



SWAMI VIVEKANAND **SUBHARTI** UNIVERSITY UGC Approved Meerut



WELFARE POLICY



Welfare Policy

Sl. No.	Particulars	Description
1	Policy Number	U-117 (i)/SVSU/2019/261 (i)
2	Policy Structure	The policy involves the welfare measures for the teaching and non-teaching staff
3	Scope of the Policy	The main purpose of this policy is to encourage and facilitate the working practices and services that support the health and welfare of University employees (Teaching & Non-Teaching) and overcome the work-related stress. It provides a step towards getting healthy environment for working professionals.
4	Policy Status	Original
5	Originated By	Vice Chancellor's Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	14/06/2019
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	NA
10	Effective Date of Amended Policy	NA



WELFARE POLICY FOR TEACHING STAFF

Policy Statement

The University has a duty to ensure the health, safety and welfare of all its employees. It aims to establish a positive health and Welfare culture that includes awareness and understanding, effective processes, and positive behavior by staff at all levels.

The Purpose of the facility

The main purpose of this policy is to encourage and facilitate the working practices and services that support the health and welfare of University employees and overcome the work-related stress.

The Welfare policy of employees provides a step towards getting healthy environment for working professionals.

Scope: This policy applies to all teaching staff employed by the University.

Welfare Facility Contents

The University has following welfare policies:

1. Medical Facilities

- i. Health insurance
- ii. Health checkups and Vaccinations
- iii. Discount Medical facilities

2. Leave

- i. Academic Leave
- ii. Causal Leave
- iii. Earned Leave
- iv. Maternity Leave
- v. Sterilization Leave
- vi. Vacation Leave
- vii. Leave for Higher Studies

viii. Compensatory Leave

3. Conference Allowance
4. Transport Facility Fee Concession Facility
5. Loan Facility
6. Accommodation Facility

MEDICAL FACILITIES

i. Health Insurance

The University has taken a group health insurance from an external Health Insurance Company for its employees and their families.

ii. Discount Health facilities

The University employees getting treatment in O.P.D will get subsidized charges in all the health services provided by the Chhatrapati Shivaji Subharti Hospital, Subharti Dental College and Hospital, Subharti Physiotherapy treatment section, Naturopathy and Yoga treatment section.

iii. Health Checkups and Vaccinations

- a. The University has regular Health Checkups routine for their employees and their family members.
- b. Apart from this University provides various vaccinations with discounted price for their employees and their families.

LEAVE FACILITY

i. Academic leave

Academic Leave may be granted for attending conferences, workshops and symposia or for **conducting examinations outside campus** in a year according to the following rules.

- a. Professor



- b. Associate Professor 10
- c. Assistant Professor 08

ii. Casual Leave

A teacher is entitled for Maximum 8 Days of casual leave in one calendar year.

iii. Earned Leave

One earned leave will be created in the leave account for every thirty days (Excluding Leave without Pay) of work or actual service including vacation. Its maximum limit is 300 days.

iv. Maternity Leave

Women after working for a period of one year without any unpaid leave, are eligible for the following benefits.

- a. The maternity leave may be admissible only to those who do not have more than one child. In case of delivery of twins or more, this shall be considered as single 'child' for the purpose of this rule.
- b. Maternity leave on full pay may be granted to a woman employee for a period not exceeding three months in one delivery. Total maternity leaves of three months may be granted in maximum two installments.
- c. However, the Vice Chancellor can extend the period to 180 days depending upon the work assessment by appropriate authority of the candidate during her job.
- d. It is also provided that the total maternity leaves cannot be more than 180 in the entire career.
- e. Maternity leave may be combined with Earned Leaves.
- f. Maternity Leave maximum up to 45 days may be granted in case of miscarriage or abortion including abortion induced under the medical termination of pregnancy (M.T.P.) Act 1971, during the whole tenure of working in the University. Such leaves shall be considered under clause (iv) of this regulation.



- g. Additional leaves up to a Maximum of one week may be granted for Tubectomy operation.
 - h. Nursing mothers can go home in SVSU Campus/Crèche for feeding their child at equal intervals without taking permission from the Head/In-charge of the department/Unit. However due entry in movement register is to be made.
 - i. Facility of crèche is available in the campus to help new mothers to monitor and feed their child while working.
- v. Sterilization Leave**
- A male teacher shall be entitled to get three days leave for sterilization operation subject to the submission of documentary proof.
- vi. Vacation Leave**
- The summer vacation shall be of two weeks and winter vacation shall be of one week during calendar year.
- vii. Leave for Higher Studies**
- If any employee applies for study leave for higher studies, permission at the discretion of the Vice-Chancellor is given for higher studies.
- viii. Compensatory Leave**
- Any Employee except Head of Institutions is eligible for Compensatory Leave in lieu of working on declared Holidays or Sundays if he/she is detailed for some official work during those days.

Conference Allowance

- i. Conference allowance is applicable after completion of one year of service for presenting papers as first author or for chairing a session. However, there is no such condition for Professor.
- ii. TA/DA for conferences will be payable as per laid down policy of TA/DA on



submission of bills.

- iii. On the recommendation of the HOI and prior approval of Hon'ble Vice Chancellor, 50% additional conference allowance to the entitlement is permissible to attend conference in foreign country.

Transport Facility

University operates buses for the convenience of teaching staff coming from in and around the city. This transport facility is also used for various educational purposes like field trips, industrial visits and recruitments.

Fee Concession Policy for Staff

To encourage the teaching employees and their children and blood relatives to get higher degrees/diplomas of education.

- a. The University has formulated a scheme of concessions in fee for the following categories of persons:
 - i. Staff members themselves
 - ii. Children of staff members
 - iii. Blood relatives of staff members
- b. Caution money will not be payable for above beneficiaries.
- c. Permission may also be taken to pay their fee in installments.

Loan Facility

The University has tie-up with Oriental Bank of Commerce to provide loan facility to the employees.

Accommodation policy

The University provides semi furnished / furnished housing facility to the Teaching upon the request subject to availability of houses.



WELFARE POLICY FOR NON-TEACHING STAFF

Policy Statement

The University has a duty to ensure the health, safety and welfare of all its employees. It aims to establish a positive health and Welfare culture that includes awareness and understanding, effective processes, and positive behavior by staff at all levels.

The purpose of the facility

The main purpose of this policy is to encourage and facilitate the working practices and services that support the health and welfare of University employees and overcome the work-related stress. The Welfare policy of employees provides steps towards getting healthy environment for working professionals.

Scope: This policy applies to all non-teaching staff employed by the University.

Welfare Facility Contents:

The University has following welfare policies:

1. Medical Facilities

- i. Discount Medical facilities
- ii. Health checkup and Vaccinations
- iii. Health Insurance

2. Leave

- i. Causal Leave
- ii. Earned Leave
- iii. Maternity Leave
- iv. Sterilization Leave
- v. Medical Leave

3. Transport Facility

4. Fee Concession Facility

5. Part time Work Facility

6. Loan Facility

7. Provident Fund of employees



8. ESIC Facility

9. Accommodation Facility

Medical Facilities

i. Health Insurance

The University has taken a group health insurance from an external Health Insurance Company for its employees and their families.

ii. Discount Health Policy

The University employees getting treatment in O.P.D will get subsidized charges in all the health services provided by the Chhatrapati Shivaji Subharti Hospital, Subharti Dental College and Hospital, Subharti Physiotherapy treatment section, Naturopathy and Yoga treatment section.

iii. Health Checkups and Vaccinations

- a. The University has regular Health Checkups routine for their employees and their family members.
- b. Apart from this University provides various vaccinations with discounted price for their employees and their families.

Leave Facility

i. Casual leave:

One day per month can be availed and which cannot be combined by any other type of leave. It can be carried forward for 3 months. However, under special circumstances, it can be carried forward to six months. This period can be extended to one year for employees whose permanent address is 1500 Km. or more away from the University. For such cases, the sanction of Vice- Chancellor is mandatory.

ii. Earned Leave:

Half day leave will be credited in the account of employee on every 30 days of working (excluding L.W.P.) on completion of one year of service. This can be carried forward up to maximum 300 days and is en cashable on leaving the service. Maximum 90 days leave



at one time may be granted.

iii. Maternity leave:

Women after working for a period of one year without any unpaid leaves, are eligible for the following benefits.

- a) The maternity leave may be admissible only to those who do not have more than one child. In case of delivery of twins or more, this shall be considered as single 'child' for the purpose of this rule.
- b) Maternity leave on full pay may be granted to a woman employee for a period not exceeding three months in one delivery. Total maternity leaves of three months may be granted in maximum two installments.
- c) However, the Vice Chancellor can extend the period to 180 days depending upon the work assessment by appropriate authority report of the candidate during her job.
- d) It is also provided that the total maternity leaves cannot be more than 180 in the entire career.
- e) Maternity leave may be combined with Earned Leaves.
- f) Maternity Leave maximum up to 45 days may be granted in case of miscarriage or abortion including abortion induced under the medical termination of pregnancy (M.T.P.) Act 1971, during the whole tenure of working in the University. Such leaves shall be considered under clause (iv) of this regulation.
- g) Additional leaves up to a Maximum of one week may be granted for tubectomy operation.
- h) Nursing mothers can go home in SVSU Campus/Crèche for feeding their child at equal intervals without taking permission from the Head/ In-charge of the department/Unit. However due entry in movement register is to be made.
- i) Facility of crèche is available in the campus to help new mothers to monitor and feed their child while working.

iv. Sterilization leave:

A female employee will be entitled to get five days leave with full pay for undergoing sterilization operation whereas male employee may avail three days paid



leave on this account subject to the production of documentary proof.

v. Medical leave:

Having completed five years of service, an employee will be entitled to get paid medical leaves on submission of proper medical certificate along with all relevant proofs as per the notification, which will be checked by the Hospital Management Committee and recommended to the Hon'ble Vice Chancellor for sanction as per rule.

When an employee is undergoing treatment for serious illnesses like: Malignancy / Mental Illness / Tuberculosis / Leprosy etc. the Vice- Chancellor may at his discretion may sanction any number of extraordinary leaves (Leave without pay) as may be required for the treatment of such illness, if the application is supported by the Medical Certificate issued by the Medical specialist treating the employee.

Transport Facility

University operates buses for the convenience of non-teaching staff coming from in and around the city. This transport facility is also used for various educational purposes like field trips, industrial visits and recruitments.

Fee Concession Facility

To encourage the non-teaching employees and their children and blood relatives to get higher degrees/diplomas of education.

- i. The University has formulated a scheme of concessions in fee for the following categories of persons:
 - a. Staff members themselves.
 - b. Children of staff members.
 - c. Blood relatives of staff members

ii. Caution money will not be payable for above beneficiaries.

Part Time Work Facility

A staff member may apply for working part time from Swami Vivekanand Subharti University.

Loan Policy

The University has tie-up with Oriental bank of commerce to provide loan facility to the employees.



Provident Fund of employees

Those employees who are covered by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 contribute towards PF contribution at the rates prescribed in the Rules and matching share of contribution is being paid by the University and both shares of PF contributions. The accumulated PF contributions will be paid to the employees at the time of his/her relieving.

ESIC

ESIC provides for medical care and cash benefits in the contingencies of sickness, maternity, disablement and death due to employment injury to all workers under the ESIC Act 1956.

Accommodation Facility

The University provides semi furnished / furnished housing facility to the Non-Teaching upon the request subject to availability of houses.