



# **MANAKULA VINAYAGAR**

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## **INSTITUTE OF TECHNOLOGY**



**(An Autonomous Institution)**

Kalitheerthalkuppam, Puducherry - 605107

Ph: 0413 2643007 Website : [mvit.edu.in](http://mvit.edu.in)

## **Standard Operating Procedure**

**for**

### **STAFF WELFARE AND DEVELOPMENT**

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)



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(An Autonomous Institution)  
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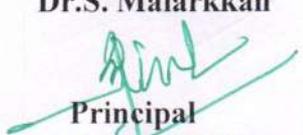
## NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on August 21, 2024, it is hereby notified that Manakula Vinayagar Institute of Technology has published the updated Standard Operating Procedure (SOP) for Staff Welfare and development.

The SOP for Staff Welfare and development would serve as a detailed guideline to be observed and followed with immediate effect.



Dr.S. Malarkkan

  
Principal

**PRINCIPAL**  
**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 environment, adaptive culture and development opportunities for the entire working staff. The institution involves staff members 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.

The Institute has taken measures to provide the 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 Organization for them.

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

## **STAFF DEVELOPMENT AND TRAINING FOR SUPPORTING STAFF**

### **(ADMINISTRATION & TECHNICAL)**

- In-house training programmes will be organized by Internal Quality Assurance Cell (IQAC) to enhance the language competency of the staff members.
- Professional Development programmes covering Workplace Ethics, Administration and Accounts, etc., would be conducted.
- Administerial and subordinate staff will be trained in basic computer knowledge, with the assistance of Faculty Resource Person from the various Engineering Departments.
- Programs will also be conducted by departments to provide technical staff with special exposure to modern equipments and its operations.

### **AWARDS**

- Excellence in Teaching, Best Teacher, and Best Researcher awards has been introduced by IQAC to recognize Best Performing Faculty. The awards are presented during IQAC day commemorating the day on which the institute received the NAAC Certificate.
- To encourage the faculty members who produce 100% pass percentage in the courses handled by them are awarded with a cash prize of Rs.2, 000/- for every subject.
- Cash Awards with commendation letters will be provided as per the following norms.
  - Analytical papers with 4credits will be considered as a tough subject.
  - Pass percentage of 100% will be awarded with cash award of Rs.2000/- and appreciation certificate.
  - Pass percentage of 95 to < 100% will be awarded with cash award of Rs.1000/- and appreciation certificate.
  - Pass percentage of 90 to < 95 % will be recognized with appreciation certificate.
  - Faculty having received the awards by participating in competitions and mentoring SIH shall be considered for a commendation certificate in FRUITION.

**FACULTY INCENTIVES**

<b>Sl.No.</b>	<b>Schemes</b>	<b>Sponsorship and Incentives</b>
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 two	Rs.10000/- will be sanctioned as incentive per paper provided the author's affiliation bears the name of the institution.
4.	International/national journal publication with impact factor greater than one but less than two	Rs.5000/-will is sanctioned as incentive per paper provided the author's affiliation bears the name of the institution.
5.	Full Book with renowned International publisher	Rs.10000/-will be sanctioned as incentive(onetime)
6.	Chapter contributed in book with renowned international publisher	Rs.5000/-will be sanctioned as incentive(onetime)
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.	Completion of NPTEL Certificate with Elite	Faculty should Submit the hard copy of certificate and can claim 100% of Exam fee
10.	Completion of NPTEL Certificate	Faculty should Submit the hard copy of certificate and can claim 50% of Exam fee

11.	FDPs/Workshops/STTP/Conference/	Registration and Travel amount can be claimed
12.	Membership in Professional Bodies	50% of Membership Fee is paid by the institution

### **OTHER WELFARE MEASURES**

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

- a. Provision of Lunch at subsidized rates in hostel mess for all Faculties and non-teaching staff.
- b. The Management grants maternity leave for women employees for a period of 30 days for the first child.
- c. Educational loan for higher studies (conditions apply).
- d. Group Insurance for emergency.
- e. Interest free loans for emergency.
- f. Free transport for Faculty and staff.
- g. 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 are highly qualified, they would go through the normal selection process, but all things being equal, preference shall be given.
- h. Scholarship for the daughter/son of the Faculty or staff to pursue higher studies in Engineering / technology / Management / Computer Applications limited annually to four (4) Scholarships and one per Faculty at any time based on their performance in the previous year .A committee, chaired by the Chairman/Principal of the college shall recommend this disbursal.
- i. Faculty members can avail Fee Concession for their wards to study any program offered by Institute
- j. Institute offers free Health and medical consultation through the Hospital owned by SMVE Trust.
- k. The Institute also offers 50% concession in hospital fee if they undergo treatment in the hospital owned by SMVE Trust

## **STAFF RECREATION CLUB**

- Facilitating social interactions among staff members to strengthen interpersonal relationships.
- Organizing programs for the children of staff members during Independence Day and Republic Day celebrations.
- Hosting events during festival time that include both greeting exchanges and fun games for faculty and staff which emphasizes the social aspect of the events.
- Coordinating recreational activities at resorts and tours through the Staff Recreation club (SRC)

Sd/-

Dr. S.Malarkkan

Principal



MIT-Manakula Vinayagar  
Institute of Technology

