

Non-Teaching Staff Welfare Policy



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

I. Introduction

Employees are considered as the primary asset for any organization. Non-teaching staff plays a vital role in overall growth of Academic institutions. ANITS believe that implementation of welfare measures increase their productivity as well as job satisfaction. Hence, many measures have been initiated as most of the non-teaching staff has been working since inception of the Institute.

II. Welfare Measures for Non-Teaching Staff

1. ESI

ESI facility will be provided to eligible non-teaching staff.

2. EPF

All eligible non-teaching staff is covered by Employees Provident Fund Act.

3. Hospital benefits

All the non-teaching staff and their dependents can avail free in-patient treatment in Anil Neerukonda Hospital.

4. Maternity Leave

Maternity leave for 26 weeks is granted for regular women non-teaching staff members.

5. Special Leaves for attending exams

Non-teaching staff are encouraged to improve their qualifications through distance education programs in recognized universities. Special leaves are sanctioned for attending end examinations.

6. Deputation for Skill up gradation

Technical non-teaching staff is encouraged to attend skill up gradation programs outside the institution by providing registration fee and travelling allowance.

7. In-house training programs

Training programs are conducted for non-teaching staff to hone their skills.

8. Permission to utilize facilities in the campus to pursue higher studies

A non-teaching staff member pursuing higher studies is encouraged to utilize the facilities in the campus such as labs, library, and internet.

9. Festival advance

Non-teaching staff can avail interest free festival advance up-to Rs. 5,000/- repayable in installments.

10. Salary advance

Interest-free salary advances under financial emergencies may be sanctioned.

11. Free transport facility

All non-teaching staff members are provided with college bus transport at free of cost.

12. Fee concession to the wards

Tuition fee concession will be given to the wards of Non-Teaching staff who are studying in this institution.

13. Financial assistance for medical treatment

Financial assistance for medical emergencies may be sanctioned on the basis of severity.

14. Medical Leave

Medical leave up to 15 days may be sanctioned in case medical emergencies.

15. Increments & promotions

Annual increments will be given and DA is also revised regularly. Additional increments may be sanctioned to deserving members. Promotions are in place for non-teaching staff based on their experience and expertise.

16. Recognition and awards

Non-teaching staff members are honored with special recognitions during college annual days and women's day celebrations. Sports events are conducted for non-teaching on sports day and prizes are awarded.

**Principal
ANITS**