

## POLICY ON WELFARE MEASURES

### *Grants of various kinds of leave to the employees*

- Teaching staff can avail one day casual leave every month. If not availed, it will be encashed.
- Teaching staff can avail on duty (OD) for attending conferences, workshops, seminars, examinations and other related academic activities with prior permission.
- Women employees of college may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate from qualified doctor.
- Special leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee. Proper documentary evidence is required to avail this leave.
- A long summer vacation shall be given to the entire teaching and non-teaching staff on rotation basis.
- Employees can take leave on a working day as a compensation for working at employers request on a holiday or weekend. Compensation leave shall automatically lapse at the end of the month to which it relates.
- Sabbatical leave is provided to employees who want to pursue personal interests, such as studying, travelling, writing and volunteering.
- All employees are eligible for earned leave.

### *Incentives and Rewards for exemplary work*

- Staffs are encouraged to attend conferences / workshops / FDP and training programmes every year.
- The Management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.
- The Management provides financial support to attend conferences, workshops, seminars, FDPs & other related activities leading to academic enrichment, not exceeding stipulated limits for the academic year.

- In pursuit of motivating the faculty for presentation of papers or to publish research papers or various projects, an incentive in the nature of cash awards shall be sanctioned based on the category.
- All the claims must be supported by copies of the relevant documents. Claims without appropriate documents shall not be considered.
- Employees, who upgrade their educational or professional qualification during service, become eligible for additional increments / qualification allowance

#### ***Social Security Benefits***

- As per the existing norms of Central Government, Employee Provident Fund and Employees' State Insurance schemes are implemented for the teaching and non-teaching staff.
- Health card schemes are available for Employees and free health check-up camps are organised every semester.
- The service gratuity shall be paid to the employees who are eligible as per the norms of the management.

#### ***Faculty Improvement Programmes***

- Faculty development programs (FDP) for faculty members on regular basis.
- Skill development courses are organized for non-teaching staff to enhance their skills in work environment.

#### ***Other Benefits***

- Staff with full attendance, with research and academic achievements are recognized and acknowledged in appropriate forums.
- Well-furnished cafeteria exclusively for faculty is available to dine and relax.
- Refreshments during working hours for all staff members.
- Salary advance is dispensed for the faculty members in case of emergency and also delivers soft loans to the staff.
- Providing loans for family functions, buying vehicles and construction of houses.
- The support staff members are provided with two pairs of uniform every year.



- For recreation, yearly picnics, family get-together, AJKCAS Feast, gifts and fun filled activities are organized for teaching and non-teaching staffs.
- Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free.
- Non-teaching staff members can avail our college transport on free of cost.
- Internet and free Wi-Fi facilities are also available in campus for staff.



  
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