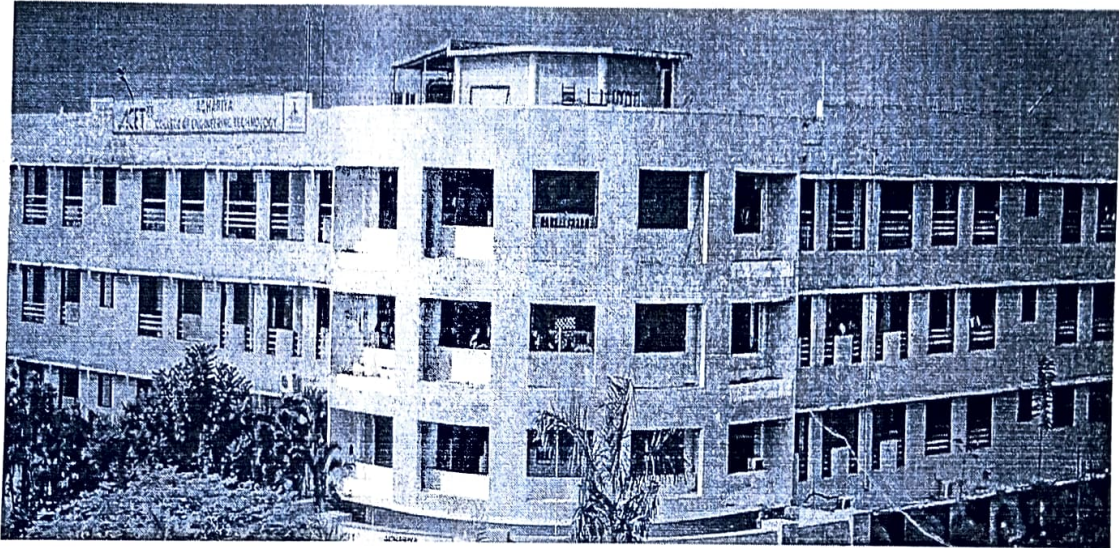




**ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY**
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



STAFF WELFARE POLICY

Policy No	23
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10/3/21
PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY - 605 110.

STAFF WELFARE POLICY

Objectives:

- To enhance the overall development of the life of Teaching and non-teaching members.
- To provide all opportunities for the welfare of Teaching and non-teaching of the ACET. (Financial/Medical/Personal)
- To provide enough opportunities for the academic excellence of Teaching and non-teaching through various activities.

Eligibility:

It is limited for full-time Teaching and Non Teaching faculties of the ACET

Nature of Assistance Available Under the Provision of Staff and Teachers

1. Provident Fund and Employee Provident Fund (PF and EPF)

Two pension plans are offered by the ACET. Teaching and non-teaching staff who joined the service prior to the government's introduction of EPF are eligible for PF, and all teaching and non-teaching personnel who joined the service after the government's introduction of EPF are eligible for the EPF program. The designated sum will be deducted from the employee's pay each month and placed into their EPF account. For more information, the employee can speak with the administrative staff or finance officer.

2. Funding and Facilities

Instructors will get funding for minor and major projects, equipment purchases for the research and development work, and other research projects and contests. Teachers can conduct research projects and acquire advanced knowledge by using the tools, equipment, and library resources available to them.

3. Financial Assistance

As part of the teachers' welfare, financial support is provided for them to attend conferences, workshops, seminars, and present papers. This allows them to travel outside of campus and participate in knowledge discourses organized by national and international universities, institutes, and organizations.

4. Encouraging healthy Work Life Balance:

The leave application shall be submitted on the prescribed form well in advance and shall be got sanctioned before availing of the leave. No leave can avail unless it has been sanctioned. Flexible work schedules, Generous vocations and leave policies and telecommunicating options.



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Kinds of Leave:

- a.) Casual Leave (CL)
- b.) Compensatory Off (COMP OFF)
- c.) Medical Leave (ML)
- d.) On Duty
- e.) Vacation Leave (VL)
- f.) Maternity Leave (ML)

a.) Casual Leave (CL)

Casual Leave is meant to address unique situations for which precise regulations cannot be created.

For both Teaching and non-teaching will have 8 days one academic year.

b.) Compensatory Off (COMP OFF)

Employee if asked to work on 2nd Saturday/4th Saturday/Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have a compensatory holiday, provided they work for on that day.

c.) Medical Leave (ML)

All teaching and non-teaching staff members are eligible for medical leave as per rules with permission.

d.) On Duty (OD)

- Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar with the permission of the college.
- Any other duty assigned to his/her by a management

e.) Vacation Leave (VL)

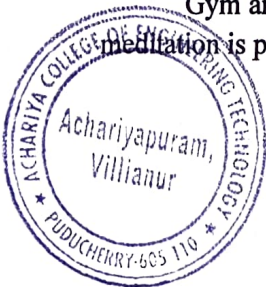
All teaching staff and students are entitled to summer and winter vacation in one calendar year as per the rules of the university.

f.) Maternity Leave (ML)

As per rules with full pay subjected to the production of a medical certificate.

5. Employee Wellness Programme

Gym and Sports are Facilitated for the staff for maintaining the health and regular meditation is practiced to balance their health and wealth



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6. Recognition and Rewards

Faculties are recognized and rewarded for their best performance and other academic & Non academic activities

7. Professional Development

Faculties are supported financially to attend many skills development programs towards developing their knowledge and various career development activities such as promotion based on appraisal and salary increment based on appraisal.

8. Safe and Supportive Environment

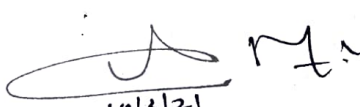

Work environment free from harassment discrimination and bullying.

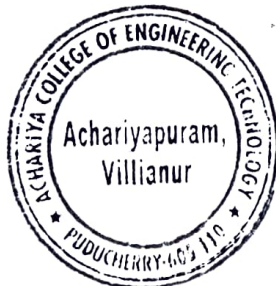
9. Health Care benefits

Acharya also cares on the health of its employees by providing various facilities such as Healthcare insurance and ESI for employees.

10. Transport facility

The Institutions offers transportation services to both teaching and non-teaching personnel and students through its engineering division. Workers are permitted to use the transportation service for official business. Employees who wish to use a transport facility should follow the specified application process.

Verified by	Approved by
 10/3/21 IQAC Coordinator	 PRINCIPAL ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY ACHARIYAPURAM, VILLIANUR, PUDUCHERRY - 605 110.




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