

	<b>DHANALAKSHMI SRINIVASAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN (AUTONOMOUS)</b> Affiliated to Bharathidasan University, Tiruchirappalli(Nationally Re-Accredited with 'A' Grade by NAAC)Perambalur- 621212	
<b>NAAC</b>	<b>CRITERIA-VI</b>	<b>METRIC 6.3.1</b>

## **WELFARE POLICY FOR TEACHING AND NON-TEACHING STAFFS**

### **Purpose of the Policy**

The College has developed a staff welfare policy aimed at cultivating a positive and joyful working environment. The management deeply values its employees as invaluable assets and places great importance on their mental, physical, intellectual, and moral well-being. Numerous welfare measures are provided by the management to enhance and maintain the employees' goodwill, loyalty, and sense of unity. Furthermore, equal treatment is ensured for all staff members in terms of receiving benefits from these welfare measures.

The teaching and non-teaching staff members of the college benefit from the following welfare measures, enjoying:

### **Financial Provisions**

The staff members of the college are entitled to various welfare measures, including:

- On the first day of every month, the monthly salary is directly credited to the bank accounts of all staff members.
- The college implements a PF scheme to ensure the long-term financial stability of employees. According to the PF guidelines, the institution makes specific contributions to each employee's PF account.
- Staff members have access to insurance schemes such as Group insurance and health insurance, allowing them to claim benefits when needed.

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- Increment and promotion opportunities are available to staff members in accordance with the norms established by the management.

### **Campus Provisions**

The college campus offers the following welfare measures to staff members:

- An ATM (Indian Overseas Bank) is conveniently located within the campus, facilitating easier banking and transaction processes for staff members.
- Adequate drinking water facilities and elevators are available in all campus blocks. Additionally, there is a spacious vehicle parking area provided for the convenience of the staff.
- Well-maintained and hygienic canteens are established on the campus, serving staff members during regular working hours as well as extended hours. The staff can avail food at subsidized rates, while the housekeeping staff are provided with complimentary meals from the mess.

### **Career enhancement provisions**

The college offers the following welfare measures and opportunities to its staff members:

- Faculty members have the privilege to serve as resource persons, sharing their expertise and knowledge.
- Regular faculty development programs, seminars, and workshops are organized by the institution to enhance the skills and proficiency of both teaching and non-teaching staff members.
- The college ensures the provision of security services, identity cards, and photocopy services to staff members.

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- Attendance and leave management are automated using biometrics, streamlining the process for staff members.
- The institution actively encourages staff members to pursue research careers and acknowledges research publications in reputable journals.
- Non-doctoral staff members receive motivation and guidance from doctoral and senior faculty members to pursue their research careers.
- The IQAC of the college arranges orientation and training programs for staff members, covering a wide range of topics to support their professional development.

### **Academic support provisions**

The college provides the following facilities and support for the welfare of staff members:

- A comprehensive internet and Wi-Fi facility is available throughout the campus, ensuring convenient access for all staff members.
- Teaching and non-teaching staff members have access to the library resources.
- The management prioritizes maintaining a healthy working environment, motivating staff members to work effectively while maintaining a healthy work-life balance.
- The college actively promotes the academic progression of faculty members through various means, including:
  - Granting duty leave for higher studies.
  - Offering financial support for the publication of research findings and for attending seminars, conferences, workshops, faculty development programs (FDPs), refresher courses, short-term courses, and orientation programs.

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- Reimbursing the cost of text books and chapters published by faculty members.

### **Special provisions**

- Maternity and medical leave provisions are in place as per the policies defined by the management.
- The Women's Forum Cell offers Plethora of opportunities to enhance personal and professional growth, fostering empowerment and progress.

### **Medical Provision**

The college campus owns a dispensary where free medical check-up and basic medical facilities are available at free of cost.

### **Harmonious environment**

- The institution has built a strong reputation for its commitment to integrity and inclusivity. It takes pride in embracing diversity and actively celebrates various religious festivals, fostering a sense of cultural harmony within the campus.
- To honor special occasions such as Teachers' Day and other events, the college arranges cultural gatherings for its staff members.
- Moreover, the college organizes an annual trip, completely free of charge, for both teaching and non-teaching faculty members. This trip aims to inspire and rejuvenate the staff, providing them with an opportunity for renewal and revitalization.

### **Hostel Provision**

The hostel staff is offered meticulously maintained and secure accommodations, ensuring their comfort and safety with nutritious and hygienic foods.