

ADIWASI ARTS AND COMMERCE COLLEGE SANTRAMPUR

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

For Teaching Staff

- List the support given for faculty career advancement/ lifelong learning:
- Special Study leave to purpose higher studies.
- Sabbatical leave (OD) for attending examination, FDP, National/ International conference.
- Registration fee reimbursement for FDP/ conferences.
- For patent filling full fee will be paid by the institution.
- **Incentives/ Awards:**
- Incentive to faculty members based on students securing rank in university examination.
- Financial Assistance is provided on Teacher's day to the faculties who have secured 100 percent result in their respective subject.
- Marriage gift and marriage leave with pay for 7 days.
- List of major welfare facilities given to the faculty and their family members:
- Every year monthly daily sheet calendar, diary and travel bag is given to all faculty members.
- Medical Leave in case of hospitalization for more than 3 days.
- Maternity leave for 3 months with salary for lady staff members.
- Research facilities are available for faculties pursuing their Ph.D
- List the measure taken for faculty work life balance:

- On emergency, transport facility arranged.
- On any medical need, hospital facility is arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail.
- Yearly 25 days of vacation leave is given to faculty members.
- Yoga facilities are available.
- Staff member sports are conducted.
- Motivation talks from the experts are conducted.
- General Amenities:

Non-Teaching

- Incentives / Awards
- Marriage gift and marriage leave with pay for 7 days.
- List of major Welfare facilities given to the faculty and their family members:
- Special Transport is arranged during festival season to the native place.
- Medical Leave in case of hospitalization for more than 3 days.
- List the measure taken for faculty work life balance:
- On emergency, transport facility arranged.
- On any medical need, hospital facility is arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail.
- Periodical health check-up is conducted by a team of doctors.
- Yoga facilities are available.
- Staff member sports are conducted.
- General Amenities

Casual Leave:

All employees are eligible for 12 days of casual leave per year at 1 day per month during the Academic Year from 01st July to 30th June.

Vacation Leave:

The maximum duration and number of days for vacation leave shall be decided by the Principal/Designated Authority.

Marriage Leave Rules:

Marriage leave for one week may be granted to faculty members who have been employed for at least one year and two weeks with pay to those who have completed three years.

Maternity Leave Rules:

- A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 30 (Thirty) days, subject to prior approval of the Principal/Designated Authority.
- The decision of the Principal/Designated Authority will be final in sanctioning of ML.

Out-Station Duty (OD)

- OD will be granted, when staff members are required to go out on official duties or to participate in Seminars, Conferences, Workshops, for presenting paper etc. as approved by the Principal/Designated Authority.
- The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

Earned Leave and its encashment:

Casual leave not used and accumulated up to 30th June each year will be converted into earned leave and can be encashed by the faculty members

Medical Leave:

Six days leave are permissible in 1 academic session for medical purpose.

Study Leave:

Study leave may be granted to a permanent whole-time teacher to pursue a special line of study or research work directly related to his/her work in the institution and method of education. The period of paid study leave should be limited to 3 years. In that, 2 years may be given in the first instance which is extendable by one more year, if there is an adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave, should not affect the teacher student ratio in any department.

Reward & Award Policies:

Faculty Members who publish text books, research papers in reputed International/ Indian Journals / Conferences are eligible for rewards and awards.