

## **6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff**

The Institution has adopted prospective welfare schemes to its teaching and non-teaching staff. The following are the welfare measures for teaching and non-teaching staff.

### Teaching Staff:

1. Group Insurance
2. Leaves
3. EPF
4. Sponsorship for Higher Studies – Ph.D. Full Time / Part Time, PDF
5. Sponsorship to attend Seminar / Paper Presentation / Conferences in India & Abroad
6. Sponsorship to attend Quality Improvement and Faculty Development Programme
7. Revenue sharing with faculty in Consultancy / Testing
8. Cash incentive for Paper Publications, R&D work
9. Cash incentive for membership in Professional Bodies.
10. Best Faculty award
11. Subsidised Transport

### Non-Teaching Staff:

1. Group Insurance
2. Leaves
3. EPF
4. Revenue sharing with staff in consultancy / testing
5. Free Uniform and Shoes
6. ESI
7. One month salary being offered to the non-teaching (Administration and Supporting) staff as fringe benefit at the time of his/her marriage.
8. All supporting staff who are having five and above years of service being offered with Rs.5,000 as a financial support at the time of performing marriage to their children (One-time only)

Leaves System:

S.No	Leave Type	Teaching Staff	Non Teaching Staff
1	Causal Leave	12 days	16 Days
2	Academic leave	12 days (For attending FDPs, Seminars)	---
3	Duty leave	12 days	12 days
4	Study leave	2 years (above 3 years of experience)	2 years (above 3 years of experience)
5	Medical Leave	8 days Full Pay,16 days Half pay (above 3 years of experience)	8 days Full Pay,16 days Half pay (above 3 years of experience)
6	CCL	6 days	6 days
7	Earned Leave	10 days (above 3 years of experience)	10 days (above 3 years of experience)
8	Maternity Leave	3 Months	3 Months

Vacation:

The staff of the college will be eligible for vacation on the following basis:

Teaching & Technical Staff

For the first year of services 07 days  
For the second year of services 11 days  
From the third year of services 14 days  
From the fifth year of service 18 days

Administrative Staff

For the first year of service 06 days  
Above one year of service 10 days