

## Aryabhata College, University of Delhi

### Policy Document for Financial Support and Welfare of the Teachers

Aryabhata College maintains welfare policy for its teaching faculty which is directed towards academic and financial wellbeing and support. The objective of this policy is to enumerate these incentives/ benefits which can be availed by them whenever required. This provides both support and motivation to the teachers for carrying out their academic and other responsibilities to the maximum. The policy is in keeping with the guidelines stipulated by University of Delhi (DU) and University Grants Commission (UGC).

#### Scope of the Policy

1. Salaries and other Disbursements
2. Professional Benefits
3. Medical Benefits
4. Academic Facilities
5. Leave Benefits
6. Retirement Benefits
7. Other Benefits

#### Salaries and Disbursements

- Aryabhata College is fully funded by UGC and maintained by University of Delhi.
- Service conditions for teachers are laid as per DU/UGC rules.
- The college regularly and promptly disperses salaries, implements pay fixation, promotions and post-retirement benefits for its staff as per the DU/UGC norms.
- In accordance with DU and UGC, the teaching staff can also avail Children's Education Allowance.
- LTC/HTC, HRA, DA are provided to the employees as per DU/UGC rules.



- The college ensures availability of loan facilities through advance from Provident Fund.
- Teachers can avail loans for constructing/buying houses and purchasing vehicles etc.
- Life insurance is provided by the college in the form of Group Insurance Scheme as an added benefit for its staff members at low premium.
- Provision is also made for financial support to the economically weaker staff in the form of fee concessions for their wards.

### Professional Benefits

- The college makes a continuous effort to enhance and upgrade the professional skills of the teaching staff through faculty enhancement programs, seminars, and training programs which are organised in the college. These are deemed important for their career advancement and growth.
- The institution organizes national and international seminars, conferences, and workshops for faculty enrichment and for nurturing a competitive and thriving academic environment. Teachers can apply for the exemption/reimbursement of registration fees for the programmes which are organised within or outside the campus.
- Teaching staff is also encouraged to attend skill development programs conducted outside the college. In order to facilitate the teaching faculty to attend refresher courses, orientation programs and FDPs, the college provides them with a reimbursement of the registration fees after approval by the Principal.
- The college also follows the UGC guidelines of Travel Grants Scheme for College Teachers.

### Medical Benefits

- The staff can avail the membership of University Health Centre (WUS) for OPD facilities.
- The institution follows the policy of medical reimbursement and direct hospital payment facility as well as other medical provisions as per the guidelines of the University and CGHS.
- A medical attendant (Nurse) is available during working hours in the college medical room for emergencies and first aid.



- The institution lays emphasis on the mental well-being and ensures organisation of seminars and other workshops on mental health with the assistance of trained psychologists invited from outside the college. The newly introduced Psychology department in the college also helps in organising such events.

### **Academic Facilities**

- The college has well-maintained and Wi-Fi enabled computer rooms, audio-visual labs, library and staff room.
- The institution ensures an easy access to e –resources for the employees through the library.
- Teaching faculty is entitled to issuance of multiple books in their name at a specific time depending upon the availability.
- The college provides laptops for teaching staff.
- Availability of dust-free chalks to write on the boards is ensured which minimises health hazards.
- Faculty members also have the facility to move to other research institutions and universities on lien.

### **Leave Benefits**

- As per government rules, Female teaching staff can avail paid maternity leave.
- Teaching/non- teaching staff can avail Study Leave upto 3 years.
- To facilitate an effective professional development, the teaching faculty has the provision of 30 days Duty Leave.
- Paternity Leave of 15 days is provided to the male teaching staff.
- Teaching faculty can also avail sabbatical leave of 2 years subject to the terms and conditions laid by the UGC.
- Teaching staff are provided with 8 casual leaves and 2 Restricted Holidays (RHs) in an academic year
- After completing one year of service, permanent teaching faculty can avail 20 half-



pay leaves. Commuted leave not exceeding half the amount of half pay leave is granted on the provision of a medical certificate.

- Female teaching staff can avail a maximum of 2 year Child Care Leave subject to approval of the leave sanctioning authority as per University rules.
- To participate in seminars/ present papers, leave is given to the teaching staff.

### **Retirement Benefits**

- Family Pension to employees after superannuation, General Provident Fund (GPF), gratuity and earned leave encashment facilities are available as per rules.
- In accordance with the University guidelines, the College has offered an option of Contributory Provident Scheme whereby the Management contributes its share equal to the share of the employee every month.
- Availability of National Pension Scheme (NPS) for employees who joined services after 01.01.2004.
- World University Services (WUS), University of Delhi health centre membership for medical OPD facilities, hospitalisation and reimbursements for other medical expenditure can be availed as per DU rules.

### **Other Measures**

- The college has a Ward Quota for admissions of eligible wards of employees.
- Aryabhatta College has a proactive Grievance Redressal cell to address complaints regarding promotions, arrears, appointments etc.
- Two members of the teaching staff in the college are appointed as teacher representatives to the Governing Body every year.
- The college also has an Internal Complaints Committee (ICC) as mandated by the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act and Rule, 2013.
- The College functions in accordance with the Right to Information (RTI) Act and has constituted the office of the Public Information Officer to act promptly in case of RTI applications.



- Teachers are made a part of decision-making processes through regular staff council meetings.
- College ensures a democratic way of decision making by promoting an active and committed Staff Association that acts as a bridge between college administration and the staff members. It also acts as an active body that connects the staff with the University teachers' association. Regular staff picnics and farewells for the retired staff are organised.
- The College along with its staff association celebrates all important national and cultural festivals.
- The staff is provided with a clean, healthy, well-designed and adequate infrastructure. This includes a parking facility, a staff-room with a functional pantry, an administrative office block, a faculty research centre, a committee room, and a well-equipped cafeteria. All these serve as important spaces outside classrooms.
- For team-building and recreational exercises, the college organizes Yoga, badminton, volleyball and cricket matches between teaching and non-teaching staff.

Link to Leave Rules as per Delhi University guidelines

- ❖ [https://www.ugc.ac.in/pdfnews/4033931\\_UGC-Regulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)
- ❖ [http://www.du.ac.in/du/uploads/Guidelines/01022016\\_Rules\\_CCL\\_women-faculty.pdf](http://www.du.ac.in/du/uploads/Guidelines/01022016_Rules_CCL_women-faculty.pdf)
- ❖ [http://www.du.ac.in/uploads/executive\\_council/30082019/02072019/12\\_Appendix-XII%20\(Page%20No.%201%20to%20113\).pdf](http://www.du.ac.in/uploads/executive_council/30082019/02072019/12_Appendix-XII%20(Page%20No.%201%20to%20113).pdf)
- ❖ [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Acts/pages/act-i.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-i.pdf)
- ❖ [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Acts/pages/act-ii.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-ii.pdf)
- ❖ [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Acts/pages/act-iv.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-iv.pdf)

Link to LTC rules

- ❖ <https://doptcirculars.nic.in/Default.aspx?URL=ApYu5J8VtciK%20>