

Name of the Policy/ Guidelines	Staff Welfare Policy
Short Description	Policy and guidelines on welfare measures applicable to teaching and non-teaching staff
Scope	This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of NITTE (Deemed to be University).
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Date of approval of Version 1	
Revision No.	0
Brief description of last revision	Not Applicable
Date of approval of current revision	Not Applicable
Effective date	
Approval Authority	Board of Management
Responsible officer	Registrar

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1.

Introduction: Definitions

1. "University refers to NITTE (Deemed to be University)
2. "Staff welfare measures" refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages.

Policy statements

The following welfare measures are available for all teaching and non-teaching staff working in the constituent institutions & establishments of NITTE (Deemed to be University)

1. Retirement benefits:

- a) **Provident Fund:** Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed thereunder by the Govt. of India from time to time.
- b) **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of "Payment of Gratuity Act, 1972" and the rules framed there under.
- c) **Pension:** Employees are eligible for pension benefits as per the provisions of the "Employees Provident Funds and Family Pension Fund Act, 1952" and the rules framed there under.

2. Family Benefits:

- a) **EDLI:** All employees covered under Provident Fund are also covered under EDLI (Employees Deposit Linked Insurance) scheme whereby the immediate family/nominee of the employee is eligible for benefits as per the EDLI scheme 1976.
- b) **Personal Accident Insurance:** All employees are covered under Personal Accident Insurance scheme whereby the immediate family/nominee of the employee will be eligible for an assured sum of Rs.1 lakh in case of death or permanent total disability while in service.

3. Health care benefits:

- a) **E.S.I:** Employees are eligible for medical benefits as per the provisions of the "Employees State Insurance Act, 1948" and the rules framed there under.
- b) **Medicare benefits:** Employees not covered under ESI are provided subsidized health care in the multi-specialty Justice K.S. Hegde Hospital and in the urban and rural health

centres managed by the University. Subsidies amounting upto 50% is offered on investigations, room rent, and charges.

- c) All employees are offered a free medical examination at the time of recruitment and every year thereafter.
- d) Comprehensive dental care is offered free of cost to all employees
- e) Free mammography for screening of breast cancer is offered to women employees of the University

4. Maternity leave benefit:

Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), twice during her entire service, based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

5. Earned Leave encashment:

Non-teaching employees are credited 30 earned leave (EL) per year which can be accumulated up to a total of 240 days. They can encash their unused earned leave once every calendar year.

6. Free conveyance facility:

All employees can avail free commute from and to various parts of the city in the official buses/ vans provided by the University.

7. Free / Subsidized accommodation:

Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free / subsidized rent basis.

8. Fee concession for employee children:

Employee children are eligible for tuition fee concession, on the basis of merit, if admitted to courses in the constituent institutions under the Nitte group.

9. Creche facility:

Free crèche facility is available in the campus for day care of children of the employees.

10. Day care centre for elderly dependents:

Free senior citizen day care centre is available in the campus for geriatric dependents of employees.

11. Qualification Allowance:

Employees who upgrade their educational or professional qualification during service, become eligible for additional increments / qualification allowance.

12. Stagnation increment Benefit:

Non-teaching employees who remain in the same scale, are given stagnation benefit i.e., 3 additional increments in the next higher scale of pay, after 10 years in case of graduate staff and 15 years in case of non-graduate staff.

13. Interest free loan facility for employees for the following reasons:

- a. Marriage of self
- b. Marriage of children

14. Academic support measures for teaching staff:

a. Deputation to conferences/ seminars/ workshops:

Financial support for employees attending seminars/ conferences/ workshops/ academic meets etc, including payment of registration fee, hotel stay and travel expenses at national and international destinations. The absence shall be considered as Special Casual leave.

b. Study leave:

Employees are deputed for higher studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution. Study leave shall be on full pay or partial pay basis.

c. Sabbatical leave:

Employees are eligible for Sabbatical Leave for one or more of the following purposes:

- i. to conduct research or advanced studies/ training in India /abroad;
- ii. to write text books, standard works and other literature;
- iii. to visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/Institutions of

excellence to gain practical experience in their respective fields or deputation from the University;

- iv. Any other purposes for the academic development of the staff as approved by the Board.

Sabbatical Leave shall not exceed one year at a time inclusive of vacations. Academic staff shall, during the period of Sabbatical Leave, be paid full salary and allowances as admissible, if he/she is not a recipient of financial assistance from any other source.

15. Reimbursement of membership fees of professional bodies:

Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations upto Rs.2000 per financial year.

16. Financial support for purchasing laptops/notebooks for academic use:

Faculty members are offered 50% subsidy on purchase of laptops/ note books for academic purposes.