

Vishan Institute of Technology (VIT) Staff Manual

1. Introduction

Welcome to Vishan Institute of Technology (VIT). This staff manual provides essential guidelines, policies, and procedures for all employees to ensure smooth operations and a positive work environment. All staff members are expected to adhere to these guidelines in their professional roles.

2. Employment Policies

2.1 Staff Categories

VIT has the following staff categories:

- **Academic Staff** – Lecturers, Trainers, and Assessors.
- **Administrative Staff** – HR, Accounts, Student Support, and IT personnel.
- **Support Staff** – Maintenance and Cleaners.

2.2 Recruitment & Appointment

- All new hires must meet the **qualification requirements** set by HECF.
- Employment contracts are issued specifying duties, terms, and conditions.
- Staff undergo **orientation and training** before assuming duties.

2.3 Probation & Confirmation

- New employees undergo a **three-month probation period**.
- Performance is assessed before confirmation of employment.

2.4 Working Hours

- Standard working hours: **8:00 AM – 5:00 PM (Monday to Friday)**.
 - Lecturers may have flexible hours based on course schedules.
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3. Code of Conduct

3.1 Professionalism & Integrity

- Staff must maintain a **professional demeanour** and treat colleagues, students, and stakeholders with respect.
- **Confidentiality** must be maintained for all institutional and student records.

3.2 Attendance & Leave

- Staff must adhere to their work schedules and sign in/out daily.
- Leave categories include:
 - **Annual Leave** –
 - **Sick Leave** –
 - **Maternity Leave** –
 - As per Fiji labour laws.

3.3 Dress Code

- Professional attire must be worn at all times.
 - Trainers and technical staff may wear safety attire as per requirements.
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4. Teaching & Learning Responsibilities

4.1 Course Delivery

- Academic staff must follow the **Competency-Based Training (CBT) model**.
- Lessons must be **structured and interactive**, ensuring quality education.

4.2 Assessments & Moderation

- All assessments must align with **HECF-accredited qualifications**.
- Assessment records must be **digitized and stored securely** for HECF audits.

4.3 Student Support

- Lecturers must provide **academic counselling and feedback**.
 - Special support should be available for **students with learning difficulties**.
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5. ICT & Data Security

5.1 IT Usage Policy

- Staff must use VIT's IT resources responsibly.
- Personal use of institutional IT resources should be minimal.

5.2 Data Protection

- Staff must **secure all student and institutional data**.
 - Digital records should be backed up regularly to prevent data loss.
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6. Health & Safety

6.1 Emergency Procedures

- Fire drills and evacuation procedures must be followed.
- Staff should be aware of **first aid and emergency contacts**.

6.2 Workplace Safety

- All staff must adhere to **occupational health and safety standards**.
 - Any hazards must be reported to management immediately.
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7. Grievance & Disciplinary Procedures

7.1 Grievance Handling

- Staff can report grievances to HR confidentially.
- Issues will be resolved through fair investigation and mediation.

7.2 Disciplinary Actions

- **Verbal Warning** – Minor offenses.
 - **Written Warning** – Repeated offenses.
 - **Suspension or Termination** – Gross misconduct, including fraud, harassment, or breach of confidentiality.
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8. Staff Development & Training

8.1 Professional Development

- VIT encourages ongoing training and upskilling for staff.
- Participation in workshops and certification courses is supported.

8.2 Performance Reviews

- Annual performance evaluations are conducted to assess growth and improvement areas.
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9. Termination & Exit Policy

9.1 Resignation & Notice Period

- Staff must provide **three month's notice** in writing.
- Exit interviews will be conducted.

9.2 End of Contract

- Contracts may be renewed based on performance and institutional needs.
 - Staff must return all VIT assets upon leaving.
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10. Final Provisions

This manual is subject to updates and changes as per the management's discretion. All staff members are expected to review and comply with its provisions at all times.

The Vishan Institute of Technology Pte Ltd

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