



STAFF WELFARE POLICY

The institution deciphers its workers as the invaluable resource and offers compassionate and caring premises to all employees. To attain the vision and mission of the institution, the working staff members are look forwarded to commit and engage proficiently. The advantages that the employee receives are highlighted in this policy. Here is a list of current welfare policies for both teaching and non – teaching workers.

Hospitality

- ❖ Free transportation for all the staff members.
- ❖ Free food and accommodation to the hostel staffs.
- ❖ Teaching and non – teaching staff can utilize the hostel breakfast and lunch.
- ❖ Days Scholar faculty can utilize the hostel freely for short duration of a week when it is needed.
- ❖ Uniform provided to the faculties at concessional rate and freely provided uniform to the office attendants.
- ❖ Based on the performances of the faculties, the management gifted Gold /Silver coins to the faculties on significant occasions like Teachers Day, Pongal celebration.

Provident Fund

The management provide 12% to its employees' provident fund for the teaching and non – teaching staff according to the government norms.

LEAVE FOR STAFF MEMBERS

Casual Leave / Permission

Both teaching and non-teaching workers at our institution are eligible for casual leave for a variety of reasons. The employee is allowed two permissions each month and 12 days of casual leave annually.

Maternity Leave

A three months maternity leave is sanctioned for both teaching and non – teaching workers.



On Duty

Employees on duty are those who are participating in official work or industrial visits. On Duty is also permitted to pursue higher education goals such as attending conferences, FDPs, seminars, and workshops.

Financial Assistance

- ❖ Financial assistance provides to attend FDP, orientation and refresher program with on duty to all teaching faculties.
- ❖ In order to help teaching and non – teaching faculties, interest free loan provides as and when needed.
- ❖ Payroll advance for employees who require it in an emergency, in accordance with the institution policies.
- ❖ Fees concession is provided to the children of the teaching and non – teaching staff on the basis of the employees' request and the norms of the institution.
- ❖ Financially aids the teaching and non – teaching staff and their blood relatives' medical expenses as per the norms of the institution.

Other Welfare Measures:

- ❖ Incentives provides to the staff those who qualifies in Ph.D., NET and SLET.
- ❖ Staff members were rewarded for producing 100 % students pass rate in the university exam.
- ❖ Yearly once the institution arranged a recreational tour to the employees.
- ❖ Yearly once Free eye check-up offered to the drivers of VCSM.
- ❖ Bus Drivers license were renewed as per due date of them.
- ❖ Training for improving computing and communication skills to the teaching and non- teaching staffs.