

# **Policies of Amrita Vishwa Vidyapeetham**

**2021**

**NAAC PRT Visit**

**Murali Rangarajan**

# **Employee Handbook & Policies**

# Compensation, Performance Evaluation

- **Salary:** Competitive with other employers in the market, in a way that is motivational, fair and equitable
- **Variable Pay:** Maximum of one month's gross pay, based on performance
- **Performance Appraisal:** FRAP – Contributions to Teaching, Research & Consultancy, Awards & Recognitions, Departmental Activities, Campus/ University-Level Administrative Activities
- **Promotion:** Based on performance, experience, work record
- **Pay Revision:** Based on annual performance appraisal – increase in PBP, DA

# Benefits

- **Health Insurance:** Group medical insurance scheme; amount depends on the employee's designation
- **Retirement:** Amrita pays gratuity as per the Gratuity Act (1972)
- **Provident Fund:** PF has both employee and employer contribution
- **Educational Assistance:** Assistance (including leave) provided for acquiring higher education qualification for faculty

# Leave Policies

- **Vacation Leave:** 30 days summer + 15 days winter vacation leave (eligible after 6 months of service)
- **Earned Leave:** 50% of unutilized vacation each year converted into earned leave, carried forward for up to 2 years and up to 90 days; Teaching faculty may avail up to 30 days EL per year; Non-teaching staff may avail up to 15 days EL per year
- **Casual Leave:** 12 days CL per year
- **Special Casual Leave:** 15 days SCL per year – for academic/research activities (additional leave subject to department/school approval)
- **Medical Leave:** 10 days full pay/20 days half pay per year (after 12 months of service)
- **Maternity Leave:** Paid leave up to 26 weeks (8 weeks before delivery), resume at same/similar position
- **Paternity Leave:** Paid leave up to 15 days (15 days before delivery to 6 months after delivery)
- **Study Leave:** Maximum of three years (for PhD) – not paid, as per program duration

# Faculty Development Initiatives

- **Workshops/FDPs:** Encouraged, 15 days SCL provided, registration/travel/accommodation supported where needed
- **Course Development:** Teaching choices are based on department-level processes – need, faculty specialization and faculty preference; Use of online content is encouraged (e.g., Pedagogy project, Websites, YouTube channels)
- **Advanced Learning:** Encouraged, Up to 3 years leave is provided (no loss of seniority) as per program duration, even financial support provided in some cases (e.g., online courses)
- **Research:** Separately discussed

# Faculty Awards

- **Chancellor's Research Excellence Award:** Based on Cumulative Excellent Research Accomplishments
- **Chancellor's Innovation Award:** Grant of International/Indian Patents
- **Chancellor's Publication Excellence Award:** High-Quality International Publications
- **Publication Merit Award:** High-Quality International Publications

# **Research Policy**



# Research Support

- **Conference:** ₹50,000 over two years for registration, accommodation, etc – India or International
- **Research Labs:** Research labs have been developed in the campus, with state-of-the-art facilities. Lab space is provided for carrying out funded projects.
- **Research Infrastructure:** On need basis, Amrita funds equipment purchase for developing/enhancing research infrastructure in existing research labs.
- **Consumables:** On need basis, through annual department budget
- **Seed Grant:** Seed grant proposals are invited and funded annually (₹2-5 lakhs, but higher amounts sanctioned on a need basis)
- **Publications:** Article Processing Charges provided for high-quality open access publications (based on justified need for open access publication of results)
- **Proposal Presentation:** Full costs supported
- **Patents:** See separately

# Consultancy, Patents, IP and Tech Transfer

- **Consultancy:** Encouraged, up to 10% of work time may be allotted for consultancy (greater than this requires School/University approval – time to be bought through funds from industry), Requires MoU signed by Dean/Amrita Centre for Research & Development (ACRD) with industry; Budgeting should consider utilization costs of institute facilities & faculty contributions
- **Patents:** Encouraged, Amrita has a Patent Office – first file Invention Disclosure, Amrita Patent Office will facilitate the filing of patent applications and bear the costs incurred
- **IP Rights:** IP owned by institution with due credit to inventors, unless IP is shared based on *prior* agreements with other institutions/funding agencies; IP sharing from GoI grants are based on GoI norms
- **Tech Transfer:** On a case-by-case basis, royalty shares for inventors will be determined; where multiple inventors are involved, sharing amongst them is on equal basis unless they have entered into prior agreements amongst themselves

# Consultancy, Patents, IP and Tech Transfer

- **TBI Support:** TBI Ideation challenges, prototyping awards, product development funds and tech transfer support available

# Grants & Grant Proposals

- **Submission:** Encouraged, Approval through Department and Administrative Head (Dean/Registrar), Cover Letter/Declaration by Administrative Head
- **Fund Management (GoI):** Funds sanctioned to the Registrar, separate account for each project, Purchase Committee constituted for each project, single quotation for < ₹5000 purchase, 3 quotations for > ₹5000 purchase, committee scrutinizes and recommends based on PI's justifications, Administrative Head approves, Purchase Department (GM Purchase) procures; UCs and SEs by Accounts Department (GM Finance) on application by PI, Approved by Administrative Head
- **Fund Management (Industry):** Same as GoI grants, except funds managed through Amrita Centre for Research and Development (ACRD), Administrative Head approves purchase requests and ACRD purchases
- **Progress Reports:** PI/CIs are responsible, Administrative Head has oversight
- **Others (Donations, etc):** Encouraged, prior approval from Administrative Head needed, proposal for utilization and utilization reports & UC/SE needed

# Student Support

- **Research Fellowship:** Amrita PhD Fellowships – from ₹8,000 to ₹25,000 per month – based on annual proposals, min. 10 hours/week teaching/research assistance, annual progress evaluation for continuation of funds
- **Research Assistantship based on Funded Projects:** Starting from AY2021, for each funded project (govt/industry/other), Amrita will match the manpower sanctioned – e.g., for each JRF/SRF, Amrita will fund an additional PhD scholar
- **Amrita Chancellor's Fellowship:** Up to ₹2.0 Lakhs funds for international student exchange program (for PhD scholars) to carry out research at a foreign collaborating institution
- **E4Life Scholarship:** Multidisciplinary PhD scholarship for projects involving significant social impact - up to ₹25.0 lakhs (including ₹25,000 pm stipend, ₹10 lakhs seed grant for technology development and project implementation costs and an Amrita Chancellor's Fellowship)

# Large Scale Infrastructure Support

- **FIST/FAST/CoE Grants:** Matching funds for setting up infrastructure for Centres of Excellence, DST-FIST Grant
- **Research Innovation Centres and Labs:** Periodical internal calls for proposals to set up major research innovation centres and labs in emerging research areas (latest call in 2021, present status: funds sanctioned)

# Collaborations

- **Joint Proposals:** Encouraged, school-level approval to write joint proposals with faculty from other institutions, MoU/Research Agreements signed for successful proposals, international/GoI norms where applicable
- **Joint Publications:** Encouraged, no approval needed (provided no IP generated, otherwise IP policies apply) except publication submission (see separately)
- **Joint Supervision (PhD):** Encouraged, on a need basis approved by Dean-PGP and Dean-International Programs (where relevant); Adjunct Faculty positions awarded where appropriate
- **Joint Degree Programs:** Offered through Amrita Centre for International Programs, MoUs signed – Joint UG, UG+PG, PG and PhD programs

# Research Ethics – Plagiarism

- **Publications:** Plagiarism software (Turnitin) used for evaluation, approval subject to analysis of the reports
- **Project Reports, Dissertations:** Plagiarism software (Turnitin) used for evaluation, approval subject to analysis of the reports
- **Undertaking:** All students and faculty have to provide undertakings for not having plagiarised – for reports, dissertations and publications
  - **Zero-tolerance areas:** Hypotheses, Results, Major Observations, Conclusions/ Recommendations
  - **Tolerance areas:** Analysis of prior literature, Standard Methodologies
  - **Up to 10%** - excluded
  - **>10%** - revision and re-evaluation prior to submission (approval will not be granted for submission)
- **Penalties:** Enquiry by Academic Misconduct Panel – withdrawal of manuscript, penalty of prevention of paper submission/student supervision depending on extent



## **Research Administration**

- **Vice Chancellor**
- **Dean – Research**
- **Principal – Campus**
- **Campus Level Research Committee**
- **Department Research Committee**

## **PhD Administration**

- **Vice Chancellor**
- **Dean – PG Programs**
- **Chair – PG Programs (Campus-Level)**
- **Chair – Department**
- **Doctoral Committee**
- **Thesis Advisor/Co-Advisor**

## **Research Administration**

- **Academic Council/Vice Chancellor**
- **Dean – Research**
- **Principal – Campus**
- **Campus Level Research Committee**
- **Department Research Committee**

## **PhD Administration**

- **Vice Chancellor**
- **Dean – PG Programs**
- **Chair – PG Programs (Campus-Level)**
- **Chair – Department**
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