



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY

Kalitheerthal kuppam, Puducherry – 605 107



HUMAN RESOURCE MANUAL



**Revised on
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MVIT - HUMAN RESOURCE MANUAL

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MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

HUMAN RESOURCE MANUAL

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 10th 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 Vinayaga 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. Autonomous Status to our College has been conferred by the UGC on 13-11-2023 from the Academic year 2024-25 for 10 years.

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. VISION OF THE INSTITUTION

“To be a globally reputed Technical Institution creating Competent leaders and Skillful innovators in Science, Technology and Management”

4. MISSION OF THE INSTITUTION

- || *Providing a dynamic and creative learning environment for its students to acquire exemplary technical, analytical, professional skills.*
- || *Imbibing a spirit of innovation and research among its students and faculty for solving critical problems.*
- || *Promoting Innovation, Employability and entrepreneurship skills through industry academia collaboration.*
- || *Serving the society through technical intervention and creating socially responsible Professionals.*

Organogram: Refer Page No: 3

5. RECRUITMENT POLICY

5.1. Recruitment of Faculty Members

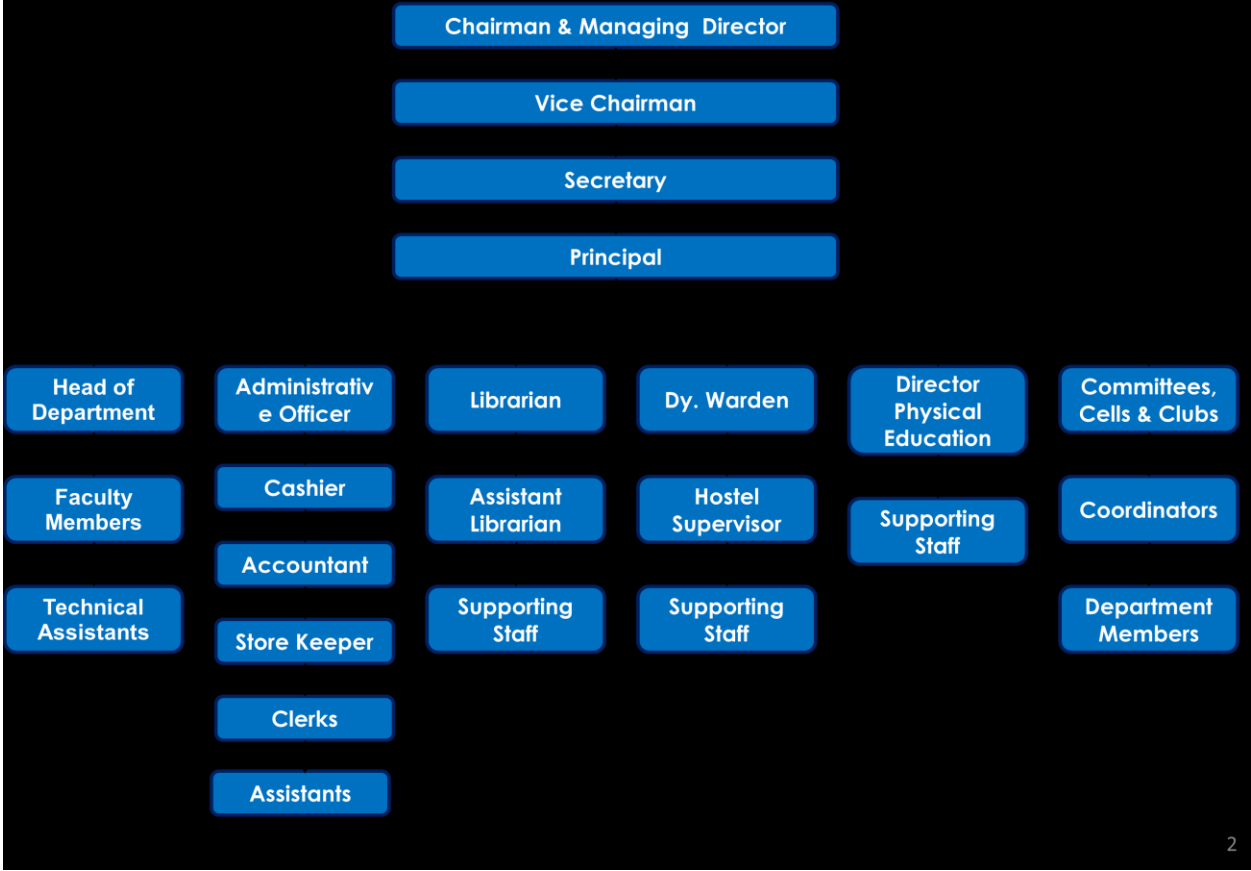
i. Cadre structure for Teachers:

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

ii. Qualifications

- || Faculties are recruited based on the qualifications prescribed by the AICTE
- || AICTE Norms for the Technical Institutions as per Notification F.No.61-1/RIFD/7th CPC/2016-17 for Engineering & Technology and MBA program.

ORGANOGRAM



Minimum Qualifications and Experience Prescribed by the AICTE for Teaching Posts

Degree Level Technical Institutions

BE./B.Tech.

Sl. No	Cadre	Qualifications & Experience	Qualifications & Experience for Candidates from industry & Profession
1	Assistant Professor	<i>B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.</i>	
2	Associate Professor	<i>Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch</i> <i>AND</i> <i>At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.</i>	<i>Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.</i>
3	Professor	<i>Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level</i> <i>in the relevant branch.</i> <i>AND</i> <i>At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor</i> <i>till the date of eligibility of promotion.</i> <i>OR</i> <i>At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.</i>	<i>Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</i>
4	Principal / Head of the Institute	<i>Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch</i> <i>At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.</i>	<i>Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.</i>

5	Librarian	<i>Master's Degree in Library/ Information Science Documentation or an equivalent Professional Degree with at least 60% marks at Bachelor's or Master's Level</i>	<i>Experience in Computerization, well versed with systems procedure for a period of at least 2 Years.</i>
6	Director / Directress of Physical Education	<i>A Master's Degree in Physical Education/ Master's Degree in Sports with at least 60% marks at Bachelor's / Master Level</i>	<i>Represented the University / College at Inter University level.</i>

MBA (MASTER OF BUSINESS ADMINISTRATION)

Programme	Cadre	Qualification	Experience
MBA	Assistant Professor	<i>Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.</i>	
	Associate Professor	<i>Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.</i>	<i>Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.</i>
	Professor	<i>Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Cosupervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.</i>	<i>Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</i>

iii. Mode of Selection of Faculty

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

- ❖ Advertisements are made in leading newspapers and Job Portals
- ❖ Applications are scrutinized after the stipulated last date.
- ❖ Selection Committee constituted as per AICTE / University 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 / contingencies, ad-hoc appointment are also made on contract basis for specified periods, but later ratified by the Governing Body of our Institute.

iv. Composition of Selection Committee

The Selection Committee would be constituted with the following members

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

5.2. Recruitment of Non – Teaching Staff

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

Cadre / Position	Qualifications	Experience
Administrative Officer	<i>Master's Degree from any recognized University in Education, Law, Literature, Commerce, Business, Management etc,</i>	<i>At least 15 years experience in a responsible administration position preferably with working knowledge of an Academic set up, with computer knowledge</i>
Accountant	<i>A Bachelor's or Master's Degree in Commerce, ICWAI, A.C.S.etc.</i>	<i>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</i>
System Admin.	<i>A Bachelor's Degree /Diploma with knowledge in Hardware, OS Installation, Networking, Configuration, etc.,.</i>	<i>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.</i>
Data Entry Operator	<i>A Bachelor's Degree or equivalent knowledge of MS office</i>	<i>At least 2 years experience in a recognized academic institute</i>
Junior Assistant	<i>A Bachelor's Degree or equivalent knowledge of MS office</i>	<i>At least 2 years experience in a recognized academic institute</i>
Laboratory Instructor (Engg)	<i>First class Diploma in the subject concerned.</i>	<i>At least 2 years experience in a recognized academic institute</i>
Laboratory Technician/ Electrician/ Plumber/ Welder	<i>A certificate from ITI in the equivalent trade</i>	<i>At least 2 years experience in the trade desirable.</i>
Driver	<i>X th Std with appropriate valid professional driving license.</i>	<i>2 years experience as driver for college bus at least 10 yrs experience with Heavy Vehicle</i>
Attender	<i>X th Std. Able to drive a moped and use a bicycle</i>	<i>Experience is not a mandatory one</i>

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 shortlisted candidates will be called for 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. Subject Experts (University Nominees)
5. HOD Concerned

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

6. SERVICE POLICY

1. 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.
2. 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.
3. 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 Sixth Pay Commission prescribed by the AICTE.

Asst. Professor: Pay band: 15600 - 39100 with AGP Rs.6000/-

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

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

4. Pay of Non -Teaching Staff shall be as fixed by the selection committee in accordance with the central Government scales.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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".

6.1. PROBATION

1. All 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 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.
3. 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.
4. 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 of appointment to a regular position / new appointment.
5. Services of any person appointed on temporary / ad-hoc basis can be terminated without any notice and without assigning any reason thereof.

6.2. JOB RESPONSIBILITIES OF FACULTY

As per AICTE 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

1. Class Room Lectures

2. Laboratory Guidance / Instruction
3. Curriculum Development
4. Development of Learning Resource Material
5. Development of Laboratory 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 up-gradation 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

1. Academic and Administration of the Department including policy planning, monitoring, evaluating and promoting both departmental as well as institutional development.
2. 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.
3. Planning / scheduling the conduct of classes / activities both at Department / Institution levels.
4. 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.

Appraisal by Management

Appraisal by Students

6.3. 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>6 hours / week</i>
<i>Professor</i>	-	<i>14 hours /week</i>
<i>Asso. Professor</i>	-	<i>14 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.

6.4. 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

i. Weightages of Appraisal

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

<i>Appraisal by Head of Dept</i>	-	<i>30%</i>
<i>Appraisal by Principal</i>	-	<i>20%</i>
<i>Appraisal by Management</i>	-	<i>10%</i>
<i>Appraisal by Students</i>	-	<i>40 %</i>

(With student interaction)

Performance Appraisal Guidelines

– Refer Annexure 1

6.2. 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 college, seniority however will be the deciding criteria.

6.3. 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.

6.4. 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..

Permission

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

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 for 10 days [5 days for Attenders]. Those who have not completed one year of service 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.
 - || Un-availed 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. Privilege leave cannot be accumulated beyond 30 days.
- ##### **ii. 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.
- ##### **iii. On duty**
- || Faculties deputed by the institute to attend Conference / Seminars / Meetings and other collegeor

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 'bot h' 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.

iv. 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.

v. Paternity Leave

- || Two weeks for male Faculty, who has worked in the same Institute for 3 Years and comes under the discretion of Management

6.4.1. TRANSPARENT NORMS FOR ADHERENCE

Chairman and Managing Director / Vice Chairman / Secretary / Principal / HOD / will discuss the results of the appraisal with every employee. Continuous and sustained performance, 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 considered in all cases.

- || 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 would be treated as "Leave without pay".

6.5. 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, notwithstanding anything said anywhere, subject to availability of funds and the Management's decision shall be final in this regard.

6.6. 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 offerletter issued by the management.
- ▮ Any member of the Non Teaching 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 he / she need to be relieved / one month's salary in lieu.
- ▮ The appointing authority reserves the right to waive the notice period or compensation thereof.

7. CODE OF CONDUCT

7.1. Common Guidelines

- ▮ 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.

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 except 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 Press 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 other wise 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

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

7.2. Fraud and Similar Irregularities

Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud.

Fraud includes, but is not limited to:

- || Dishonest or fraudulent act;
- || Embezzlement;
- || Forgery or alteration of negotiable instruments such as Institute cheques and drafts;
- || Misappropriation of Institute, employee, customer, partner or supplier assets;

Any fraudulent activity occurred is required to be reported to the Principal through Heads of the Various departments / Committees.

All fraud investigations will be conducted under the direction of the Principal or the committee formed as per the applicability.

7.3. General Policy on Laws and Business Conduct

- || The Code of business conduct of the Manakula Vinayagar Institute of Technology consists of the

policies relating the ethical and legal to be followed by the Management – SMVE Trust, Principal, Teaching & Non teaching Staff and associated Institute and all the Institute activities.

- ▮ It is the policy of the Institute to comply with all applicable laws whether AICTE & Pondicherry University norms but supports ethics & humanity too.
- ▮ It is the personal responsibility of everybody in the Institute to observe the standards of conduct and other requirements of code of business conduct. Whether or not these standards and requirements are imposed by laws, no employee, faculty member and associated Institute shall reserve to comply with these standards and requirements or acting outside the scope of his or her employment responsibility.
- ▮ The underlying formal polices themselves have more details than it is contained in this booklet. It is the responsibility of each employee, Teaching & Non teaching Staff , to familiarizes himself or herself with the details of these policies of the Institute that apply to his or her assigned duties.
- ▮ If Teaching & Non teaching staff, and employees has any questions about polices in this booklet, he or she should contact the Principal.

7.4. Ethical Business Practice

- ▮ Institute policy requires Principal and all the employees (Teaching and Non Teaching) to observe high standards of education and personal ethics while discharging duties, practice honesty and integrity in every aspect of dealing with other Institute, employees, the public, the business community, shareholders, customers, suppliers, competitors and Government authorities and not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair- dealing practices when acting on behalf of the Institute.

7.5. Commercial Bribery

- ▮ Institute policy prohibits commercial bribes, kickbacks

and other similar payoffs and benefits paid to any suppliers or customers.

- ▮ All the Employees of the Institution are prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation from the Institute) in connection with a transaction entered into by the Institute.
- ▮ This policy does not prohibit expenditures of reasonable amounts for meals and entertainment of suppliers and customers which are an ordinary and customary business expense, if they are otherwise lawful. Expenditures of this type should be included on expense reports and approved under standard Institute procedures.

7.6. Accounting Controls, Procedures and Records

- ▮ Applicable laws and Institute policy require the Institute to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets.
- ▮ The Institute must maintain a system of internal accounting controls that will ensure the reliability and adequacy of its books and records.
- ▮ Those transactions have proper Management approval, that such transactions are properly accounted for in the books and records of the Institute, and that the reports and financial statements of the Institute are timely prepared, understandable and fully, fairly and accurately reflect such transactions.
- ▮ This Code of Conduct shall apply to all Departments, and every persons working in the Institute and to other entities acting on behalf of them.

7.7. DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless

- (a) The memo is drawn 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.

7.8. 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) Demoting 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,

- ***Chairman and Managing Director***
- ***Vice Chairman***
- ***Secretary***
- ***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 Principal.

8. STAFF DEVELOPMENT POLICY

8.1. 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 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

8.2. AWARDS AND INCENTIVES

- “Excellence in Teaching” and the “Best Non-Teaching 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%.

OTHER INCENTIVES

Refer - 10. FINANCE POLICY

- vii. Faculty Incentives

8.3. STAFF TRAINING

i. Non-Teaching 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.

9. EMPLOYEES WELFARE POLICY

9.1. 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.

9.1.1. 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, 2019 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 strike 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 issues:

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:

1. Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
2. Decisions with regard to the award of scholarship, fee concessions, medals, etc.
3. Decisions made by the University with regard to disciplinary matters and misconduct.
4. Decisions of the University about admissions in any courses offered by the Institute.
5. 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.

SCRUITINY

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

9.2. 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 makes 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.

9.2.1. PREVENTION OF SEXUAL HARASSMENT CELL (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.

- (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:

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

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.

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 the 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

9.3. 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.

10. FINANCE POLICY

i. Financial powers

Chairman and Managing Director

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. He is vested with full financial autonomy and holds unlimited powers in utilizing the funds for the development of the Institute.

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 within limits, decided by the members of the Trust.

Principal

Principal is delegated with financial powers upto a maximum of Rs.1,00,000/- 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.10,000/- 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

- 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 Details are as follows

Cadre	Travel by Train	Travel by Road
Professor	AC II Tier / AC Chair Car	Ordinary Taxi / Auto / AC Bus
Associate Professor	AC III Tier / AC Chair Car	Ordinary Taxi / Auto / Any Public Bus Incl. AC Bus
Assistant Professor	II Class – Sleeper Class	Auto / Any Public Bus except AC Bus

- 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. 125/-per day

Within city distances

Up to 50 Kms: Rs.50/- TA

Rs.75 /- 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

- || All the Departments, including the Hostel, Library, Transport, submit the Purchase request based on their budgets, taking into account syllabi, Technology up gradation, quality, etc. The purchase Committee shall critically analyses their requirements, quality, quantity, and alternative means of substitution and also the current trends in the market, Obsolete items should not be purchased. Unless the purchase request is cleared by the Committee, the request should not be forwarded to the MD/ Chairman. .
- || 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 regard to statement of their requests before the Purchase Committee. The Committee shall meet as and when, it is required and considers budgeted requirements. All requests must be addressed to the MD / Chairman.
- || Purchase orders will be issued from the office of the Chairman and Managing Director.

Refer: Purchase Policy

vii. 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

11. CONSULTANCY POLICY

i. Objective

To establish a framework to support consultancy activities at Manakula Vinayagar Institute of Technology, Puducherry.

ii. Eligibility and Permission

- ▮ This policy applies to all faculty members and staff of Manakula Vinayagar Institute of Technology.
- ▮ The faculty members involving in the conduct of a consultancy service can avail on-duty for site-visit / industrial visit for discussion related to consultancy work.
- ▮ The faculty or staff must ensure that their consultancy work does not create a conflict with their basic role in the Institute.

Circumstances under which consulting activity maybe permitted:

- The organization requiring consultancy services from faculty or the department shall write to the principal indicating the expertise / support required.
- The head of the Institution shall nominate the faculty or a group of faculty having the required expertise to proceed with the consultancy work.
- In considering productivity of consulting activity, the principal will take into account such factors like compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- A MoU should be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department, if the project completion time is more than two months.

- The faculty can use the external resources on his/her own accountability.

iii. Publications:

- ▮ Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

iv. Intellectual property Rights (IPR)

- ▮ College IPR Cell involve in the following activities to safeguard Faculty and Students' Intellectual properties.
- ▮ To facilitate Faculty Members /Students in acquiring Copyrights for their Publications based on Consultancy work undertaken.
- ▮ Commercialising the Intellectual property / Innovations developed by Students / Faculty through Trademarks with or without the support of the sponsoring organisation.
- ▮ IPR Consultancy Services would be rendered to faculty members / Students to secure patents for their Technical inventions.

v. Other Rules for Utilising Institute's Facilities

- Institute facilities and resources may be used and must be charged in line with the guidelines from the Principal, from time to time.
- Meetings related to consultancy work with the organization(s) to decide upon facility required and utilisation charges, if apply, may be conducted in college premises.

vi. Institutional Policy for Revenue Sharing in Consultancy

- ▮ Institute encourages faculty members to do consultancy service through external engagements that facilitate knowledge and technology transfer

contributing economy and social development. Such activities were intended to attract the contribution of industry upon it.

- || Consultancy work can bring financial benefits both to the institution and its employees.
- In view of encouragement the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows:

|| **The distribution ratio of the consultancy fee for**

the Management and Faculty or Faculty Team is 50:50 for individual consultancy services or projects and 75:25 for Institutional consultancy services or projects based on the utilization of Institute's facilities for completing the Consultancy related activities and Projects.

**GUIDELINES FOR THE
ANNUAL PERFORMANCE ASSESSMENT OF FACULTY MEMBERS**

I. OBJECTIVE

The objective of Performance Appraisal System is to motivate each of the faculty member to perform better in delivering quality education and training to the students. The results of this assessment will be used for the following purposes:

- (i) *Award of annual increment in the pay scale.*
- (ii) *Award of special increments and rewards in recognition of superior performance. (iii) Award of Promotion.*
- (iv) *Monitoring and recording the regular growth of each faculty member.*

II. PERIOD OF ASSESSMENT

Assessment will be carried out every academic year after the completion of the academic year ending **30th May.**

III TOOLS USED FOR ASSESSMENT

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI) for every faculty for every academic year:

- (i) *Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty. (ii) Assessment to be given by the respective HOD on the Self Appraisal Form itself.*
- (iii) *Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective two semesters.*
- (iv) *Results of the University Examinations in the courses taught by the teacher during the two semesters.*
- (v) *Research contribution by the faculty members.*
- (vi) *Faculty members involvement in Students development, Dept. and Institution development and Self development activities.*

IV COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following for components (Vide AICTE guidelines):

- 1) Academic Activities.**
- 2) Research Activities.**
- 3) Extension Activities.**
- 4) Administrative Activities.**

The performance of teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as

detailed below.

1.0 Academic

- 1.1 Teaching
- 1.2 Developmental
- 1.3 Continuing Education

1.1 Teaching:

The effectiveness of class room teaching and laboratory instruction imparted by a teacher in the courses taught by him / her during the two semesters can be assessed using the following tools:

- (i) University Examination Results in the theory courses taught
- (ii) Student feed back in the theory courses taught

1.2 Developmental Activities

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

- (i) Blended Learning approaches practiced (Google Classroom, Role play, Group Discussion , Quiz, Chart Presentation, Hot seat, Any others) (ii) Innovative assignments
- (iii) Special lectures delivered
- (iv) Industrial visits organized
- (v) Guest/Expert lecturers organized
- (vi) Development of Web based learning
- (vii) Mini projects guided
- (viii) Innovative projects guided
- (ix) Internal / External Workshops conducted
- (x) Students online certifications
- (xi) Guidance for participation in Technical competitions
- (xii) Mentoring(with impact analysis) (xiii) Laboratory modernization

1.3 Continuing Education

The performance will be assessed by the participation of the faculty member in one or more of the following activities during the year:

- (i) Upskilling : NPTEL, EDX , Coursera, Udemy and other certifications. (ii) Participation in FDP/ STTP
- (iii) Participation in Workshop / Seminars
- (iv) Participation in Summer and Winter Schools. (v) Industrial Training (Faculty internship)

2.0 RESEARCH

- 2.1 Project Guidance
- 2.2 Sponsored Research

2.3 Publication of Research papers and Reports

2.4 Funded seminars/ FDPs

2.1 Project Guidance :

The performance will be assessed by quality of projects and the Products developed by the faculty member during the year.

***Publications/ Patent filed related to Students projects are the measurable outcomes.**

*** Publications must be in Scopus and WOS**

Note : Faculty with less experience can act as coguide with senior faculty and claim the mark obtained by the corresponding senior faculty.

2.2 Sponsored Research

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

- (i) Preparation of R & D project proposal and submission to any one of the funding agencies listed below during the year.
- (ii) Execution of funded projects sponsored by one or more of the funding agencies listed below, during the year:
 - a. AICTE
 - b. DST
 - c. DRDO
 - d. Other R & D organizations and Industries
- (iii) Personal research / Post – doctoral research
- (iv) Consultancy activities. (v) TBI activities.

2.3 Publication of Research Papers in journal / Conference

The performance will be assessed by the faculty member's participation in one or more of the following activities, during the year.

- (i) A Research paper is accepted and / or presented in a National / International Conference.
- (ii) Acceptance of a Research paper for publication in National / International, refereed journals(Indexed).

2.4 Funded seminars/ FDPs

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

- (i) Preparation of Seminar/FDP grant proposal and submission to any one of the funding agencies listed below during the year.
- (ii) Execution of sponsored Programmes by one or more of the funding agencies listed below, during the year:
 - a. AICTE/ISTE/IEEE

- b. DST
- c. DRDO/CSIR/ICMR
- d. Other R & D organizations and Industries

3.0 EXTENSION

- 3.1. Interaction with Industries and Institutions
- 3.2. Interaction with the society
- 3.3. Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

3.1 Interaction with Industries and Institutions:

- (i) Delivering expert lectures /workshops/training
- (ii) MOU with Industries
- (iii) Activities out of MOU
- (iv) Placement Initiatives
- (v) EDP activities

3.2 Interaction with the Society

- (i) Participation in Community Services/Community radio programmes/UBA/JSA etc.
- (ii) Providing non – formal modes of education for the benefit of Community(PMKVY/DDU-GKY etc.)
- (iii) Providing technical support in areas of social relevance(UBA Projects).

3.3 Others

- (i) Membership in professional Society and participation in its activities.

4.0 ADMINISTRATION

- 4.1 *At the Institution Level*
- 4.2 *At the Department Level*
- 4.3 *At the National Level*

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 4.1,4.2 & 4.3, in addition to teaching.

4.1 At the Institution Level

Officer in charge of

- (i) Examination
- (ii) Library
- (iii) Hostel
- (iv) Industry – Institution cell, Placement Cell
- (v) NSS, Youth Red Cross

- (vi) Cultural Activities
- (vii) Student Discipline and Welfare
- (viii) Promotional Activities (ix)
- Admission Activities (x)
- Others

4.2 At the Department Level

- (i) Innovative activities practiced (ii)
- Any best practice contribution (iii)
- Others

4.3 At the University level/National Level

Participation in Policy Planning at the University/Regional / National level for development of Technical Education.

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as “**Faculty Performance Index**” (FPI) based on a five – point Grade system as given below:

<u>Grade</u>	<u>Grade Description</u>	<u>Grade Point</u>
A	Excellent	4.6 to 5
B	Very Good	4.1 to 4.5
C	Good	3.1 to 4.0
D	Fair	2.1 to 3.0
U	Unsatisfactory	less than 2.0

Grade	Follow up action
A	Recommended for Special increments and Promotions if AICTE requirement is fulfilled.
B	Recommended for increments and suggested to improve their performance further.
C	Faculty will be requested to concentrate more towards self development, students development, Dept. and institution development.
D	Faculty will be put under warning period for one year and their performance will be seriously monitored.
U	Faculty will be issued show cause notice and their performance will be monitored for one more semester or otherwise their service will be terminated..

The FPI is computed using the performance Indices (PI) of the four components and their weights. The P.I. of the four components are computed using the PI of their sub components and their weights. The details are given below.

Faculty Performance Index (FPI)

Performance Index(PI)			Weight		
			Prof	Asso.Prof	Asst.Prof
1.0 Academic	I _{1.0}	W _{1.0} =	0.35	0.45	0.60
2.0 Research	I _{2.0}	W _{2.0} =	0.20	0.20	0.15
3.0 Extension	I _{3.0}	W _{3.0} =	0.20	0.20	0.15
4.0 Administration	I _{4.0}	W _{4.0} =	0.25	0.15	0.10
Total			1.0	1.0	1.0

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})$$

(Note: The weight corresponding to the designation of the teacher should be used)

1.0	ACADEMIC	PI	Weight
1.1	Teaching	I _{1.1}	W _{1.1} = 0.50
1.2	Developmental Activities	I _{1.2}	W _{1.2} = 0.30
1.3	Continuing Education	I _{1.3}	W _{1.3} = 0.20

Total			1.00

$$I_{1.0} = (0.5 * I_{1.1}) + (0.3 * I_{1.2}) + (0.2 * I_{1.3})$$

1.1	Teaching (I _{1.1})	PI	Weight
1.1.1	Univ. Exam. Results	I _{1.1.1}	W _{1.1.1} = 0.7
1.1.2	Student Feed Back	I _{1.1.2}	W _{1.1.2} = 0.3

Total			= 1.0

$$I_{1.1} = (0.7 * I_{1.1.1}) + (0.3 * I_{1.1.2})$$



1.1.1. Setting of Index I_{1.1.1} for University Examination Results obtained in each theory course taught by teacher:

Step 1: The Percentage Pass obtained in the theory course is normalized by multiplying the percentage by the following Scale Factor to get the “**Normalized Percentage Pass (NPP)**”

Category of theory course taught	Scale Factor
Highly analytical	1.3
Others	1.0

Step 2: Convert the NPP obtained for the theory course into 5 point scale grade as given below.

Range of NPP	Grade	Grade Point
Pass percentage > 80 %	>10 % S Grade	5.0
Pass percentage > 80 %	5-10% S Grade	4.0
Pass percentage > 80 %	1-5% S Grade	3.0
Pass percentage > 80 %	else	2.0
Pass percentage > 75 %	else	1.0
Less than 75 %		0

Step 3: If more than one theory course is taught during the year under review, compute the grade points for each course and set the index I_{1.1.1} as the highest grade point obtained.

1.1.2 Setting of Index I_{1.1.2} for Student Feedback in each theory course taught by the teacher:

Number of courses taught : only one : Set the Index I_{1.1.2} as the Grade Point obtained from Student Feed Back

Number of courses taught : More than : Set the Index I_{1.1.2} as the One highest grade point obtained in all the Courses taught.

1.2 Setting of Index I_{1.2} for Developmental Activities.

Mandatory : 1 point for Mentoring based on impact analysis and review by HOD.

4 : If the faculty member has carried out at more than **eight** activities Listed under subsection “1.2. Developmental Activities” under Section “IV

Components of assessment”

- 2 : if the faculty member has carried out six activities.
- 0 : otherwise

1.3 Setting of Index I_{1.3} for continuing Education

Mandatory : 1 point for Online Certifications.

- 4 : for participations more than 5 days Outside the state or Industries.
- 3 : For participations more than 5 days within the state.
- 2 : if the Participations is 3- 5 days.
- 0 : otherwise

2.0 RESEARCH : (I _{2.0})	P.I.	Weight	Engineering	Science & Humanities
2.1 Project Guidance	I _{2.1}	W _{2.1} =	0.2	---
2.2 Sponsored Research	I _{2.2}	W _{2.2} =	0.2	0.2
2.3 Publication of Research Papers etc.	I _{2.3}	W _{2.3} =	0.4	0.6
2.4. Funded seminars/ FDPs	I _{2.4}	W _{2.3} =	0.2	0.2
			-----	-----
		Total	1.0	1.0
			-----	-----
I _{2.0}	=	(0.2 * I_{2.1}) + (0.2 * I_{2.2}) + (0.4 * I_{2.3}) + (0.2 * I_{2.4}): Engineering Faculty		
I _{2.0}	=	(0.2 * I_{2.2}) + (0.6 * I_{2.3}) + (0.2 * I_{2.4}) : Science & Humanities Faculty		

2.1 Setting of Index I_{2.1} for Project Guidance:

Let N be the total number of projects guided by the faculty member which has publications or Product development or patent. Then

- 5 : if N >= 2 publication or one patent or one product.
- 4 : if N = 2 publications only
- 3 : if N = 1 publications only
- 0 : otherwise

Setting of Index I_{2.2} for Sponsored Research

- 5 : if at least one funded project is executed during the year or consultancy.
- 2 : if at least one project proposal is prepared and submitted to Funding agencies during the year.
- 2 : R&D related activities like TBI / R&D workshops etc. (verified and approved by HOD)\
- 1 : For active participation in preparation of proposal certified by Principal Investigator

2.2 Setting of Index I_{2.2} for Sponsored Research

5 : if at least one funded project is executed during the year or consultancy.

2 : if at least one project proposal is prepared and submitted to
Funding agencies
during the year.

2 : R&D related activities like TBI / R&D workshops etc. (verified and approved
by HOD)\

1 : For active participation in preparation of proposal certified by Principal
Investigator

2.3 Setting of Index I_{2.3} for Publication of Research Papers etc.

5 : if at least one research paper is **published** in a Refereed journal(Indexed)
(National / International)

4 : if at least one research paper is **accepted** for publication in a Refereed
journal(Indexed) (National / International)

3,2,1 : if **Three/Two/One** research paper is **Presented** in a
National / International Conference held in reputed
Institutions.

0 : No activity

2.4 Setting of Index I_{2.4} for funded Seminars/ FDP

5 : if at least one funded programme is executed during the year.

3,2 : if Two/One funded proposal is prepared and submitted to
Funding agencies during the year.

1 : For active participation in conduction of funded programme certified
by HOD

0 : Otherwise

3.0 EXTENSION (I_{3.0})

5,4,3 : if the faculty member has carried out Three /Two /One of the
activities listed

either under subsection "3.1 Interaction with Industries and
Institutions" or under sub section "3.2 Interaction with the
Society" under Section "IV Components of Assessment".

2 : if the faculty member satisfies at least one of the two items Given
under
subsection "3.3 others" under Section IV.

0 : No activity

4.0 ADMINISTRATION (I_{4.0})

5,4 : if the member satisfies any Three/Two of the activity

- 3 : listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved by HOD.
- if the member satisfies any one of the activity listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved by HOD
- 0 : No activity

VI. IMPLEMENTATION OF THE SYSTEM

The Performance Assessment System may be processed in the month of June every year. Every Faculty member will have to fill up and submit to the Head of the Department the “Annual performance Appraisal Report” containing information about the teacher’s activities and achievements as well as the “Faculty performance Index (FPI)” which quantifies the overall performance of the teacher during the period.

The Head of the Department shall offer his remarks and observations on the report submitted by the Faculty member and forward the report to the Principal before the 1st week of June.

Performance Assessment Committee headed by Chairman/Managing Director with the Principal shall review the Reports received and finalize the FPI’s of the various members of the Faculty.