

7.1 Salary :

Monthly salary will be paid as per VIT norms.

Suitable Dearness Allowance (DA) and House Rent Allowance (HRA) are paid to the Employees who are on time scale of pay. The DA is revised whenever announced by the management. An annual increment is sanctioned to all Employees as per VIT norms.

7.2 Wages / Salary :

- (a) Wages/Salary shall be payable on or before the 07th day of the succeeding month.
- (b) Every month the salary processing cutoff date would be 25th and any requests after the said cutoff date will be processed only in the subsequent month.
- (c) Any new joiner joining after 25th will receive his/her 1st pay out only in the subsequent month.
- (d) Wages/Salary shall be paid to the Bank Account of the Employee. This shall not be applicable in case of Casual Employee.
- (e) Wages/Salary may be paid on monthly rates as may be applicable to the cadre of employment.
- (f) No Wages/Salary shall be paid for any period of unauthorized absence for indefinite absenteeism period or for any period the Employee did not perform the work asked to do by the Department Head (absenteeism includes the absenteeism without obtaining the prior permission or without any intimation to the concerned authorities under unforeseen circumstances).

7.3 Unclaimed Wages / Salary :

Any Wages/Salary due to an Employee but not claimed by the Employee on the usual day may be claimed by the Employee or his legal heir at any time within THREE YEARS from the date on which the Wages/Salary became due. On the claim being found substantiated, the Wages/Salary will be paid on a date that will be notified to the claimant for payment of unclaimed wages to the legal heir of the deceased Employee. Legal heir ship certificate is necessary if the amount exceeds Rs. 10,000/-. In other cases the legal heir shall be required to submit an indemnity bond as may be prescribed by the University.

7.4 Disbursement of Salary

Salary of each Employee will be directly deposited in the Employee's SB account in the designated bank. Income Tax, if any, will be deducted from the salary and remitted to the government.

7.5 Employee Welfare Schemes

7.5.1 Employees Provident Fund (EPF)

All Employees on permanent establishment will be enrolled under EPF scheme and their contribution as fixed by the government will be deducted from their pay. Management will make a matching contribution applicable as per EPF Act.

7.5.2 Employees State Insurance (ESI)

All Employees on permanent establishment who are earning Rs.21000/- and below per month will be enrolled under ESI scheme and their contribution (.75%) as fixed by the government will be deducted from their pay. Management will make a contribution (3.25%) applicable as per ESI Act.

7.5.3 Medical Insurance

Any Employee from his Date of Joining is eligible for Medical Insurance.

The scheme covers Employee + 4 Dependents. The Dependents shall be as follows:

- Spouse
- Children
- Parents
- Siblings (under 25 years of age)

The Employee shall opt and choose the combination of Dependents as per his own accord, but not exceeding the limit of 4 Dependents. Medical expenses up to two lakh are covered by the Employer. Additional Coverage of up to Rs. 5 Lakhs is optional where the premium for the additional coverage should be borne by the Employee himself.

7.5.4 Gratuity

An Employee who has completed five years of qualifying service is eligible to get service Gratuity at the time of relieving/ retirement/ death or disablement due to accident or disease. The grant of Gratuity will be @ 50% of monthly salary (less HRA) for every completed year of service. The formula to calculate gratuity is (Number of years of service) * (Last drawn Gross Salary less HRA) /26*15 subject to **Rs.20,00,000/-** as the highest pay.

7.5.5 Educational Allowance

(a) Administrative and Technical Supporting Staff members who have completed one year of service are given an annual educational allowance as per norms irrespective of the No. of Children studying in Educational Institutions other than VIT.

(b) Fee concession for Administrative and Technical Supporting Staff

Administrative and Technical Supporting Staff, whose children are studying at VIT, are eligible for a fee concession.

Given below are the guidelines:

- Administrative and Technical Supporting Staff member who has completed 3 years of regular service at VIT is eligible to apply.
- If an Administrative and Technical Supporting Staff claims 50% of tuition fee concession for his / her ward studying at VIT University will not qualify for the Educational Allowance once again.
- Educational Allowance shall be claimed only as reimbursements along with the relevant documents.

(c) Seat reservation for any Courses offered by the University

Certain number of seats is reserved for wards of VIT Employees. Based on the number of applications and merit, the final decision will be made at the discretion of the Management.

7.6 Performance Incentive (Staff):

Performance review will be done once a year/ by the concerned Supervisors/Higher Officials. Performance will be rated on a 100 point Scale. This Incentive will be given to Employees who are on Payroll on the day of disbursement and are not serving their notice period (Resignation/ Termination). Poor performers may be given opportunity to improve. VIT shall not withstand continuous under- performance.

Performance is measured for the period of July - June and the PI is paid in July / August. Staff who joins less than 12 months will be paid pro rata basis.

7.7 Performance Evaluation (Faculty):

Performance evaluation & review as per norms.

7.8 Employee Welfare Facilities :

7.8.1 Transport Facility

VIT is operating its buses for the benefit of Employees on all working days. A concession of 25% is extended to all the Administrative and Supporting staff.

7.8.2 Canteen Facility

Full-fledged canteen facilities are available in the campus at reasonable cost with utmost hygiene high quality to Students, Employees and Visitors.

7.8.3 Medical Facilities

Health Centre at subsidized cost with complete facilities including duty Doctors & Paramedical staff are available on the campus round the clock to cater to the medical requirements of Students, Employees and their immediate family members. Ambulance services are also attached to the Health Centre for any emergencies.

7.8.4 Other Facilities:

Bank with ATM facilities, Post Office with Speed Post and Courier Service, Shopping Complex, Medical Store, Sports facilities, Staff quarters in Main campus, Crèche in Main campus, Issue of laptops to Faculty members and Food Court are available within the Campus.

7.9 Any changes to the benefit schemes will be intimated to the employees through email circular and People Orbit (VIT HR Site).