

6.3 Faculty Empowerment Strategies

6.3.1 Welfare measures for teaching and non-teaching staff

Institution has the following welfare measures,

- 50% tuition fee concession for the children who are all studying in our group of institution.
- Employee Provident Fund for teaching and non-teaching staff.
- 100% Registration fee, traveling allowance for attending career enrichment programs.
- Medical leave with salary for who stuck with road accidents.
- Personal loan, festival advance and salary advance from the management is available for the
- teaching and non-teaching employees in case of emergencies. During the last five years, **244 staff**
- **members benefited from this with a tune of Rs. 45.9 lakhs.**
- Provided Gaja cyclone relief fund for our employee.
- Management sponsored recreational tours for the staff and their family members.
- Staff recreation club.
- Closed User Group mobile phone facility is provided to both teaching and non-teaching staff.
- Awards and rewards for meritorious contributions.
- Ten days on-duty for participation in Faculty Development programmes and research activities.
- Twenty days on-duty for Anna University examination duties.
- Twelve days of casual leave and four days earned leave.
- 90 days of maternity leave.
- 20 days of summer vacation and 10 days of winter vacation leave.

- Staff quarters, staff canteen, Bank, ATM and post office facility on the campus.
- Free uniform for certain grade employees (only for drivers and sweepers).
- Group health and accidental insurance.
- Postal insurance facility.
- Subsidised/free transport facility.

Beneficiaries:

S. No	Name of the Welfare	No. of Beneficiary
1.	Employee Provident Fund	442
2.	Employee funded for attending outside programs	72
3.	Financial advance	244
4.	Recreational tour	147
5.	Staff recreation	All
6.	CUG facility	48
7.	Staff Uniform	62
8.	Awards	392
9.	Medical Health Insurance	All
10.	Postal insurance	10

Leave Policy

Type of Leave	No. of Days		
	Teaching	Non-Teaching	Admin Staff
Casual Leave	12	12	12
Earned Leave	4	4	4
OD-Examination Duties	20	-	-
OD-Seminar/Conference/Workshop etc	10	5	-
Summer Vacation	20	10	-
Winter Vacation	10	5	-
Leave on Loss of Pay	5	5	5

Financial Advance

Staff Loan/Advance Summary

2014-2015:

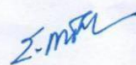
S.No	Name	Designation	Type	Receipt No	Amount (Rs.)
1	Mr.Vinothkumar.M	AP/Mech	Salary Advance	187	3000
2	Mr.Karunakaran.P	AP/Mech	Loan	281	50000
3	Mr.Balachandran.V	AP/Mech	Loan	614	30000
4	Mr.Sivapandian/AP	AP/Mech	Loan	1086	15000
5	Mr.Selvam.S	Tech Asst.Mech	Loan	1510	10000
6	Mr.Sivapandian.P	AP/Mech	Loan	2854	8000
7	Mr.Vinothkumar.M	AP/Mech	Salary Advance	1510	10000
8	Mr.Maharajan.P	Tech Asst.Mech	Loan	3384	50000
9	Mr.Navaneethan.P	Tech Asst.Mech	Loan	3385	25000
10	Mrs.Pandikumari.T	AP/Mech	Salary Advance	3963	20000
11	Mrs./Pandikumari.T	AP/Mech	Loan	4047	35000
12	Mr.Saravanakumar.CT	AP/Mech	Loan	4296	30000
13	Mr.C.Rajkumar	AP/Mech	Loan	4645	30000
14	Mr. Solomon Raja.R,	AP/Mech	Loan	1330	50000
15	Mr.Sivapandian.P-	AP/Mech	Loan	1906	10000
16	Mr.Vinothkumar.M	AP/Mech	Salary Advance	3383	5000
17	Mr. Balchandran.V	AP/Mech	Salary Advance	3501	10000
18	Mr.Selvam.S	Tech Asst.Mech	Loan	3504	50000
19	Mr.Sivapandian.P	AP/Mech	Loan	3717	20000
20	Mr.Balachandran.V	AP/Mech	Salary Advance	3883	10000
21	Mr.Karunakaran.P	AP/Mech	Loan	4222	50000
22	Mr.V.Balachandran,A/P/Mech	AP/Mech	Salary Advance	5251	20000

Total 541000

2015-2016:

S.No	Name	Designation	Type	Receipt No	Amount (Rs.)
1	Mr.Sivapandian.P	AP/Mech	Loan	181	9000
2	Mr.Solomanraja	AP/Mech	Loan	433	10000
3	Mr.Sivapandian.P	AP/Mech	Salary Advance	1363	7000
4	Mr.Sivapandian.P	AP/Mech	Salary Advance	1761	1500


 CHIEF ACCOUNTANT,
 Mount Zion College of Engg. & Tech., Pdkt.


 Z. M. S. A.

5	Mr.Sivapandian.P	AP/Mech	Loan	1812	9000
6	Mr.Pandikumari.T	AP/Mech	Salary Advance	2614	7000
7	Mr.Sivapandian.P	AP/Mech	Salary Advance	2615	2000
8	Mr.Balaji.G	Tech.Asst/Mech	Loan	2788	10000
9	Mr.Saravananakumar.C T	AP/Mech	Loan	2789	50000
10	Mr.Vinothkumar.M	AP/Mech	Salary Advance	3195	3000
11	Mr.Sivapandian.P	AP/Mech	Salary Advance	3197	1500
12	Mr.Vinoth Raj.D	AP/Mech	Loan	2620	27250

Total 137250

2016-2017:

S.No	Name	Designation	Type	Receipt No	Amount (Rs.)
1	Mr.Balaji.G	Tech.Asst/Mech	Loan	3067	15000
2	Mr.Navaneethan.P	Tech.Asst/Mech	Loan	938	10030
3	Mrs.Bhuvaneswari.M	AP/Mech	Loan	3252	5000
4	Mr.Sivapandian.P	AP/Mech	Loan	1493	12000
5	Mrs.Bhuvaneswari.	AP/Mech	Loan	908	5000
6	Ms.Shalini.V	AP/Mech	Loan	2210	30000
7	Ms.Nandhini.N	AP/Mech	Salary Advance	1046	3000
8	Mr.Karuppan.K	Tech.Asst/Mech	Loan	1046	6500
9	Mr.Rajendran.K	Tech.Asst/Mech	Loan	1046	13000
10	Mr.Rajendran.S	Tech.Asst/Mech	Salary Advance	1046	2000
11	Mr.Ramasamy.M	Tech.Asst/Mech	Loan	1046	6000

Total 107530

2017-2018:

S.No	Name	Designation	Type	Receipt No	Amount (Rs.)
1	Mr.Sivapandian.P	AP/Mech	Loan	2375	20000

Total 20000

2018-2019:

S.No	Name	Designation	Type	Receipt No	Amount (Rs.)
1	Mr.K.Nagendran	Tech.Asst/Mech	Loan	1606	20000
2	Mr.A.Ramachandran	Tech.Asst/Mech	Loan	3690	10000

Total 30000

[Signature]
CHIEF ACCOUNTANT,
Mount Zion College of Engg. & Tech., Pdkk.

[Signature]

MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY,
PUDUKKOTTAI.

REQUEST FORM FOR SANCTION OF LOAN / ADVANCE

1. Details of Applicant

Name of the Applicant	Designation	Department	Date of Appointment
P. RAJKUMAR	AP	CSE	15-11-11

2. Since how long the applicant has been working:

years of service:	7 Years
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3. Details of Salary: (to be filled up by Accounts Officer / Manager)

Basic Pay	Allowances etc.	Total Amount	P.F. Subscription amount	Any other loan availed / availing give details
28,258	1500	29758	-	-

4. Verified by:

Name:	C. MAXWELL	Design.:	Jr. ASSL	Signature:	C. Maxwell
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5. Conditions for repayment of loan:

Amount Required	Amount in each installment from salary to be collected	Number of Installments
50,000	10000 x	5

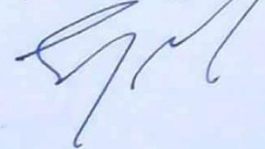
Staff: are degree certificates submitted : Yes / No

Driver: is license submitted : Yes / No

6. Signature of the applicant with date :

P. R. J. 12/7/18

7. Sanction by the Director :



Cheque No. 186735

Received
P. R. J. 12/7/18

MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY,
PUDUKKOTTAI.

REQUEST FORM FOR SANCTION OF LOAN / ADVANCE

1. Details of Applicant

Name of the Applicant	Designation	Department	Date of Appointment
989 Mohamed Ismail.K	AP	ECE	19.05.2014

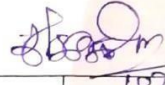
2. Since how long the applicant has been working:

years of service:	1 year & 2 months
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3. Details of Salary: (to be filled up by Accounts Officer / Manager)

Basic Pay	Allowances etc.	Total Amount	P.F. Subscription amount	Any other loan availed / availing give details
16695/-	7,155	23850	Rs 1800/-	

4. Verified by:

Name:	R. Gopakrishnan	Design.:	Chief A/c	Signature:	 10/7/15
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5. Conditions for repayment of loan:

Amount Required	Amount in each installment from salary to be collected	Number of Installments
20,000	2,500	8

Staff: are degree certificates submitted : Yes / No

Driver: is license submitted : Yes / No

6. Signature of the applicant with date

: K. Benji 10/7/15

7. Sanction by the Director

: 
10/7

Received certificates
① BE degree
② ME PPO
3 X, mark sheet
③ 16/7

**MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY,
PUDUKKOTTAI.**

REQUEST FORM FOR SANCTION OF LOAN / ADVANCE

1. Details of Applicant

ID NO: 803

Name of the Applicant	Designation	Department	Date of Appointment
K. VENKATACHALAM	Asst ECE	ECE	06.06.2013

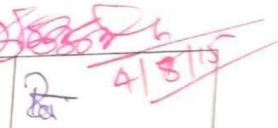
2. Since how long the applicant has been working:

years of service:	2 years
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3. Details of Salary: (to be filled up by Accounts Officer / Manager)

Basic Pay	Allowances etc.	Total Amount	P.F. Subscription amount	Any other loan availed / availing give details
18970	5420 + 2710	27100	1800	—

4. Verified by:

Name:	Mrs. Shanthy. L	Design.:	Asst. Acc	Signature:	 4/8/15
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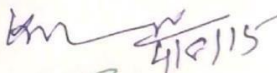
5. Conditions for repayment of loan:

Amount Required	Amount in each installment from salary to be collected	Number of Installments
10000	2000	5

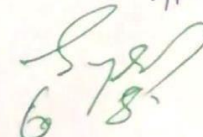
Staff: are degree certificates submitted : Yes / No

Driver: is license submitted : Yes / No

6. Signature of the applicant with date


4/8/15

7. Sanction by the Director


6/8/15

Recreational Tour



Staff Recreational tour to Mysore on 15-06-2019



Staff Recreational tour to Kuttrallam on 13-06-2018



Staff Recreational tour to Singapore on 23-11-2016



Staff Recreational tour to Muunar on 08-15-2015 to 09-12-2015



Staff Recreational tour to Chennai and MGM Dizzee World on 22-05-2015 to 23-06-2015

Staff Recreation Club

To create healthy environment among the employees of our college, staff recreation club was inaugurated on 11th April, 2018. The main objective of this club is to support our faculty members those who are in urgent needs. Through this club every month we are celebrating the birthday of teaching and non-teaching staff members along with a delicious meal.

MZCET has conducted Staff Recreation Club held on 17-03-19



Celebrating birthday of our staff members



Delicious lunch from Staff recreation club