

# MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

## HUMAN RESOURCES POLICY

### 1. INTRODUCTION

Nestled in the vast expanse of the agricultural lands of Kalitheerthal Kuppam on the Pondicherry-Villupuram main road, Manakula Vinayagar Institute of Technology is the 10<sup>th</sup> and the most recent edifice that spells modernity and technological advance even as a classically architecture temple of the elephant-faced GOD welcomes the entrant with the deity bestowing intelligence and supernatural powers upon those who worship him with closed palms and an open heart. Manakula Vinayagar Institute of Technology, with its motto, **Educate, Empower** and **Excel**, has risen to meet the ever increasing need for consummate technologists who would usher in a better tomorrow that would free people from the clutches of old world ideas. MIT is a self-financing technical institute started in 2008 by Sri Manakula Vinayagar Educational Trust with the aim to make state-of-the-art technology to the rural society and to open up career opportunities for the underprivileged youth in and around the vicinity.

The college is approved by AICTE and affiliated to Pondicherry University.

### 2. GOVERNING COUNCIL

The Governing Body of the college consists of the following members:

#### Chairman and Members (4)

- Nominated by the Sri Manakula Vinayaga Educational Trust.
- Principal, MVIT: Member Secretary

#### External Members (4)

- Nominated by the Sri Manakula Vinayaga Educational Trust
- Nominee of the Dept of Technical Education, Government of Puducherry.
- Nominee of AICTE Southern Regional Office
- Nominee of Pondicherry University

### 3. OUR VISION

To accomplish excellence in the field of technical education and scientific research on regional, national and international levels through committing to total quality for its faculties, providing excellent infrastructure, research facilities and conducive atmosphere that would motivate the students in the pursuit of knowledge in Engineering and Technology.

### 4. OUR MISSION

- To provide in depth knowledge in fundamentals to students to improve their learning and analytical skills.
- To provide our students with the most progressive, relevant and well-rounded academic programs, supporting their learning through advanced and extensive resource
- To promote interaction with industries and other institutes of higher learning to equip our students to face the challenges on real time problems.
- To develop the overall personality of the students to mould them into a good citizen with integrity and morality.

### 5. FACULTY

#### Recruitment of Faculty

#### i. Cadre structure for Teachers:

- Principal
- Professors
- Associate Professors
- Assistant Professor
- Librarian
- Director, Physical Education

#### ii. Qualifications

- Faculties are recruited based on the qualifications prescribed by the AICTE
- ISTE Norms for Technical Institutions, Engineering & Technology, Hand Book
- ISTE 2005 – 2006 MBA Programme

**Minimum Qualifications and Experience Prescribed by the AICTE for Teaching Posts  
Degree Level Technical Institutions**

Sl. No	Cadre	Qualifications & Experience	Qualifications & Experience for Candidates From industry & Profession
1	Assistant professor	BE / B Tech and ME / M .Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech	
2	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD student is highly desirable.	Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
3	Professor	Qualifications as above that are for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. or minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid

4	Principal / Head of the Institute	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable	<p>Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/ or Research and/or Industry.</p> <p>In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
5	Librarian	<p>Master's Degree in Library/ Information Science</p> <p>Documentation or an equivalent Professional Degree with at least 60% marks at Bachelor's or Master's Level</p>	Experience in Computerization, well versed with systems procedure for a period of 2 Years at least
6	Director / Directress of Physical Education	A Master's Degree in Physical Education/ Master's Degree in Sports with at least 60% marks at Bachelor's / Master Level	Represented the University / College at Inter University level.

### iii. Mode of Selection of Faculty

Direct recruitment to all cadres are based strictly on merit. Invariably all cases the following procedures are followed:

- ❖ Advertisements are issued in leading newspapers
- ❖ Applications are scrutinized on the day after the last Day for receipt of applications
- ❖ Selection Committee constituted as per AICTE norms
- ❖ Call letters for interviews are sent to candidates
- ❖ indicating location, date and time for interview
- ❖ Selection committee shortlists the candidates for appointment
- ❖ Letters of appointment are issued to selected candidates, based on norms and requirement

Sometimes depending on emergency / exigencies of the situation, adhoc appointment are also made on contract basics for specified periods, but later ratified by the Governing Body of our Trust.

### iv. Composition of Selection Committee

- ❖ Chairman / Managing Director
- ❖ Principal
- ❖ Head of the Department concerned
- ❖ Expert Member ( Nominated by AICTE / University)

## 6. RECRUITMENT OF NON – TEACHING STAFF

Cadre	Description
<b>Staff</b>	Administrative Officer / Manager / Accountant / Cashier / System Admin / Data Entry Operator / Hostel Supervisor / Store in charge..
<b>Supporting Staff</b>	Asst Librarian, Senior Asst, Steno/ Comp. Programmer
<b>Junior Staff</b>	Junior Asst / Data Entry Operator / House Keeping/ Supervisor / Telephone Operator / Photocopy / Machine Operator / Record Asst.
<b>Technical</b>	Lab Asst / Lab Technician
<b>General Staff</b>	Works Supervisor / Electrician / Mechanic / Welder/ Plumber / Driver
<b>Non– Skilled Staff</b>	Duplicating / Xerox operators / Record Asst Sweeper / Scavenger

<b>Cadre</b>	<b>Qualifications</b>	<b>Experience</b>
Administrative Officer	Master's Degree from any recognized University in Education, Law, Literature, Commerce, Business, Management etc,	At least 15 years experience in a responsible administration position preferably with working knowledge of an Academic set up, with computer knowledge
Controller Finance	A Master's Degree in Commerce A.C.S.etc.	At least 10 years experience in a responsible post in a Financial Institution preferably with knowledge of budgeting in an academic back ground. Exposure to computing system
System Admin.	A Bachelor's Degree or equivalent knowledge of MS office	At least 5 years experience as a computer system analyst,. Able to do all trouble shooting & exposed to a variety of software & managing various staff.
Data Entry Operator	A Bachelor's Degree or equivalent knowledge of MS office	At least 2 years experience in a recognized academic institute
Junior Assistant	A Bachelor's Degree or equivalent knowledge of MS office	At least 2 years experience in a recognized academic institute
Laboratory Instructor (Engg)	First class Diploma in the subject concerned.	At least 2 years experience in a recognized academic institute
Laboratory Technician/ Electrician/ Plumber/ Welder	A certificate from ITI in the equivalent trade	At least 2 years experience in the trade desirable.
Driver	X th Std with appropriate valid professional driving license.	2 years experience as driver for college bus at least 10 yrs experience with H.V
Attender	X th Std. Able to drive a moped and use a bicycle	Experience is not a mandatory one

#### **i. Mode of selection of non – teaching staff:**

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the Principal makes a short – listing. Invitations are sent to eligible candidates to appear for a trade test and subsequent personal interview. The selection Committee consists of some or all of the following:

1. Chairman and Managing Director
2. Vice Chairman / Secretary
3. Principal
4. Administrative Head
5. HOD Concerned

All appointments (Faculty/ Staff) made after selection are forwarded to the chairman and ratified by the college Governing Council.

#### **7. SERVICE CONDITIONS INCLUDING PROMOTION POLICY**

1. A person shall be deemed to have been appointed Post at Manakula Vinayagar Institute of Technology.. provided the post is in accordance with the existing AICTE/ Pondicherry University / Government of Puducherry norms. But shall exclude staff appointed on deputation / adhoc / on contract or temporarily.
2. Every person appointed shall be certified to be of sound mental health & physically health and, certified by an appropriate medical authority as specified from time to time.

The pay scales of Teaching Faculty shall be fixed by the Selection Committee as per the scales ordained by the AICTE from time to time. Currently the following are the scales as per the fifth finance commission prescribed by the AICTE.

Asst. Professor :Pay band: 15600 - 39100 with AGP Rs.6,000/-

Associate Professor: Pay band: 37400-67000 with AGP Rs.9,000/-

Professor: Pay band: Pay band: 37400-67000 with AGP Rs.10,000/-

3. Pay of Non -Teaching Staff shall be as fixed by the selection committee in accordance with the central Government scales.

4. Seniority of any employee in any grade shall be determined by the date of his/her first appointment on probation unless he/ she has been depromoted to a lower rank due to disciplinary action or has been on leave without pay.

5. In case more than one person has been recruited by the selection committee to a particular grade/ cadre, the seniority is fixed by the Selection Committee at the time of appointment.

6. All appointments in the academic services shall be made by advertisement / selection and all in service personal who possess the desired qualifications are permitted to apply. The Management however has the right to make the appointments on adhoc / by deputation.

7. Every Employee of the college shall be appointed by a written contract outlining the conditions of services, which shall be as far as possible uniform for a particular grade, expect for the salaries payable to them. This shall be lodged with the trust office with a copy furnished to the employee.

8. Applications seeking employment elsewhere shall not be forward for an employee under probation. If the probation period is not indicated in the appointment letter issued to him, it shall be considered as a” one year probation”.

## 8. PROBATION

1. All application of the candidates selected will be temporary and deemed to be on probation for a period of 12 Months. After the completion of the one year period, the services of the employee shall be revised and if found satisfactory, his/her services will be confirmed. His/Her service conditions will be governed by rules and regulations of the college in vogue.
2. In the case of tenure or contractual assignments the employee would be deemed to be on probation for a period of 12 months and this period could be extended by the Management, if the Management so desires.
3. If the candidates are appointed on purely temporary basics in any vacancy or leave have no right to claim or lien to claim a permanent post in the college. However such candidate may apply such posts in a regular procedure as for open competition.
4. If a person normally appointed to a temporary vacancy is subsequently promoted or appointed to a regular position, he/she shall commence his probation from the date fixed appointed to a regular position / new appointment.
5. Services of any person appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason thereof.

## 9. INCREMENTS

Increments will be sanctioned only on satisfactory performances review. In all cases, the increment sanctioned based on the appraisal of the employee by

- Students
- Head of the Department concerned

- Principal
- Management

In the case of Non-Teaching Employees, the appraisal is made by

- Head of the Department
- Principal
- Management

Increments maybe withheld to employees if the performances / conduct have not been good/ satisfactory. The authority with holding the increment shall state the period for which it is with held and of so whether any postponement shall have the effect of postponing future increments also. Leave period shall also be taken into account for the postponement

## 10. PROMOTION POLICY

Promotion to a higher level of services shall be made subject to availability of posts, eligibility of staff on the basis/ criteria of merit or efficiency, commitment/ dedication of the Faculty to the all round development of the corporate ambience of the college, seniority however will be the deciding criteria.

## 11. RETIREMENT

An employee of the college shall retire on superannuation on attaining the age of sixty five (65) years. However, the authority shall have the right to issue order of retirement of an employee who has attained the age of fifty eight 58 years. This rule is not applicable to employees on contract. Contractual employees shall be bound by the terms and conditions of their offer letter issued by the management.

Any member of the supporting staff in permanent service shall give three month's notice in case he or she needs to be relieved / one month salary in lieu.

Any member of the faculty / supporting staff during probation shall give three month's notice in case she of he need to be relieved / one month's salary in lieu.

The appointing authority reserves the right to waive the notice period or compensation there of.

## **12. TERMINATION OF THE SERVICES OF AN EMPLOYEE**

- ❖ The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reason there of.
- ❖ The Management reserves the right to terminate the services of an employee on medical grounds giving suitable notice / suitable salary in lieu as it may deem fit.
- ❖ The Management may terminate any employee whether temporary or permanent if he/ she is involved in any political activity / criminal case / has failed to do his duty leading to moral turpitude/ negligence of duty.
- ❖ Interpretation of rules, not withstanding anything said anywhere, subject to availability of funds and the Management's decision shall be final in this regard.

## **13. CODE OF CONDUCT**

Every Employee of the college shall devote his whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interface in the proper discharge of his or her duties. This provision shall not apply to academic work giving Guest lectures, talks or any other work undertaken with the prior permission of the management.

Every employee should maintain absolute integrity and be committed and devoted to the college and do nothing that is against the dignity and prestige of the college particularly in his/her relationship to the management, Principal, staff, students and visitors to the college.

No employee, without the previous sanction of the Principal/ Management solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever expect for routine farewell or felicitation functions connected with the college.

No Faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.

No employee shall expect with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any newspaper or periodical, or any other publication.

No employee, while on duty, shall participate in politics or stand for election either as an independent or on any party.

No employee shall invite or participate in strikes or incitement there to pertaining to his service or other conditions, which tends to bring disrepute to the college.

No employee shall take recourse to any organization / forum / courts or the presses in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.

No employee may absent himself / herself from duty without prior permissions. In case of emergency or proceeding on leave without prior permission, he/ she must explain the circumstances before rejoining duty.



Every employee shall be at work punctually at work based on the timings fixed unless permitted otherwise by his/ her Superior. No employee shall after reporting for duty be found absent during the period / work assigned to him / her.

The above rules do not necessarily apply to employees appointed on contract basis and those appointed on temporary basis.

The following shall be constructed as misconduct

#### **Failure to exercise efficient supervision**

1. Insubordination or disobedience shown to his/ her superior officer.
2. Gross negligence in teaching or other duties
3. No outsider should be allowed into the college premises so as to endanger college property .
4. Any act which is immoral and can be punished under the IPC.
5. Intemperate habits affecting the efficiency of teaching.
6. Failure on the part of an employee in suppressing factual information of his /her previous history.

#### **14. DISCIPLINARY PROCEEDINGS**

**No employee shall be subjected to any punishment unless**

- (a) The member is formed in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a representation in person or in writing.
- (b) Such representation would be taken into consideration by the competent authority before any action contemplated.

#### **Disciplinary punishments and Appeals**

All employees of the college may for sufficient reasons be imposed the following penalties.

- (a) Censure
- (b) Fine

- (c) Withholding of increments / promotion
- (d) Depromoting to lower post or a lower stage in the time scale.
- (e) Recovery from the pay (whole or partial) pecuniary loss caused to the college by negligence.
- (f) Suspension / Compulsory retirement
- (g) Removal / Dismissal from service.

**All actions indicated above shall be decided by a committee consisting of the,**

1. Chairman and Managing Director
2. Vice Chairman
3. Secretary
4. Principal

The enquiry shall be conducted by a duly constituted Board and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The board shall be constituted by the CEO.

#### **15. JOB RESPONSIBILITIES OF FACULTY**

As per AICTE pay Commission (1997) recommendations, the job responsibilities of Faculties are divided the Following four areas.

- a. Academic
- b. Research & Consultancy
- c. Administration
- d. Extension Services.

**They are broadly identified as**

##### **i. Academic**

1. Class Room Lecturer
2. Laboratory Guidance / Instruction
3. Curriculum Development
4. Development of Learning Resource Material
5. Development of Laboratories Manuals etc.
6. Student Evaluation and Assessment including University examination work

7. Participation in Co – curricular & Extra curricular work
8. Students Counseling.
9. Conducting and Participating, Continuing Education, summer schools / Seminars, winter schools and symposia.
10. Self upgradation by acquiring higher qualification, keeping abreast of developments in his/ her own field.

## ii. Research & Consultancy

1. R & D activities, Research / Project Guidance/any other as per the AICTE norms.
2. Industry sponsored projects / sponsored projects of Government National Labs.
3. Providing Industrial consultancy and testing services/ active participation in promoting Industry Institute Interaction.

## iii. Administration

Academic and Administrative Management of the Department policy planning monitoring, evaluation and promotional activity at both departmental and institution level.

Design and development of newer programmers & disciplines, participation in National / state level policy planning bodies, Organization of institute level / State/ National level Faculty/ student conferences / societies.

Planning / Development of schedules for classes both at Departmental / Institutional levels.

Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct Performance Appraisals.

## iv. EXTENSION SERVICES

Interaction with industries / Service Institution, promote Community Service amongst students.

## 16. WORKING HOURS

The college working hours consists of 38 working periods per person, excluding lunch and tea breaks. The normal working hours of the college is 8.50 a. m to 4.15 p.m. with a 30 minutes lunch break. The college also works on Saturdays which shall depend on special classes, augmentation courses, special occasion if need arises some special classes to be conducted for backward and weak students.

## 17. UNIVERSITY STIPULATION ON TEACHING DAYS

Pondicherry University stipulates that the college working / Teaching days should be 90 days / semester or 540 hrs per semester. These do not include examinations / tours/ sports or other days pf extra / co curricular work but imply actual class room lecture/ laboratory contact days.

## 18. WORK LOAD

Work load of teacher should not be less than 40 hours. Per week of which teaching contact hours should be as follows:

Principal	-	4 hours / week
Professor	-	10 hours /week
Asso. Professor	-	12 hours /week
Asst. Professor	-	16 hours /week

In addition, the Faculty at all Levels shall assign suitable time for R & D / Consultancy, Administrations and Extension services

## 19. PERFORMANCES APPRAISAL

Annul staff Performances Appraisal Systems have been introduced. The system consists of

Appraisal by	Head of the Dept
Appraisal by	Principal
Appraisal by	Management
Appraisal by	Students

### i. Weightages of Appraisal

For Faculty: Lecture / Asst.Prof / . HOD / Prof.

Appraisal by students	-40%	10%
<b>Appraisal by Head of Dept</b>	-30%	---
Appraisal by Principal	- 20%	60%
Appraisal of Management	10%	30%

### For support staff

#### (With student interaction )

Appraisal by Students	-	40%
Appraisal by Head of Dept	-	30%
Appraisal by Principal	-	20%
Appraisal by Management	-	10%

## 20. TRANSPARENCY

Chairman and Managing Director / Vice Chairman / Secretary / Principal / HOD / will discuss the results of the appraisal with every employee. Continuous and sustained performances, will be a necessary requirement for internal promotions, for Selection as HOD's or Selection Chairman of various committees, Selection Grade Promotions, Deputation, Eligibility for Study Leave and other financial benefits awards etc appraisal reports will be in all file.

## 21. LEAVE RULES

These leave rules shall apply to Faculties and Staff and shall be called Manakula Vinayagar Institute of Technology leave rules

### (i) Casual Leave

- All Faculty and Staff are entitled to 12 days of casual leave in a calendar year.
- Faculty and Staff can avail only on a pro rata basis of 1 day CL in a month
- In case a Faculty / Staff have accumulated CL in a calendar year he / she can avail only 3 days CL at a stretch.
- Every year 7 days of Earned leave is permitted for all the Faculties after completion of one year probation period.
- Non– working Saturdays, Sundays and declared holidays availed during the period of casual leave are not counted as part of the casual leave and compensatory leave, they can be prefixed or suffixed to CL.
- CL and EL cannot be combined on any occasion.
- Vacation and On – duty leave cannot be combined with CL and EL.
- Casual leave not availed in any calendar year cannot be carried over to the next calendar year.
- Half a day C.L can be availed either in the forenoon or afternoon as per the college timings.

- C.L. can be availed only on prior sanction. In case of exigencies, the employee can be absent from duty and the leave reported on resuming duty after CL is availed. This is permitted only on emergency.
- It is the responsibility of the Faculty to make an alternative arrangement for the classes missed because of the casual leave.
- HOD would monitor and ensure that no class is left free /unattended.
- HOD's/ Principal's office should maintain the CL register and permission granted for the respective staff under his / her control. This statement should be submitted to the Administrative Officer before the last working day to prepare the pay bill.
- The rules and regulations indicated above will be strictly followed while calculating the pay bill for the month.
- Staff Members taking leave without prior permission or without any information for two days continuously will be deemed to be absent and the same treated as "Leave without pay".

## **ii. Permission**

Two permissions of one hour duration each can be availed by Faculty / Staff in a month on emergency only.

## **iii. Vacation Leave**

- Faculties who have completed one year of service are eligible for a vacation leave of 30 days in a calendar year. Those who have not completed one year of service are eligible for the college's closed vacation / pro rata leave at the discretion of the Management only.

- The office staff members, Lab Instructor, Lab Technician who have completed one year at service at MVIT are Eligible for summer vacation leave at 10 days [5 days for Attenders] those who have not completed one year are not eligible.
- The vacation leave can be availed in one spell of 30 days or in part of a minimum of 10 days each including non – working Saturdays, Sundays and Governmental public holidays.
- Vacation leave cannot be combined with CL or OD. Vacation leave cannot be availed during the course of the academic year.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.
- Unutilized vacation leave can be accumulated as privilege leave of half the number of days of vacation leave unutilized. Privilege leave can be combined with vacation leave and taken, privilege leave cannot be accumulated beyond 30 days.

## **iv. Sick Leave**

Two days of sick leave per semester is permitted. A medical certificate must accompany the sick leave letter, if the leave taken is for more than 3 days. This leave is permitted after the probation period and at the discretion of the Management only.

## **v. On duty**

- Faculties deputed by the institute to attend Conference / Seminars / Meetings and other college or Institute work shall be deemed to be as "On Duty" or on terms specified by the Management.
- Any Faculty shall be allowed to attend any one Conference / Seminar / Meetings during the academic year for which the Management shall

- bear the expenses of registration or conference fees, traveling and daily allowances / accommodation & boarding charges. The Faculty can also attend a conference/ Seminar/ Meeting / after obtaining the permission of the Management, on his own for which the Management shall not defray any expenses. The "On Duty" leave in this case shall be restricted to the days of the conference leave for both these periods shall be deemed to be "On Duty" and shall not exceed 3 three days in a year 'both' occasions included.
- Faculties could undertake Pondicherry University Examinations work / Central valuation / Laboratory External Examinations / any other Pondicherry University connected work which is remunerated, not exceeding 4 days in each semesters , but cannot be carried over for subsequent semesters, Faculty on such duty are expected to produce proof of attendance to the HOD concerned immediately on return.
- Any Faculty, who has completed two calendar years of service at Manakula Vinayagar Institute of Technology, can be sponsored for higher studies after furnishing a bond on a non -Judicial stamp paper for a value to be decided by the Management, to hold a lien on his/her job. During the period of his sponsorship he will not be paid any salary / allowances. If the person sponsored needs to be away from the college for more than 10 hours per week, then they shall not function as Dept. coordinator, HOD, Warden etc.
- Any Faculty proceeding on leave for a long period unless sponsored by the Management has to terminate his assignment with the institute.

#### **vi. Maternity Leave / Medical Leave**

- Permanent employees of the college proceeding on maternity grounds are entitled to avail

maternity leave for one month on producing a medical certificate. They are entitled to full pay and can draw the salary at the time of rejoining their duty. They should in such cases continue to serve the Institute for a minimum period of one year thereafter. This leave is not debited to the leave account. This is limited to the first delivery alone.

#### **vii. Paternity Leave**

Two weeks for male Faculty, who was Worked in the same institute for 3 Years and comes under the discretion Of Management.

### **22. CAREER ADVANCEMENT / PROMOTION RULES**

- Minimum length of services for a Lecturer to move into the grade of Lecturer (Senior Scale) would be 3 Years for those possessing a Ph.D, Degree, 5 years for those with M.Phil/ M.Tech/ M.E/ Degree and 6 Years for those with B.E/ B.Tech. Degree.
- Minimum length of service for a Lecturer (Senior Scale) to move into the grades of Lecturer (Selection Grade) Assistant Professor shall be 5 Years.
- For every upward progression of Faculty, a selection process as per the norms/ rules & regulations laid down by the AICTE / Pondicherry University to which the college is affiliated, would be followed.  
  
Period spent on higher studies is also reckoned for purposes of awarding a higher scale.
- Every Faculty acquiring an additional higher relevant degree, while in service (through examinations and course work) is entitled to one advance increment on producing the provisional Degree certificate, pertaining to the higher qualification.

Sponsorship for higher studies is based on seniority, preference being given to Doctoral Programmes, and secondly to Master's degree Programmes, on executing a bond as desired by the Management. The said facility is limited to two 2 Faculty Members per year per department, without affecting the course work projects of students.

- Any Faculty seriously interested in promoting or advancing the cause of research and who exhibits interest and aptitude will be suitably encouraged by the Institute and shall receive special commendations.

### **23. STAFF DEVELOPMENT AND TRAINING**

#### **i. Supporting staff (Administration & Technical)**

- Arranging in – house training programmes, with the help of resources persons from the English and Management Departments( English Grammar basics) .
- Arranging Professionals from the industry and Government to deliver training programmes in Administration and Accounts ( for all those in Administrations & Accounts ) on all aspects of management and technical skills needed for running an office in a self financing educational institution.
- To impart computer knowledge to all ministerial and subordinate staff, with the help of Faculty from the Computer Department. Training such staff in working knowledge of English is also needed, and this is done with the Faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and process by Heads of Departments.

### **24. AWARDS**

“Excellence in Teaching” and the “Best Supporting Staff” awards have been introduced by the Management to recognize good Faculty. The awards are presented on every college day.

A golden bonanza of 5 sovereigns, 3 sovereigns and 2 sovereigns gold coins would be awarded to the meritorious students ranking first, second and third oppositions respectively in the University examinations.

As a gesture of goodwill to encourage the students, the I & II rank holders of each year are rewarded with a cash prize of Rs.2,000 and Rs.1,000 respectively.

In order to motivate our Staff Members, the staff who produce 100% result is awarded with a cash prize of Rs.1,000/- every semester.

Faculty who exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued Remuneration with commendation letters as per the following norms.

- All the paper with 4 credits will be considered as a tough subject.
- More than 95% will be considered as 100% in those subjects.
- More than 90% will be considered as 95%.

### **25. GRIEVANCE CELL**

Any employee having any kind of grievance can address his/ her problem to the grievance committee in writing. Genuine grievance of the staff and students are considered and remedial measures instituted.

## 26. WOMEN'S CELL

The Supreme Court judgment on sexual Harassment of working women – August 1977 also includes a legal definition of what sexual harassment, gives pertinent guidelines on how to identify this kind of prohibitive behavior and preventive steps that need to be taken. The University of Puducherry also make it mandatory for all affiliated colleges to have a Women's Development Cell and gives guidelines to colleges on the establishment and functioning of gender related issues.

**The intent of the Women's Development Cell MIT shall be to:**

1. Create awareness on equal opportunity for women who will ultimately lead to an improved attitude and behavior of men towards women.
2. Bring about an attitudinal and behavioral change amongst adolescent youth
3. Provide a harassment free working / living atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas of activity in the campus.
4. Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
5. Deal appropriately with reported cases of sexual harassment, abuse or discrimination. Initiate action against particular grievances in respect of unfair treatment based on gender basics.

## 27. CONSTITUTION OF THE WOMEN'S DEVELOPMENT CELL

Chairman            **Chairperson of the Sri Manakula  
Vinayagar Education Trust**

Members            **Senior most Lady –Faculty (6)  
Senior most Lady – Non teaching (1),  
Student members  
Secretary of the cell programme**

Programmes    In order to In the slated objectives, the following will be conducted / celebrated

March 8                      Women's Day

April 7                        Health Day

Lectures would be organized eg., Rubella Vaccine administrations, gender based topics would also be a part of the group discussions and other activities of the cell

## 28. WELFARES\MEASURES

The following are some of the amenities / services faculties provided to the faculty and staff of the college:

- (a) Provision of a separate lunch room for the benefit of lady/gent Staff Members and girl students.
- (b) Provision of an excellent canteen in the campus. Lunch is subsidized for all Faculties and non-teaching staff.
- (c) The Management grants maternity leave for women employees for a period of 30 days for the first child
- (d) Educational loan for higher studies (conditions apply)
- (e) Group Insurance loans for emergency
- (f) Interest free loans for emergency
- (g) Free transport for Faculties and staff.
- (h) In the event of the death of an employee, while in service, his/ her dependent will be considered for employment, depending on individual merits, limited to the case of Junior Assistant, subject to availability of the post. In case they highly qualified, they would go through the normal selection process, but all things being equal, preference shall be given.

- (i) Scholarship for the daughter / son of the Faculty or staff to pursue higher studies in Engineering / technology / Management or Computer studies / limited annually to four (4) Scholarships and one (1) per Faculty at any time, on their

performance in the previous year A. committee, chaired by the Chairman/ Managing Director/ Vice Chairman / Secretary / Principal of the college administrations shall recommend this disbursement, Chairman's decision would be final

## **29. FINANCE MANUAL**

### **i. Financial powers**

#### **Chairman**

All financial powers are vested with the Chairman, as he is the sole signatory of the trust spending, along with a Senior Member of the Trust.

#### **Chairman and Managing Director**

As the Principal, he is vested with full financial autonomy and enjoys unlimited powers:

1. To appoint and fix the remuneration / Teaching / Non Teaching Staff of the college and also sanction increments, as per norms.
2. To make investment decisions and also arrange for resources mobilizations to meet the financial requirements of the college.
3. To purchase fixed assets within limits authorized by the Chairman/ budget
4. To authorize fixed payment of purchase bills and to confirm oral sanction given, if any, to Chairman and Managing Director / Principal / HOD's etc. over and above their delegated powers
5. Delegate financial powers down the line in case of exigencies
6. Introduce adequate and control systems to enforce financial discipline
7. To enter into contract for any service or work

The Chairman and Managing Director shall exercise powers vested in him judiciously for the effective Management of the

#### **Principal**

Principal is delegated with financial powers upto a maximum of Rs.25,000/- for any academic, co – curricular / extracurricular activities or for any one of the following:

1. To authorize purchase of consumables for laboratories over and above the powers of the Heads of Department.
2. To permit reimbursement of traveling allowances and other expenses incurred for official purpose within the permitted limits to be decided by the Director.
3. To entertain guests in the campus
4. To sponsor Faculty / Staff for any academic or co-curricular / extra curricular activities
5. To authorize any expenses which he may deem essential

#### **ii. Imprest Cash**

Heads of Department are given an imprest cash of Rs. 5,000/- each to meet the following expenses this is to be ratified by the Principal / against receipts.



1. To meet urgent consumable purchase for the laboratory
2. To meet small non – recurring expenses
3. To pay for the TA/DA or other expenses of the Departmental Staff within the permitted levels
4. To incur any other expenditure that may be deemed necessary.

### iii. Traveling, conveyance & Telephone Expenses

The Chairman and Managing Director/ Principal have access to the college telephones, ,fax and transport. However in case of emergencies, they could avail other sources and claim reimbursement within limits, decided by the Managing Director.

- The HODs, and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills, if the vehicle is not available.
- The Faculty and Staff sponsored for any outstation programmes and training, authorized by the management can reimburse the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Chairman and Managing Director shall be also be paid.
- The staff on official work can be paid local conveyance expenses at the rate approved from time to time. Auto fare can be reimbursed. If the place of visit, is not connected by bus or train

### iv. Sports & Games

- To encourage activities in the field of sports and to produce quality Sports Men and Women, it is necessary to expose them to matches / tournaments, organized by University or sports bodies.

### The participating students shall be provided allowances as follows:

Outstation and Distances

Beyond 50 Kms:	Rs. 75/-per diem
Within city distances	
Up to 50 Kms:	Rs.25/- DA
	Rs.30/- DA

The claims with necessary details and bills, duly authorized by the charge / Physical director and Principal shall be submitted for sanction.

### v. Staff Loan & Salary Advance

- This is not normally encouraged. However in extraordinary circumstances / emergencies, any request for loan or advance by the permanent Staff, shall be made to the Chairman / Managing Director for his consideration as per norms.

### vi. Purchases

1. All the Departments, including the Hostel, Library, Transport, shall critically analyses their requirements. Based on their budgets, taking into account syllabi, Technology up gradation, quality etc. and place their requests before the Purchase Committee. Since the Committee shall meet only once in two months, only budgeted requirements shall be considered. All requests must be addressed to the MD / Chairman
2. All requests for purchase of non- recurring assets should contain minimum three quotations, a comparative statement after preliminary discussions have been made with the supplier, with regards to statement of quality, quantity, and alternative means of substitution and also the current trends in the market. Obsolete items should not be purchased. Unless the purchase is cleared by the Purchase Committee, the request should not be forwarded to the MD/ Chairman . Purchase orders will be issued from the office of the Chairman and Managing Director.

## vii. Faculty Incentives

Sl. No.	Schemes	Sponsorship and Incentives
1.	Paper presentation in National conferences	Registration fee up to Rs.1000/- will be sponsored, provided college name should come in the manuscript
2.	Paper presentation in International conferences being conducted in India	Registration fee up to Rs 3000/- will be sponsored provided college name should come in the manuscript.
3.	Paper presentation in International conferences Being conducted in abroad	Registration fee up to 50% will be sponsored.
4.	If the paper is adjudged as best paper in the National conference	Full registration fee will be sponsored.
5.	If the paper is adjudged as best paper in the international conference held in abroad.	Full Registration fee will be sponsored.
6.	If the paper is adjudged as best paper in the international conference held in India	Full registration fee and Travelling allowance will be sponsored.
7.	International /National journal publication with impact factor greater than 2	Rs.5000/- will be sanctioned as incentive per paper provided college name should come in the manuscript..
8.	International/ national journal publication with impact factor greater than 1 but less than 2	Rs.3000/- will be sanctioned as incentive per paper provided college name should come in the manuscript.
9.	International/ national journal publication with impact factor less than 1	Rs.1500/- will be sanctioned as incentive per paper provided college name should come in the manuscript.
10.	Attending conferences, workshops etc.	Registration fee up to Rs.1000/- in a year will be sponsored
11.	Full Book with International publisher	Rs.5000/- will be sanctioned as incentive(one time)
12.	Full Book with national publisher with ISBN/ISSN number	Rs.2500/- will be sanctioned as incentive(one time)
13.	Full book with other local publisher	Rs.1500/- will be sanctioned as incentive(one time)
14.	Chapter contributed in book with international publisher	Rs.2000/- will be sanctioned as incentive(one time)

15.	Chapter contributed in book with National publisher with ISBN/ISSN number	Rs.1000/- will be sanctioned as incentive(one time)
16.	Research grant received from funding agencies for Projects.(FDP and SDP will not be considered as projects)	2.0 percent of the sanctioned amount.
17.	Consultancy work carried out.	40% of the total consultancy amount for faculty 60% for the institution
18.	<p><b>University results (Normalised):</b>  100% results  More than 95%  More than 90%</p> <p><b>Note:</b>  All the subjects with 4 credit will be considered as tough subjects. More than 95% will be considered as 100%  More than 90% will be considered as 95%.</p> <p>If same subject with same syllabus is handled for two classes ,average will be considered.</p>	<p>Rs.2000/- plus appreciation certificate  Rs.1000/- plus appreciation certificate  Appreciation certificate only.</p>