



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

**No. 41, Dr. Besant Road,
Triplicane, Chennai-600 005**

2019-2020

**INSTITUTIONAL POLICY GUIDELINES FOR THE
WELFARE OF TEACHING & NON-TEACHING STAFF**




TRANSFORMING STUDENTS TO GLOBAL EDUCATORS

Approved by the College Committee in its Meeting held on 27th May 2019

**PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.**

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Institutional Policy Guidelines for the Welfare of Teaching & Non-Teaching Staff

1. Background

N.K.T. National College of Education for Women established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position "Second to None", and has been upgrading its curricula and pedagogy on par with the global standards.

Employee Welfare is an indispensable part of the Institution. The College has effective welfare measures for the faculty and non-teaching staff and avenues for career development. Besides intellectual and professional development, it also offers financial support and health securities for its employees. Professional development is ensured through periodic training/workshops/seminars. The faculty is encouraged to make academic advancement and supporting staff are encouraged to update their administrative skill. The Institution has in place 100% of compliance for Teaching and Non-teaching staff related statutory welfare measures to comfort and (intellectual or social) support employees for improvement, over and above the salary received by them. The management ensures the wellness of its employees and enable them to optimize their potential. Welfare measures undertaken in the Institution includes various services, facilities and amenities provided to employees for their betterment to ensure in keeping up the morale and motivation of the employees. Each welfare measure has a specific eligibility criteria. All fulltime employees who are eligible will be benefited as described in this Policy.



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2. Purpose

The main purpose of the Policy is to help in retaining the employees for a longer duration and enhance the quality of performance which leads to better students, as they feel satisfied, comfortable and zealous to work in the Institution.


3. Objective

The main objective of the Policy is to achieve Institutional progress through human capital, which is healthy, motivated and committed. For successful sustainability of an effective human capital, our Institution has best practices of providing financial support and implementing various Welfare Schemes for the employees as a whole, to build a strong bond of relationship between Employees and Management.


4. Welfare Measures

4.1 Welfare Measures for Teaching and Non-Teaching Faculty Members

1. Employee Provident Fund (EPF) scheme for the benefit of Teaching Faculty members & Non-teaching Staff
2. Employee State Insurance (ESI) to cover medical expenses of all Employees of the Institution
3. New Health Insurance Schemes (NHIS) to all Employees of the College
4. Option to all Employees to join Group Insurance
5. Festival Bonus made available according to the Government Norms
6. Prompt facilitation of Provident Fund Loans as per the Government norms and Housing Loans as per Bank Norms
7. Incentives/ Appreciation in recognition of Performance Excellence of Teaching Faculty Members & Non-Teaching Staff
8. On Duty Facility to Teaching Faculty members to attend academic related assignments and Non-Teaching Staff to attend Official Programmes and assignments
9. Special On Duty for both Teaching & Non-teaching Staff to attend to Government Assignments
10. Maternity Leave for Women Teaching Faculty Members and Non-


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- Teaching Staff as per Government norms
11. Earned Leave/ Leave on Private Affairs for Teaching & Non-Teaching Staff to attend to their personal issues/ professional development as per the Government norms
 12. Festival advance as per the norms of the State Government
 13. Purified Drinking Water
 14. Well maintained Rest Room Facilities
 15. Canteen & Hostel Facilities for women employees
 16. Annual Medical Checkup
 17. Wi-Fi facilities
 18. Provision of required ICT Gadgets
 19. Official Platforms for conducting Meetings/ College Programmes and sharing of information
 20. Provision of required Stationery
 21. Capacity Building Programmes for Teaching & Non-Teaching Staff (Tally training, Basic Computing Skills, Office Etiquette and File Management)
 22. College Library facilities available for both Teaching & Non-Teaching Staff
 23. Self-Study Programmes at the NKT Centre of Excellence Programmes for Well-being of Teaching & Non-Teaching Staff at the NKT Centre for Outreach
 24. Awareness Programmes on social issues
 25. Physical Fitness taken care of by the NKT Fitness Centre
 26. Guidance & Counselling Cell for the psychological and emotional well-being of the College Employees
 27. Eco-friendly Green Campus
 28. Convenient Two and Four-Wheeler Parking arena
 29. Annual Feedback provision to improve the Work Performance of Teaching & Non-Teaching Staff
 30. Service Portal in the College Website to redress grievances, ragging and sexual harassment issues
 31. Recognition of College Employees at the time of Retirement by the Management & College
 32. Celebration of important occasions of employees


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4.2 Welfare Measures for Teaching Staff

1. Special Leave to attend Faculty Improvement Programmes and to pursue Higher Education/ Research
2. Seed Money to support Faculty to support Post Doctoral Research
3. Financial support to attend academic programmes
4. Freedom to involve in Academic and Social Outreach Programmes
5. Well furnished spacious Staff Rooms with adequate ventilation and individual cabins for the Teaching Faculty Members

4.3 Welfare Measures for Non-teaching Staff

1. Retiring Room for the Non-Teaching Staff
2. Availability of Eco-friendly bicycles

5. Responsibilities of the Institution

The Institutional Policy Guidelines for the Welfare of Teaching and Non-Teaching Staff shall be prepared by the Internal Quality Assurance Cell.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the research practices and to explore if any further change is to be made in the Policy to improve the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam

Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam

President



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