

STAFF WELFARE COMMITTEE (SWC) PURPOSE 2022- 2023

STAFF WELFARE COMMITTEE

Staff Welfare Committee aims for overall development of staff members by providing varied welfare schemes. This committee works for the benefit and welfare of all the staff and provides a channel for interaction between staff and management. This facilitates a positive academic environment for the staff and helps them to improve their work culture.

INTRODUCTION

The Staff Welfare Committee (SWC) aims to contribute to the greater success of the college by promoting a positive and healthy environment. A good environment is necessary to enable the staff to perform their functions productively towards achieving their goals. Pleasant working relationships between management and staffs are the outcome of a favorable work environment. The Management has formulated the Welfare Policy to ensure the well-being of the staff which in turn will enrich the quality of the staff.

MEMBERS OF THE STAFF WELFARE COMMITTEE

S.NO	NAME	DESIGNATION	POSITION IN THE COMMITTEE
1.	Dr. T.Rajendran	Principal	Convener
2.	Mrs. V. Indira	Assistant Professor	Member
3.	Mrs. R. Krishnaveni	Assistant Professor	Member
4.	Mrs. N. Vijila	Assistant Professor	Member
5.	Mrs. M. Uma Maheswari	Assistant Professor	Member
6.	Mr. G. Lakshmana Perumal	Assistant Professor	Member

OBJECTIVES

The objectives of the Staff Welfare Committee are as follows.

- To look after the needs of the staff to maintain their high morale.
- To ensure favorable working environment for the staff.
- To motivate the staff to improve their involvement in their career.
- To inspire the staff to participate and present papers in various workshops, seminars, symposiums and conferences conducted by our institutions as well as other institutions.
- To encourage the staff to publish articles in reputed journals.
- To motivate the staff to submit project proposals to funding agencies.

ROLES AND RESPONSIBILITIES

Staff members put forth their valuable suggestions to the committee and it will be forwarded to the management. The other roles and responsibilities of the committee are:

- To conduct regular meetings to find out the expectations of the staff to promote their welfare.
- To arrange yearly health check up and medical facilities for all the teaching and non- teaching staff.
- To help staff members in times of illness and difficulties.
- To organize staff motivational and recreational activities such as Felicitations, Picnics, and so on.

STAFF WELFARE MEASURES

The Management provides various welfare facilities. The following welfare measures are available for the staff working in the LORD JEGANNATH COLLEGE OF EDUCATION.

- **CONCESSION IN BUS FARE:**

The Management is providing concession in bus fare for the faculty members who are travelling by college bus.

- **FREE HOSTEL ACCOMMODATION:**

The Management provides free hostel accommodation for both the teaching and non - teaching staff residing in the hostel.

- **LUNCH IN THE COLLEGE MESS AT SUBSIDIZED RATES:**

The Management provides lunch at the college mess at subsidized rates to both the teaching and non - teaching staff, who are not in the hostel.

- **GROUP INSURANCE:**

The Management provides Group Insurance for all the faculty members.

- **PAY REVISION FOR ENHANCING QUALIFICATION:**

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

POLICY STATEMENTS:

The following welfare measures are available for all teaching and non-teaching staff working in the constituent institutions & establishments of Tamil Nadu Teachers Education University.

- **Recruitment policy :**

Recruitment and Selection will be done as per the Tamil Nadu Teachers Education University guidelines.

- **Probation period**

Probation period will be 2 years as per university policy for teaching staff. They are not entitled for any kind of leave except for Casual leave including general holidays (26) and 2 restricted holidays. Vice Chancellor may sanction special casual leave up to 15 days for specific purposes as notice above. Maternity leave with full pay can be availed if the employee has put in 80 days of service.

- **Leave benefits:**

Casual leaves and general holidays: 28 per year.

Restricted holidays - 2 per year (Note: At a stretch, maximum of 6 leaves may be availed including restricted holidays and general holidays).

Earned leave* - 30 days per year. (Note -The university encourages all the staff to avail 15 days encashment every year (Basic, DA/Special pay /allowance). However, a maximum of 10 days can be carried forward up to a maximum period of 100 days. Earned leave can be adjusted for the notice period for the 7 non-teaching regular employees; Earned Leave can be encashed at the time of relieving/retirement. For the teaching regular employees, who have put in minimum 10 years of service, encashment is allowed at the time of superannuation only.

Commuted leave*- 20 days half pay leave, commuted to 10 days full paid leave per year. 5 commuted leaves can be carried forward to a maximum of 100 commuted leaves. Commuted leaves cannot be encashed nor can be adjusted towards the notice period. (*1.At any given time, the maximum number of accumulated earned and commuted leaves for the existing employees shall not exceed 100 each for both teaching and non-teaching staff. For existing employees who already have certain number of earned and commuted leaves in their credit, these leaves will be kept in their account

which can be availed with the permission of superiors, any time before the retirement, as per the rules. As and when this is availed, it will get reduced to 100 someday which will be the maximum upper limit for accumulation.

*The minimum number of earned leave and commuted leave that can be availed shall be 3. These leaves cannot be clubbed with any other kind of leave. Minimum of 1 week prior notice to be given before applying these leaves. The earned and commuted leaves are calculated on 6 months basis.)

Special casual leave -Teaching staff can avail 15 special leaves per year for attending conferences, workshops, CMEs, examinations and other relation academic activities with prior permission. The Vice Chancellor using his discretionary powers may sanction an additional 10 special casual leaves for professors only. Special casual leave is to be utilized only for the mentioned purpose with prior permission as per the norms indicated for the same. It can neither be combined nor utilized under any other pretext. It can be clubbed with CL.

Maternity leave - 182 days with salary for 2 child births. Those with ESI facility will get the benefit through ESI.

Retirement benefits:

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 there under by the Govt. of India from time to time.

Gratuity: Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act, 1972” and the rules framed there under.

Creche’s facility: Free crèche facility is available in the campus for day care of children of the employees.

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

Stagnation increment Benefit: Non-teaching employees, who remain in the same scale, are given stagnation benefit.

Academic support measures for teaching staff:

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.

Publication incentives Tamil Nadu Teachers Education University employees will be able to receive publication incentives only for Papers published by nonpayment of charges. 'Publication incentives' of the University. Upper limit for the payment is Rs. 30,000 for journals with impact factor between 1 and 3 and Rs. 60,000 for journals with impact factor 3- 7. Actual cost of article processing charge for journals with impact factor above 7.

Research incentives Tamil Nadu Teachers Education University employees will get points based on attending paper/project/conference. Minimum points needed for claim is 10 points from the publications or other attributes with affiliation Tamil Nadu Teachers Education University. All claims must be calculated for the output between from January to December. All the claims must be supported by copies of the relevant documents. Claims without appropriate 9 documents shall not be considered.

Decision of the expert committee will be final and incentive amount is subject to the approval of the finance committee.

Seed grant Tamil Nadu Teachers Education University employees get research encouragement through seed grant proposals up to 2 Lakh Rs. for tenure of 1 year. 14.

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.

Sabbatical leave: Employees of Tamil Nadu Teachers Education University are eligible for Sabbatical Leave.

Reimbursement of membership fees of professional bodies: Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations with conditions per financial year.

Financial support for purchasing laptops/notebooks for academic use: Faculty members are offered subsidy on purchase of laptops/ note books for academic purposes.

Annexure:

1. Procedure for recruitment of teaching and non teaching faculty.
2. Leave forms (CL/EL/SPCL/Commutated leave/Maternity leave/sabbatical leaves).
3. Research incentives form.

PRINCIPAL