time being in force and to the extent it is applicable. In normal case of health problem, it shall be covered up to 2,50,000 per annum. Whereas in case of emergency it shall be extended to Rs. 5,00,000 per annum.



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**Subsidized accommodation:**

The staff who committed for more research work and seeking accommodation facility may provide subsidized boarding and lodging facility.

**Subsidized transport facility:**

All the employees of the institute shall be covered under subsidized transport facility. College transport facility is available from all the nook and corners of Visakhapatnam. Staff may avail up to 50 per cent of fee waiver.

**FACULTY AWARDS:**

The institute shall offer incentives in the form of Cash awards, Mementos, Certificates to staff. The policy of incentives and the eligibility conditions should be made known to all the concerned and all announcements in this regard will be made public. The following incentives shall be operative.

**Pratibha Award:**

“Academic Excellence Awards is a very commendable initiative”. It is very positive to have this common organization at VIPT at to award all-round efforts in academic excellence. Staff who makes an outstanding contribution to teaching & learning are awarded with “Pratibha (The Best Teacher) Award”. The award winners will be honored with a certificate and a cash award of Rs.5,000/- each.

**Parameters considered for assessment:**

- ✓ It will be rewarded subject wise i.e. the subject result during the academic year should be more than 5% of the last 3 years average result of the same subject (Or) the subject result must be 100% during the present academic year.
- ✓ Students feedback should be above 90%

**Sastra Award:**

To encourage and appreciate research, Sastra Awards are presented to VIPT faculty who make a mark in research publications and presentations. Faculty research work is honored with cash awards for their outstanding contributions.



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**Parameters considered for assessment:**

*1 External funding projects:*

Project Value	Reward (INR)
<10 Lakh	10000
10 – 20 Lakh	15000
>20 Lakh	20000

*2 Conference grant:*

Honored with a reward of INR 5000 for conference grant at least more than 1 Lakh

*3 For Patent Publication*

International Level	10000
National Level	5000

*4 Journal Publications:*

Paper	Reward
Unpaid SCI paper	10000
Un paid Scopus/Springer/Elsevier paper	7,500
Paid SCI/Scopus/Springer/Elsevier paper	5,000

**Vishista Seva Award**

Employees retention is one of the strengths of VIPT. All teaching and non-teaching staff who served the organization for about Ten years and more in Vignan Group are recognized for their service and are presented with Vishista Seva Award with a cash award of Rs.5000/-



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