



# **MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY**

(Approved by AICTE and Affiliated to Pondicherry University )

Kalitheerthalkuppam, Puducherry - 605107.

**Standard Operating Procedure  
for  
STAFF WELFARE  
AND  
DEVELOPMENT**

Approved in the Governing body meeting held on March 12, 2015



# MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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Kalitheerthalkuppam, Puducherry - 605107.

Ref. No.: MIT/Notification/2014-15/04

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## NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on March 12, 2015, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Staff welfare and Development.

The SOP for Staff welfare and Development would serve as detailed guideline to be observed and followed with immediate effect.



**Dr.S.Malarkkan**

  
Principal  
PRINCIPAL 16.3.15  
MANAKULA VINAYAGAR  
INSTITUTE OF TECHNOLOGY  
KALITHEERTHALKUPPAM  
PUDUCHERRY - 605 107.

## **PREFACE**

The Institution firmly believes that employees are its backbone for its development and excelling in performance in all aspects. The institution provides good work place, adaptive culture and development opportunities for the entire working staff. The institution involves staff in progressing with the strategic plan and in realizing its vision. The improved performance and decision making abilities of the staff bring sustainable growth and development of Institute.

So, the Institute has taken measures to provide the expected benefits to the employees, for ensuring their Job satisfaction, in all their contributing activities. It's a common fact that the employee's level of satisfaction on the job depends on the benefits and welfare measures implemented by the Organisation for them.

The Standard Operating Procedure has been framed to ensure the implementation of welfare measures that would provide desirable benefits, to all staff working in the Institute.

## **STAFF DEVELOPMENT AND TRAINING FOR SUPPORTING STAFF (ADMINISTRATION & TECHNICAL)**

- In-house training programmes would be arranged with the internal resource persons identified from the English and Management Departments, for improving the staff's language competency and orientation towards Jobs.
- Similarly, with the resource person identified from the English department, the administrative staff would be trained to improve their language (English) competency.
- Training programmes on 'Administration and Accounts' covering the aspects of management and technical skills, with the Resource persons (Professionals) from Industry and Government would be organised, for staff involved in Office and Administration works / tasks.
- Ad-ministerial and subordinate staff would be educated with Basic Computer Knowledge, with the help of Faculty Resource Person identified from the Computer Department.
- Separate programs to give special exposure on modern equipments and its operations, to Lab technicians would be conducted by Heads of Departments.

## **AWARDS**

- "Excellence in Teaching" and the "Best Supporting Staff" awards have been introduced by the Management to recognize Best Performing Faculty. The awards are presented on very college day.
- In order to motivate our Staff Members, the staff who produce 100% pass percentage in their courses handled, is awarded with a cash prize of Rs.2,000/- 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%

## 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<br>60% for the institution.                               |

|    |  |   |
|----|--|---|
| 9. | <b>University result (Normalised)</b><br>100% result<br>More than 95-99%<br>More than 90-94% | Rs. 2000/- plus appreciation certificate .<br>Rs. 1000/- plus appreciation certificate.<br>Appreciation certificate only. |
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## 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) Food provided at Subsidised rate at the Hostel mess for Faculty.
- (i) 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.
- (j) 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 disbursement, Chairman's decision would be final.
- (k) Faculty members can avail Fee Concession for their wards to study any program offered by Institute.

(l) Institute offers free Health and medical consultation through the Hospital owned by SMVE Trust.

(m) **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.

Sd/-

**Dr. S.Malarkkan**

**Principal**



MIT-Manakula Vinayagar  
Institute of Technology

