



AUXILIUM COLLEGE (Autonomous)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)
Gandhi Nagar, Vellore – 6.

6.3 Faculty Empowerment Strategies

STAFF WELFARE POLICY



Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone :
Off : 91 416 22 41 774
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Fax : 91 416 22 47 281
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Web Site :
www.auxiliumcollege.edu.in

6.3 Associations on the Campus

6.3.1 Staff Welfare Association

The College has a Staff Welfare Association, which is managed by the Staff and the Management supports it. The objective of this Association is to offer the staff members financial assistance through loans. This applies to the teaching, non-teaching and support staff of the College. The Association aims to render a bond of solidarity among the staff of the College. There are four separate sub-associations:

1. Aided Teaching Staff
2. Un-Aided Teaching Staff
3. Aided Non-Teaching Staff
4. Un-Aided Non-Teaching Staff

Membership

Membership is confined exclusively to the permanent staff of Auxilium College, who would normally be considered eligible to subscribe to the benefits of the Staff Welfare Association.

Management

The Association is managed by a separate Executive Committee comprising of

1. Chairperson (Secretary of the College)
2. Vice-Chairperson (Principal of the College)
3. Vice-Principals
4. Secretary of the Association (lay staff)
5. Two lay staff members

Term

Three Years

Fund

Members of the Association make a one-time contribution at the time of joining the Association. This amount may be revised from time to time during a General Body Meeting.

Sr. Laxshin

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Category	Amount of One-Time Contribution
Aided Teaching Staff	₹ 1,000/-
Un-Aided Teaching Staff	₹ 1,000/-
Aided Non-Teaching Staff	₹ 500/-
Un-Aided Non-Teaching Staff	₹ 300/-

Maintenance of Accounts

To ensure the transparent operation of the funds, a savings bank account was opened in the name of the Principal for the teaching staff and the Secretary of the College for the non-teaching staff on 21.06.2006 with ₹ 1,00,000/- deposit given by the Management for each Account. Besides, to ensure the systematic regulation of financial accounts, the Secretary of each Association properly maintains its Cash Book, Loan Register and Contributory Fund Register. The executive committee is authorized to convene fundraising schemes as and when necessary. The finances of the Association are audited every year.

Loan Transactions

The members of the Association can apply for a loan with a simple interest of 12% per annum. The interest is calculated for the balance amount still to be paid. The number of repayment instalments is fixed by the one who applies for the loan. Application for another loan is permitted only if the previous loan is completely repaid. The rules and regulations to be followed are given in the Constitution of the Association. (Ref. Annexure I)

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4.1.19 Staff Leave

(a) Aided Staff - Teaching and non-teaching (As per Government Regulations)

(i) Casual Leave (CL)

- 12 days in a Calendar Year (January to December) not exceeding 8 days at a time including notified holidays and weekly holidays.
- CL cannot be combined with any other type of leave or vacation/semester holidays except OD. For substitutes and temporary staff, only CL is permitted and not any other type of leave.

(ii) Medical Leave (ML)

Only permanent staff are eligible for this leave.

1 to 5 years	- 90 days (3 Months)
6 to 10 years	- 180 days (6 Months)

11 -15 years	- 270 days (9 Months)
16 -20 years	- 360 days (12 Months)
More than 20 years	- 540 days (18 Months)

Note: A staff can avail 3 months leave for every 5 years with cumulative effect.

- Regular staff members are not eligible for ML during the first two years of service. Application of ML should be accompanied by the Medical Certificate.
- For ML exceeding 59 days, the incumbent will be referred to a Medical Board. On re-joining duty after ML, a Fitness Certificate from the civil assistant surgeon in Government Service should be produced.

(iii) On Duty Leave (OD)

- 15 days in an academic year (1st June to 31st May).
- For OD exceeding 15 days, the RJDCE's permission is required. RJDCE's permission has to be obtained for Refresher/Orientation course.
- Public holidays can be combined with OD. Semester holidays/local holidays cannot be combined with OD.
- OD can be taken for the following reasons.
 - Accompanying students
 - College or departmental activities outside the College
 - University examinations/ valuation

(iv) Earned Leave (EL)

15 days in a calendar year (or less in proportion to the number of months of service with salary in that year).

(v) Leave on Private Affairs (LOPA)

- After 10 years of service, permanent staff can avail of 180 days of LOPA not exceeding 90 days at a time. Basic servants after 15 years of service can avail themselves of LOPA. The salary will be half of the basic plus full allowances.

(vi) Maternity Leave (MATL)

- Staff can avail of 12 months of Maternity Leave for the first and second child. MATL is not allowed if there are 2 live children.

Note:

- Leave cannot be claimed as a matter of right. When the exigencies of the public/college services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

(b) Un-Aided Staff - Teaching and non-teaching

(i) Casual Leave (CL)

- 12 days in an Academic Year (June to April) not exceeding 5 days at a time including notified holidays and weekly holidays.
- CL cannot be combined with any other type of leave or vacation /semester holidays except OD. For substitutes and temporary staff, only CL is permitted and not any other type of leave.
- A teaching staff member will be paid ₹400/- and ₹300/- for the non-teaching staff for each CL not availed. In case of 100% attendance, ₹5,000/- for the teaching and ₹4,000/- for the non-teaching staff will be paid.

Only permanent staff are eligible for the following leave.

(ii) Medical Leave (ML)

Years of Service	Medical Leave
3 to 5 years	10 days
6 to 8 years	20 days
9 to 11 years	30 days
12 to 14 years	40 days

15 to 17 years	50 days
18 to 20 years	60 days
21 to 23 years	70 days
24 to 26 years	80 days
Above 26 years	90 days

- Regular staff members are not eligible for ML during the first two years of service. Application of ML should be accompanied by the Medical Certificate.
- For ML exceeding 59 days, the incumbent will be referred to a Medical Board. On re-joining duty after ML, a Fitness Certificate from a civil assistant surgeon in Government Service should be produced.
- The Management pays the staff during the leave. The incumbent should pay the substitute staff.

(iii) Maternity Leave (MATL)

- This leave is applicable only for those staff who have a minimum of two years of service in the College.
- The first three months of leave with salary.
- Additional three months with 50% salary.

(iv) Study Leave (SL)

- A staff who has experience of a minimum of 3 years may take leave for up to 3 months to complete her Ph. D. The Management will pay for the first one month. The extended leave of 2 more months will be considered as leave on loss of pay (LLP).

Note: The same staff cannot avail more than one type of leave in a continuum.

4.1.20 Retirement – Gratuity – Un-Aided Staff

The Management has set aside a fund, „Retirement Benefits Fund“ to be given to those who have a minimum of ten years of service at Auxilium College at the time of retirement. This fund is used for both teaching and non-teaching staff.

- Any permanent staff or her legal heir shall be eligible for gratuity on:
 - (i) Leaving the service
 - (ii) Retirement
 - (iii) Disablement: Rendering the person unfit for further service as certified by a medical officer, and approved by the Management.
 - (iv) Died in harness.
- The amount of gratuity payable to staff is at the rate of 15 days“ salary (basic pay and dearness allowance) last drawn for every completed year of service in Auxilium College. i.e,

$$\text{Gratuity} = \frac{15 \times \text{Last Drawn Pay (Basic + DA)} \times \text{Years of Service}}{26}$$

As per the Gratuity Act, the amount of gratuity cannot be more than ₹ 20 lakhs.

4.1.21 Code of Conduct

In addition to the Code of Conduct prescribed for the staff in the Tamil Nadu Private Colleges Regulation Act 1976, Auxilium College has its Code of Conduct for the staff. It has been compiled keeping in mind the moral values, traditions and practices of the College for more than six decades. The professional ethics of staff include a commitment to quality education, holistic development, student-centred learning, respect for all, teamwork and willingness to adapt, update, learn new things and adopt modern technology.

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4.2.3. Research Publications

Auxilium College (Autonomous), Vellore, encourages its faculty members and research scholars to get the research work published in peer-reviewed/indexed journals as well as present such research work in conferences resulting in ISBN/ISSN numbered proceedings.

Each publication in a peer-reviewed journal which is Scopus indexed for sciences and UGC "Consortium for Academic and Research Ethics" (CARE) listed for humanities with a good impact factor by the faculty will be recognized by a cash award of ₹ 500 /- and for those who publish books with ISBN will be awarded ₹ 1,000/-

The faculty with the maximum number of publications in an academic year is encouraged and recognized with Sr. Ethelvina Research award for Arts and Science stream separately which includes a certificate and a cash award of ₹ 5,000 /-. Proposals are invited from the faculty for seed money and the work to be published in a journal with a high impact factor I made mandatory.

S. Indira

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