



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

SERVICE - PROMOTION POLICY

SERVICE – PROMOTION POLICY

1. SERVICE NORMS

- a. A person shall be deemed to have been appointed in a 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 / ad-hoc / on contract or temporarily.
- b. Every person appointed shall be certified for sound mental health & physical health and, certified by an appropriate medical authority as specified from time to time.
- c. 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.
- d. Asst. Professor: Pay band: 15600 - 39100 with AGPRs.6000/-
- e. Associate Professor: Pay band: 37400-67000 with AGPRs.9,000/-
- f. Professor: Pay band: Pay band: 37400-67000 with AGPRs.10,000/-
- g. Pay of Non -Teaching Staff shall be as fixed by the selection committee in accordance with the central Government scales.
- h. 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 demoted to a lower rank due to disciplinary action or has been on leave without pay.
- i. 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.
- j. All appointments in the academic services shall be made by advertisement and who possess the desired qualifications are permitted to apply for selection through Interview. The Management however has the right to make the appointments on ad-hoc / by deputation.
- k. 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, except for the salaries payable to them. This shall be lodged with the trust office with a copy furnished to the employee.
 1. Applications seeking employment elsewhere shall not be forwarded for an employee under probation. If the probation period is not indicated in the appointment letter issued to him, it shall be considered as "one year probation".

1.1. PROBATION

- a. 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.

- b. In the case of tenure of 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.
- c. If the candidates are appointed purely on temporary basis to fill any vacancy or other staff/faculty leave, have no right to claim or lien to claim a permanent post in the college. However such candidate may apply for such posts through regular procedure on open recruitment notification.
- d. If a person normally appointed on temporary vacancy, who 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.
- e. Services of any person appointed on temporary / ad-hoc basis can be terminated without any notice and without assigning any reason thereof.

1.2. JOB RESPONSIBILITIES OF FACULTY

As per AICTE pay Commission (1997) recommendations, the job responsibilities of Faculty members are divided the following four areas.

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

i. Academic

- Class Room Lectures
- Laboratory Guidance / Instruction
- Curriculum Development
- Development of Learning Resource Material
- Development of Laboratory Manuals etc.
- Student Evaluation and Assessment including University examination work
- Participation in Co – curricular & Extra curricular work
- Students Counseling.
- Conducting and Participating, Continuing Education, Summer schools / Seminars, winter schools and symposia.
- Self up-gradation by acquiring higher qualification, keeping abreast of developments in his/ her own field.

ii. Research & Consultancy

- R & D activities, Research / Project Guidance/any other as per the AICTE norms.

- Industry sponsored projects / sponsored projects of Government National Labs.
- Providing Industrial consultancy and testing services/ active participation in promoting Industry Institute Interaction.

iii. Administration

- Academic and Administration of the Department including policy planning, monitoring, evaluating and promoting both departmental as well as institutional development.
- Design and development of newer programmes & disciplines, participation in National / state level policy planning bodies, Organization of institute level / State/ National level Faculty/ student / societal conferences and workshops.
- Planning / scheduling the conduct of classes / activities both at Department / Institution levels.
- Help mobilize resources for the Institution, Maintain and ensure accountability, conduct Performance Appraisals.

iv. Extension Services

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

1.3. 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 4.40 p.m. with 45 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.

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 of extra / co curricular work, but imply actual class room lecture hours / laboratory contact days.

WORK LOAD

Total Work load of Class should not be less than 40 hours per week, of which teaching contact hours should be as follows:

<i>Principal</i>	-	<i>4 hours / week</i>
<i>Professor</i>	-	<i>10 hours / week</i>

<i>Asso. Professor</i>	-	<i>12 hours /week</i>
<i>Asst. Professor</i>	-	<i>16 hours /week</i>

In addition, the Faculty at all Levels shall allocate suitable time for doing R & D / Consultancy, Administrations and Extension services of the Institute.

2. PROMOTION POLICY

The Faculty members working in the Institute would be promoted to next level / Cadre based on their scores secured as per Performance Appraisal Metrics. 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 college, seniority however will be the deciding criteria.

2.1. PERFORMANCE APPRAISAL

Annual Staff Performance Appraisal Systems have been introduced in the Institute. 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: Asst.Prof / Asso. Prof. / Prof. / HOD /

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

(With student interaction)

Performance Appraisal Guidelines - Refer Human Resource Manual - Annexure 1

2.2. CAREER ADVANCEMENT / PROMOTION RULES

- Minimum length of services for a Assistant Professor to move into the grade of Assistant Professor (Senior Scale) would be 3 Years for those possessing a Ph.D, Degree, 5 years for those with M.Phil/ M.Tech / M.E/ MBA Degree.
- Minimum length of service for a Assistant Professor (Senior Scale) to move into the grades of

Assistant Professor (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 through research and who exhibits interest and aptitude in it, will be suitably encouraged by the Institute.



Manakula Vinayagar Institute of Technology

Kalitheerthalkuppam, Puducherry-605107