



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

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

STAFF DEVELOPMENT / WELFARE POLICY

STAFF DEVELOPMENT / WELFARE POLICY

1. 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 increments 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

2. AWARDS AND INCENTIVES

- “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 warded with a cash prize of Rs.2,000/- every semester.
- Faculty who exhibit dedication and commitment are also recognized by deputing them for 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%.

2.1. OTHER INCENTIVES

i. Faculty Incentives

Sl. No.	Schemes	Sponsorship and Incentives
1.	Paper presentation in the conference organized by our own institution (IEEE-ICSCAN)	50% concession on registration fees
2.	If the paper is adjudged as best paper in the international conference held abroad.	Full Registration fee will be sponsored.
3.	International /National journal publication with impact factor greater than 2	Rs.10000/- will be sanctioned as incentive per paper provided college name should come in the manuscript..
4..	International/ national journal publication with impact factor greater than 1 but less than 2	Rs.5000/- will be sanctioned as incentive per paper provided college name should come in the manuscript.
5.	Full Book with International publisher	Rs.10000/- will be sanctioned as incentive(one time)
6.	Chapter contributed in book with international publisher	Rs.5000/- will be sanctioned as incentive(one time)
7.	Research grant received from funding agencies for Projects.(FDP and SDP will not be considered as projects)	2% of the sanctioned amount.
8.	Consultancy work carried out.	40% of the total consultancy amount for faculty 60% for the institution
9.	University result(Normalised) 100% result More than 95% More than 90%	Rs. 2000/- plus appreciation certificate Rs. 1000/- plus appreciation certificate Appreciation certificate only

3. STAFF 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.

4. EMPLOYEES WELFARE POLICY

4.1. GRIEVANCE REDRESSAL POLICY

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 would be initiated immediately.

4.1.1. GRIEVANCE REDRESSAL COMMITTEE

Applicable to Students, Parents and Others

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in Manakula Vinayagar Institute of Technology. It facilitates the resolution of grievances in a fair and impartial manner involving the respective Department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance in writing.

Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in

the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- To Uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
- To provide the students access to immediate, hassle free resource to have their grievances redressed.
- To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.
- To ensure a fair, impartial and consistent way for redressal of various complaints lodged by the stakeholders.
- To advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Composition And Tenure Of The Committee

- The committee shall comprise of Principal, HODs and senior teaching faculty members.
- Principal of the college shall be the chairman of the committee.
- Members of the committee shall be nominated by the chairperson for tenure of one year.
- A representative among the students of the college to be nominated by the chairman as the members of the committee.

Scope of the Grievances

Grievances may be related to any of the following matters:

- Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.
- Financial Matter – Issues related to charging of fees, scholarships and payments
- Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization
- Harassment and Ragging by colleague students or teachers etc.

Grievance Receiving Mechanisms

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

Report submission in person by approaching the chairman of the Committee

Through e-mail to principal@yahoo.com

Dropping the grievances in the Grievance Box placed in the institute premises.

Inclusions

Grievances Redressal committee shall receive and redress grievances reported of following issue:

- Academic issues: pertaining to teaching learning activities.
- Student-teacher, student - student relationship.
- Internal evaluation and assessment marking.
- Complaint related to library and IT services.
- Grievances related to hostel, food, water, electricity, safety, security etc.
- Grievance related to transport facilities.
- Grievances related to sports, cultural, and selection process etc.
- Grievances related to women issues and harassment. However they are specifically redressed by anti-sexual harassment committee.
- Grievance related to ragging; however, the matter is referred to anti-ragging committee for appropriate redressal.
- Grievances related to internal examination.
- Grievances related to behavioural of office staff.
- Grievances related to delay in issuance of records and documents
- The departmental level grievances are attended by the concerned class Coordinators, Counsellors and Department Heads.
- The student coordinators and staff coordinators of grievance redressal cell act as facilitators to communicate and sort out the grievances at the department level.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.

Exclusions

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to the award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by the competent authority on assessment and examination result.

Grievance Redressal Mechanism

- After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.
- The meeting shall be scheduled within ten days of receipt of the application.

- All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.
- In case of a minor student (applicant), the student may be accompanied by his or her natural / legal guardian (either father or mother). No other person shall be allowed to the meeting.
- The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting.
- The minutes shall be circulated to all the members of the Grievance Committee for their signatures.
- The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

Scrutiny

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

Appeal

The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee.

The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college.

Organization Wide Awareness

- Awareness among stakeholders is created by
 - Organizing awareness programs
 - Displaying the grievance registration mechanism on
 - Web site

- Notice boards
- Posters in prominent places of the campus

4.2. WOMEN'S WELFARE

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 Pondicherry University 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 Empowerment 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.

It would be constituted with the following members

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

In order to achieve the stated 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.

4.2.1. PREVENTION OF SEXUAL HARASSMENT (POSH)

The University Grants Commission (UGC) has instructed the higher educational institution to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women at the universities and colleges. “The Sexual Harassment of Women in Workplace (Prevention, Prohibition and Redressal) Act, 2013” (hereinafter the Act’) and “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013” describes the responsibilities of higher educational institutions in taking measures for prevention of sexual harassment at the workplace. Keeping the above guidelines in view our College has constituted a Committee against Sexual Harassment.

Our College has committed itself to provide a pleasant and conducive atmosphere in which our students, teachers and non-teaching staff can work together in an environment free of harassment and exploitation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association. It strongly supports gender equality and opposes any form of gender discrimination and violence.

Objectives of the policy

- 1.To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
2. To provide an environment free of gender-based discrimination.
3. To create a secure physical and social environment, that deters the acts of sexual harassment.
4. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- 5.To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

Constitution of Prevention of Sexual Harassment Committee – Internal Complaints Committee (ICC).

- (a) A women faculty employed at senior level in the institution is appointed as Presiding officer.
- (b) Three women teaching employees and one administrative staff is included as member in the committee.
- (c) A girl student from each department is enrolled as member at the undergraduate, masters levels

respectively.

(d) External member from an NGO or association committed to the cause of women or person familiar with issues relating to sexual harassment.

Role and responsibility of Anti-sexual harassment committee - ICC:

1. To conduct Legal Literacy Workshops on Laws and Rights frequently for Women teaching ,non teaching and students.
2. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
3. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
4. Obtain high level support from the Principal for implementing a comprehensive strategy:
 - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
5. Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.
6. Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.
7. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures.
8. Ensure that complaints processes:
 - are clearly documented;
 - are explained to all employees;
 - offer both informal and formal options for resolution;
 - address complaints in a manner which is fair, timely and confidential;
 - are based on the principles of natural justice;
 - provide clear guidance on internal investigation procedures and record keeping;
 - Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

Procedures for handling Internal Complaints by POSH (ICC)

POSH involve in redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints

While handling complaint the POSH Committee must consider the following:

- It needs extensive orientation for effective functioning. It cannot function like a criminal court.
- The complainant, when she complains, has at stake her personal life and career.
- The impact sexual harassment has on a woman It is difficult for a woman to talk about anything sexual.
- Hence there can be long time interval between the harassment and the actual complaint. It needs to handle complaints in a confidential manner and within a time-bound framework.
- It needs to submit an annual report on sexual harassment to the Principal and the Management.

Powers of POSH:

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Whether any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee has the power to issue directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

Functions Of The Preventive Steps:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

Remedial Steps:

- 1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- 2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- 3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- 4. To seek legal intervention with the consent of the complainant.
- 5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

FUNCTIONS AND CORRECTIVE MEASURES OF POSH:

- 1. The Committee shall conduct meeting when any complaint is received . Complaint may be received by any member of the committee.
- 2. The Committee instructs the complainant to prepare and submit a detailed statement of incidents happened within a period of two days .
- 3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within 3 days from such direction or such other time period as the Committee may decide.
- 4. Each party shall be provided with a copy of the written statement submitted by the other.
- 5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings.
- 6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original copy.
- 7. The party against whom the document / witness is produced shall be entitled to challenge / cross-

examine the same.

8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

11. The Committee shall make all effort to complete its proceedings within a period of ten days from the date of receipt of complaint.

12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal , within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

13. If, in the course of the proceedings before it, the Committee is satisfied that the case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

1. Warning

2. Written apology

3. Bond of good behavior

4. Debarring from supervisory duties

5. Denial of membership of statutory bodies

6. Denial of re-employment/re – admission

7. Stopping of increments / promotion/denying admission ticket

8. Suspension

9. Dismissal

10. Any other relevant mechanism If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.

Annual Report

An annual report has to be prepared by the Presiding officer at the end of each academic year, giving a full details of the activities of the Committee during the year gone by. A copy of the report may be sent to the College Management

4.3. OTHER WELFARE \ MEASURES

The following are some of the amenities / services/facilities 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 provided at subsidized rates 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 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 disbursal, Chairman's decision would be final.
- (j) Faculty members can avail Fee Concession for their wards to study any program offered by Institute.
- (k) Institute offers free Health and medical consultation through the Hospital owned by SMVE Trust.
- (l) **Institute involve in activities to strengthen Employees Healthy relationships and integrity through Staff recreation Club**
 - Arranging for social interaction of the staff members to strengthen the interpersonal relationships among staff members.

- Arranging for Programmes for the kids of the staff members during Independence Day and Republic day celebrations.
- Arranging for meeting to exchange Greetings among the staff members during festivals.



Manakula Vinayagar Institute of Technology

Kalitheerthalkuppam, Puducherry-605107