

WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF, AND OTHER BENEFICIARIES POLICY

1. Purpose

This policy aims to establish and maintain effective welfare measures for teaching and non-teaching staff, as well as other beneficiaries within the university community. The goal is to enhance the well-being, satisfaction, and motivation of employees while fostering a positive work environment that supports the university's mission and values.

2. Scope

This policy applies to all teaching and non-teaching staff, including faculty, administrative personnel, technical staff, and other employees, as well as any additional beneficiaries who are connected to the university community (such as retirees or dependents).

3. Objectives

- To create a supportive environment for teaching and non-teaching staff that enhances job satisfaction and work-life balance.
- To ensure that welfare measures are inclusive and accessible to all eligible beneficiaries.
- To maintain a fair and transparent system for welfare benefits, ensuring compliance with applicable laws and regulations.
- To improve employee retention and foster loyalty and commitment to the university.

4. Welfare Measures for Teaching and Non-Teaching Staff

4.1 Health and Medical Benefits:

- **Health Insurance:** The university provides comprehensive health insurance coverage for teaching and non-teaching staff, including dependents, covering medical, hospitalization, and emergency care.
- **Health and Wellness Programs:** Regular health check-ups, vaccination drives, mental health counseling, and wellness programs are organized to ensure the physical and mental well-being of staff.
- **Employee Assistance Program (EAP):** A confidential counseling service for employees to address personal, emotional, or work-related challenges.

4.2 Financial Support and Benefits:

- **Salary and Allowances:** Competitive salary structures, including allowances for transport, housing, and other applicable benefits, are provided to staff as per their roles and university policies.
- **Provident Fund and Gratuity:** Staff are entitled to provident fund (PF) and gratuity benefits as per statutory regulations and university policy.
- **Loans and Advances:** Interest-free or low-interest loans for staff in need, including loans for education, health emergencies, or other personal needs.
- **Performance-Based Incentives:** The university offers performance-linked bonuses, awards, and incentives to recognize and reward staff contributions.
- **Retirement Benefits:** A comprehensive pension scheme or retirement fund options are available for staff preparing for retirement.

4.3 Work-Life Balance and Leave Policies:

- **Paid Time Off (PTO):** Staff are entitled to annual leave, sick leave, and casual leave, as per university policy and statutory requirements.
- **Maternity and Paternity Leave:** Paid maternity and paternity leave are provided to ensure family welfare and support work-life balance.
- **Flexibility in Work Hours:** Flexible working hours or the option for telecommuting are available for staff, especially in cases of special needs or family responsibilities.
- **Compensatory Offs:** For staff required to work beyond regular hours (e.g., for events or special programs), compensatory offs are granted.

4.4 Professional Development and Career Growth:

- **Training and Development Programs:** Regular training, workshops, and professional development opportunities are provided to teaching and non-teaching staff to enhance skills, knowledge, and career advancement.
- **Study Leave and Sponsorship:** Teaching staff are offered study leave with or without pay to pursue higher education, research, or advanced professional qualifications.
- **Promotion and Advancement:** Clear guidelines for promotions, salary increments, and career advancement are outlined in university policies to ensure staff members are recognized for their efforts.

4.5 Accommodation and Transportation:

- **Staff Housing:** The university offers on-campus or nearby housing facilities for eligible staff, ensuring affordable accommodation.
- **Transportation Benefits:** Transport facilities or allowances are provided to facilitate the daily commute of staff, especially for those living in distant locations.

4.6 Social Security and Legal Protections:

- **Social Security Schemes:** The university complies with applicable laws regarding social security and welfare measures, including pension schemes and workers' compensation.
- **Legal Aid and Representation:** Legal support is available for employees facing legal issues related to their employment.

4.7 Recognition and Appreciation:

- **Employee Recognition Programs:** Regular recognition programs, such as "Employee of the Month," anniversary celebrations, and long-service awards, are organized to celebrate employee contributions.
- **Events and Social Gatherings:** The university hosts annual social events, festivals, and gatherings to foster a sense of community and camaraderie among employees.

5. Welfare Measures for Other Beneficiaries

5.1 Retirees:

- **Retirement Benefits:** Retired staff members receive pension, gratuity, and health benefits as applicable under the university's retirement policy.

- **Alumni Engagement:** Retired staff are encouraged to stay engaged with the university through alumni programs, events, and lifelong learning opportunities.
- **Health and Wellness Support:** Retirees are also eligible for health insurance coverage and wellness programs designed to support their continued well-being.

5.2 Dependents of Employees:

- **Educational Benefits:** Children of employees are eligible for educational support, such as scholarships or discounted tuition fees for programs offered by the university.
- **Health Benefits for Dependents:** Dependents of staff members are eligible for inclusion in the university's health insurance program, ensuring coverage for medical care.

5.3 Contractual and Part-Time Employees:

- **Pro-rata Benefits:** Contractual and part-time employees receive welfare benefits proportional to their working hours or contract terms, including access to health benefits, training opportunities, and paid leave.
- **Support for Professional Development:** Contractual staff have access to professional development resources and are encouraged to participate in training programs.

6. Accessibility and Communication of Welfare Benefits

6.1 Clear Communication:

- All staff members are made aware of their entitlement to welfare measures through orientation programs, employee handbooks, intranet portals, and regular updates.
- A dedicated welfare officer or team is available to assist employees with inquiries and claims regarding welfare benefits.

6.2 Easy Access to Services:

- Welfare services are accessible through streamlined processes, with clear documentation and support systems in place for staff to claim or access benefits.
- Staff are encouraged to reach out to the university's welfare team for assistance with accessing medical benefits, loans, training opportunities, and other welfare-related services.

7. Monitoring and Evaluation

7.1 Feedback and Improvement:

- Regular feedback is gathered from staff members regarding the effectiveness of welfare measures through surveys, focus groups, and one-on-one meetings.
- The university's leadership reviews the feedback and adjusts welfare policies and programs as needed to improve employee satisfaction.

7.2 Annual Review:

- The welfare programs and benefits are reviewed annually to ensure they remain relevant, effective, and aligned with the university's goals and financial sustainability.
- Adjustments to welfare policies are made based on emerging needs, staff feedback, and changing legal or regulatory requirements.

8. Policy Review and Updates

- This policy will be reviewed annually to assess its effectiveness in providing adequate welfare support to teaching and non-teaching staff, retirees, dependents, and other beneficiaries.
- Any changes in legal or regulatory requirements or emerging welfare trends will be incorporated into the policy to ensure the university remains a competitive and supportive employer.