Chinmaya Vishwa Vidyapeeth

Deemed to be University under the Section 3 of UGC Act 1956

UGC Recognized | AICTE Approved | ISO 9001: 2015 Certified



STUDENTS' AND STAFF WELFARE POLICY

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

THAYYULLATHIL ASOKAN

THAYYULLATHIL ASOKAN
your signing location here
2024.12.04 19:44:50+05'30'

REGISTRAR
Chinmaya Vishwa Vidyapeeth
Deemed to be University Under the Section 3 of UGC Act 1956
Ernakulam - 682 313 Kerala

Chinmaya Vishwa Vidyapeeth
Deemed to be University under the Section 3 of UGC Act 1956
UGC Recognized | AICTE Approved | ISO 9001: 2015 Certified

STUDENTS' AND STAFF WELFARE POLICY

INTRODUCTION

This document deals with welfare measures for Students, Teachers and non-teaching staff during their employment at the University. This policy is prepared in consideration with different aspects for the overall development of students and satisfactory employability to the staff of the University.

OBJECTIVES

The objectives of welfare measures of the University are as follows:

a) To enhance the overall development of the life of Students, Teachers and staff

b) To provide an opportunity for students to acquire Knowledge during their period of study and for Teachers and Staff during their service.

c) To provide all opportunities for the welfare of Students, Teachers and staff of the University (Financial/Medical/Personal)

d) To provide enough opportunities for the academic excellence of students, teachers and administrative staff through various activities.

e) To provide facilities to carryout research and development/ Ph.D./PDF.

ELIGIBILITY

It is limited for full-time students, Teachers and staff of the University.

The Eligibility requirements are followed by the University as per statutory and competent authorities such as the UGC, AICTE etc.

NATURE OF ASSISTANCE AVAILABLE UNDER THE PROVISION OF STAFF AND TEACHERS

1. **Provident Fund and Employee Provident Fund (PF and EPF)**
   The University has two pension Schemes. PF is provided to the Teaching and Non-Teaching Staff who joined in the service before the introduction of EPF by the Government and the EPF scheme to all the teaching and non-teaching staff joined in the service after the introduction of EPF by the Government. Every month the specified amount will deduct from the employee's salary and deposited with the university share to EPF Account. The employee can contact the University Finance officer/Administrative staff for the details.
2. **Employee Group insurance and State Life Insurance**
   The University has an employee Group Insurance Scheme and State Life Insurance Scheme for both the teaching and non-teaching staff.

LLATHIL ASOKAN
Digitally signed by LLATHIL ASOKAN
Date: 2024.11.21 19:44:50+05'30'

3. **Funding and Facilities for Carrying out Research and Development Work / Acquiring Knowledge**

   Teachers will get financial assistance for Minor and Major projects, Purchasing Equipment to perform their research and development work in the University and other research projects and research competitions. Teachers can use the equipment/instruments/library facilities to obtain higher-level knowledge and for carrying out Research Work.

4. **Seed Money to Teachers for Research**

   The University provides seed money for the newly appointed Teachers as a start-up of Research and Development.

5. **Financial assistance to attend conferences/workshops/Seminars inland and abroad**

   Financial assistance is given for the faculty for attending conferences /workshops / seminars and presenting papers as part of the welfare of the teachers for widening their area of knowledge from outside of the campus through travel and participation in the knowledge discourses conducted by the National and International Universities/ Institutes / Organisation.

6. **Provisions for Leave**

   a) **Condition of Leave:** Leave is not a right as mentioned in the KSR (Kerala Service Rules), it may be refused or revoked by the authority who empowered to grant it. It would, however, generally be granted otherwise the exigencies of service so demand.
   b) **Leave application:** The leave application shall be submitted on the prescribed form well in advance and shall be got sanctioned before availing of the leave.
   c) **No leave can avail unless it has been sanctioned:** Mere submission of a leave application does not permit an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned is not permitted.

A) Kinds of Leave:

a) Casual Leave (CL)
b) Compensatory Off (COMP OFF)
c) Medical Leave (ML)
d) Earned Leave (EL)
e) Extra Ordinary Leave/Leave Without pay (LWP)
f) Duty Leave (DL)
g) Study Leave
h) Vacation Leave

THAYYULLATHIL ASOKAN
THAYYULLATHIL ASOKAN your signing location here 2024.12.04 19:44:50+05'30'

i) Maternity Leave and Paternity Leave
j) Special Leave

a) Casual Leave:

- Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules.
- For teaching staff 15 days, for Statutory Officers and non-teaching staff for 20 days casual leave in one calendar year.

b) Compensatory Off:

- No compensatory off will be allowed for the completion of academic work allotted to teaching staff members.
- Employee if asked to work (except academic work) on Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have a compensatory holiday, provided they work for on that day. Compensatory off can be availed as per rules framed by the University with prior sanction.

c) Medical Leave:

All Students/Research Scholars, teaching and non-teaching staff members are eligible for medical leave as per rules with permission.

d) Commuted Leave:

1) Teaching:
   Commuted leave for teaching faculty for 20 days. Working during the vacation can be converted to Commuted leave as per university order.
2) Non-Teaching:
   - Commuted leave is admissible to all non-teaching staff.
   - Employees should get Commuted leave for 30 days in each calendar year.
   - Commuted leave can be accumulated as per rules.

e) Extra Ordinary Leave/ Leave Without Pay:

For reasons beyond one's control, if an employee has to avail leave more than one's authorization, he may be granted, "Extra Ordinary Leave/leave without pay" at the discretion of the Authority can be availed.

g) Duty Leave: The activity of an employee which can bring recognition to the University may be considered for grant of Duty leave.

i. Duty leave may be granted for one or more of the following purposes:
ii. To deliver an academic lecture

THAYYULLA
LLATHIL ASOKAN
HIL ASOKAN
your signing
location here
2024.12.04
19:44:50+05'30'

iii. To work on behalf of the university

iv. To read/present a research paper at a conference/symposium at the national / International level or to attend a workshop/seminar.

v. To attend selection committee or other such like committee meeting provided they are convened by a statutory body [recognized by the Government).

vi. To inspect academic institutions attached to a statutory body or a university recognized by the Government.

vii. The duty leave will be restricted to a maximum of 30 days during a calendar year subject to the Sanction of Competent Authority.

H) Study Leave:

- This leave may be granted once in the tenure of service for pursuing higher studies at the recognized institute as per rules by the sanction of the competent authority
- Leave for attending Refresher Course/ Orientation Course/ Training Programme etc.
- The University Sanctions up to 30 days of leave for attending the programme through the request by teachers with full pay.

J) Vacation Leave:

1. All teaching staff and students are entitled to summer and winter vacation in one calendar year as per the rules of the university.
2. The vacation leave shall be got sanctioned in advance in writing as to any other leaves.
3. The vacation period amongst the faculty members shall generally be staggered to ensure that the University functioning is not hampered.

k) Maternity leave and Paternity Leave:

Maternity leave and Paternity leave may be granted to a permanent female and male employee respectively as per rules with full pay subjected to the production of a medical certificate.

OTHER WELFARE SCHEMES

1.Medical Policy:

Medical policy for both teaching and non-teaching staff has been introduced through the Medisep Scheme.

2.Medical Reimbursement

THAYYULLATHIL ASOKAN
THAYYULLATHIL ASOKAN
your signing location here
2024.12.04 19:44:50+05'30'

The University is providing eligible medical reimbursement to the regular staff of the University who are undergoing major medical treatment.

3. Women's Grievances Redressal Cell:

The University has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

4. SC/ST Grievances Cell

The University is committed to protecting the rights of the deprived groups such as SC/ST students and staff of the University as per the directions of the SC/ST commission.

5. Computer/Laptop to teacher

The teachers of the University are provided computers/laptops for the use of academic work.

6. Jobs on Compassionate Grounds to Family Members of the Staff

The University provides a job to one of the family members as per rule on compassionate grounds on the demise of the staff during the service.

7. Co-operative Societies

The University was permitted to run Co-operative Societies and provided space for it in the Campus on a loan basis like the Consumer Society, Housing Society, Pensioners Society and Women Society for the welfare of the Staff of the University.

8. Staff Welfare Fund

The University has formed a staff welfare fund by collecting a small contribution from the staff and keeping it for the welfare of the staff and their family members. It arranges a farewell meeting every month for those who are retiring from the service.

9. Gymnasium and Indoor sports facilities

The University facilitated a full swing gymnasium, Indoor stadium and a swimming pool with international standards for maintaining the health of the students and staff of the University.

10. Library facilities for the non-teaching staff.

The University provided Library facilities to its non-teaching staff too for widening their knowledge by availing membership in Libraries

THAYYULLATHIL ASOKAN

THAYYULLATHIL ASOKAN
your signing location here
Date: 2022.06.15 19:44:50+05'30'

11.Higher learning facilities like PhD registration for non-teaching staff

The University has provided Higher learning facilities like PhD registration for non-teaching staff too so that they also be benefitted the facility.

15.Parking area for the staff

The facility is provided in front of the Deprtments and the Administrative blocks and other buildings of the University

16.Felicitation and appreciation

The Students and Staff of the University is felicitated and appreciated whenever they get special award and honour from the different Intitutions/Organisation/Universities etc.

OTHER BENEFITS

- Periodical Awareness programmes are conducted for Non-Teaching Staff
- Free Wi-Fi and email addresses using the institutional domain name
- Ladies Staff Hostel and Men Staff Hostel
- Post office
- Canteen facility at subsidized rates
- Day-care facility for the children of staff
- Celebration of festivals and National days

Promotions to Teaching Staff

- Teachers are placed according to UGC norms as Assistant Professor, Associate Professor, Professor and Senior Professor
- Promotion from one level to another based-on API based PBAS System

Non-Teaching Staff

- The non-teaching posts are categorised into five grades-Assistant, Section Officer, Assistant Registrar, Deputy Registrar and Joint Registrar are given based on seniority and confidential report of Reporting Officer
- The selection of an employee for a particular grade is decided based on his educational qualification and work experience.

Transport facility

The University has a transport facility coming under the engineering Division and ensures transport facility to students, teaching/Nonteaching staff. Employees can avail of the transport facility for official work. The procedure to apply for a transport facility is defined and employees should apply to avail the same.

Residential Facility for Students, Teachers and Non-Teaching staff

THAYYULLATHIL ASOKAN
Digitally signed by THAYYULLATHIL ASOKAN
your signing location here
Date: 2024.09.04 19:44:50 +05'30'

The University provides in its campus residential facility to students, teaching and non-teaching staff. The allocated residential area is provided with the facilities like electricity/Water/garbage collection and common area cleanliness etc. The employees who want to avail residential facility shall make an application for thesame to the concerned section/ office.

Festival Advance:

Festival advance in connection with Onam Celebration is given to all permanent staff of the University

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are well discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employees shall follow the procedure and apply through proper channels to avail the welfare schemes. The higher authority shall provide the decision based upon the eligibility criteria and norms of management. Any dispute or disagreement will be addressed by a higher authority as per the norms and employees shall bind to the same.

Students' Welfare Policy

The University of Calicut protects all the rights of the students that all students have an entitlement to a high quality of education and all-around development who registered in the University for the achievement of their goals. The University always gives priority to keeping students safe and solving the blockades that arise in learning. The University is ensuring that all the students can utilise their full capacity and potential during their studies through the proper care, guidance and remedial teaching methods. The University is well known that student welfare helps the students for their learning outcomes. The University supports student welfare by promoting freedom in their life without affecting the discipline and good behaviour of students.

The purpose of this policy is to maintain a mechanism for attending to the students' welfare individually and collectively by creating an atmosphere in the University Campus in which all can live without any difficulty, participate in all the academic discourse concerned and learn together peacefully with harmony. The welfare policy is designed to provide full assistance and guidance that could help the students to become good, capable, and honest citizens.

Through this policy the University provides a cordial atmosphere for the students as follows:

- Students can experience and practice a free intellectual and educational life
- Students can have freedom of expression while academic discourse

THAYYULLATHIL ASOKAN
THAYYULLATHIL ASOKAN
your signing location here
2024.12.04 19:44:50+05'30'

- Students may feel that they are going to become a responsible citizenand their rights are protected, and their needs are met

The Policy Objectives

This Policy is made for addressing the students' needs for availing a free and fair education at the University by:

a) Ensuring that students campus life is provided within the standards.
b) Providing an indiscriminate qualityof knowledge acquiring an atmosphere in which students can perform with their best ability.
c) Setting a cordial atmosphere where students could approach and treat the staff and fellow students with good manners, respect and care.
d) Promoting the highest standards of Campus life with good behavioural conduct.
e) Creating an atmosphere of the unbiased process for the application, conducting of examination, evaluation etc.
f) Protecting all eligibility requirements and criteria for receiving assistance for concession.

Legal and Regulatory Framework

This Policy is framed as per the policies of the Government of Kerala, UGC and the University.

- Constitutional provisions of Rights protection policy of India
- The University of Calicut Act and Statutes
- The University Students' Welfare policy
- The University IT and Media Policy
- The University Policy Against Sexual Harassments
- The University Gender Policy

Student Rules and Regulations

- The University Anti Ragging Policy
- The University Lab policy
- The University Lab policy
- The University Library policy

STUDENT WELFARE POLICY PROVISIONS

The Code of Conduct

A detailed account of the code of conduct is provided to students in the Prospects and Calendar with the following points:

- Commitment to Learning

THAYYULLATHIL ASOKAN
THAYYULLATHIL ASOKAN your signing location here 2024.12.04 19:44:50+05'30'

- Respect the staff, teachers and fellow students
- Bullying staff, teachers and fellow students
- Sexual Harassment on the campus
- Protecting the safety of the university community
- Suffering from Illnesses
- Smoking in the Campus
- Drugs and Alcohol while living in the Campus

Provisions of Students Concession

The University arranges the grants for eligible students through Govt. and other permitted agencies and Students could seek help from the University fund provided for the specified purpose when they are in need, the University provides concessions to the students who are in need as per rules and the disreation of the Higher Authority The following criteria are followed for permitting a student's need and eligibility for assistance.

i. Students who are deserving and eligible to avail concessions have to submit all the documents at the time of admission and the designated authority will recommend availing the concession provided by Govt. and Non-Governmental Agencies permitted

ii. In connection with the attendance, the students should clear the 75 percent of attendance for the University examinations with permission of the concerned authority as per rules.

iii. Research Scholarships are provided on a merit basis by conducting an entrance examination of concerned subjects other than the scholarships brought by the Scholars from the different funding agencies.

iv. Awards

The University has many Endowment Funds to honour the students by giving awards for their academic achievements Students Representation

The University understands that students need organisational experience in a democratic system like ours. Student representation at the University aims to provide students with an opportunity to express their views, suggestions and concerns through a proper and efficient democratic process. Departmental Students Association (DSA) is a body of students to promote organisational awareness and the democratic value of our system. It is also a democratic support system for the development of good citizenship amongthe students and will work with the support of the respective departments/clubs / groups of the College and their Teachers. DSU will report to and

THAYYULLATHIL ASOKAN

THAYYULLATHIL ASOKAN
Digitally signed by THAYYULLATHIL ASOKAN
Date: 2024.12.04 19:44:50+05'30'

will function with the general supervision of the President of DSU appointed by the Vice-Chancellor.

Objectives of Departmental Students' Association (DSA):

- To bring awareness among the students of the vision and mission of the University.
- To identify, assess, evaluate and suggest the student view with total involvement in the development and Celebration of Arts & Culture, Sports & Games, and other co-curricular activities.
- To identify and suggest proper and suitable ways/methods for improving student life in the Campus.
- To assess, promote and improve the potential for student placements for their future employment and prosperity.
- To create a cordial atmosphere for healthy and effective use of student facilities.
- To support and promote the different clubs of students' activities and groups.
- To encourage and initiate multidisciplinary studies and project works.
- To encourage and inspire the students for volunteerism as a movement in the University for helping the society with the commitment in the future life of students as citizens of our nation.

The election process of DSA is same as the election process of the Legislative Assembly. The Chairman and his team consisting of the Vice-Chairman, Editor, Arts Secretary, Lady representatives will be elected through election by the students as per DSA Rules and regulations. The team of the Chairman and will assist the DSU President and the team will take initiation for all the activities related to the student community and discipline of the Campus. Their fellow students will give the team respect and support to discharge the duties as DSA office bearers.

The University has several avenues available through which students can be actively involved in and put representative roles in the activities of the University and students already represent as follows:

- IQAC
- Academic Council
- Syndicate
- Various Committees
- Clubs and Societies
- Class representation
- Student Counselling

THAYYULLATHIL ASOKAN

THAYYULLATHIL ASOKAN
your signing location here
2024.12.04 19:44:50+05'30'

The University understands that a student may have problems dealing with many issues in their personal life and campus life. Counselling is a very important service for helping the students effectively solve their problems and develop skills for tackling the problems in future. Counselling is also a positive service for creating positive mental health and emotional state of students which can support the students' academic and personal life. Counselling is an opportunity for the students to express the kinds of feelings and problems they face, and it could help the councillor to solve their problems.

Students Career Guidance

The university has a foresight towards career guidance for all the students studying in the campus for achieving employment or getting admission for higher education. The university is running a placement cell for this purpose

Career guidance for the help of the students to:

- Choose a suitable higher course in the well-known institute or University of inland and abroad.
- Evaluate their exposure at the University and their capacity for the future development
- Get a chance for seeking career opportunities
- Search for employment opportunities in different areas/sectors
- Apply their plans for Self-employment/Business etc.

Accommodation

The University runs a hostel facility for boys and girls. All the students registered except days scholars are provided with the facility on a first-come-first-served basis. Government running grants and concessions are given to the students in the hostel who are eligible for it as per rules.

Food and Refreshment Facilities

The University provides Food and Refreshment facilities through its canteen, refreshment corners and hostel mess. The service requires students to pay for their food in cash or another mode of payment.

Sports and Games Facilities

The University's Physical Education Department offers the students International Standard facilities for sporting and gaming for aiming an active state of mind and meaningful lives during the tenure of study and achieving National and International Medals. The Department offers diverse recreational sporting facilities that are located

THAYYULLATHIL ASOKAN

conveniently in the sporting area of the campus with possible range of operating hours and amenities.

Health Care Services

The University's Health centre provides both preventive and curative care to students and staff. Specifically, the facility offers the following services: curative, preventive, referrals, dispensing of drugs. The following facilities are provided as part of health care services

- Sick rooms
- Sanitiser vending machines
- Room for differently able persons
- Ramp
- Ambulance Service

Security

The University takes the security of its students and staff very seriously. The Security Department under the Administration is committed to protecting the life and property of the University community. The security personnel patrol the university on a 24-hour basis.

Reported offences are forwarded to the lawful authorities for investigation and appropriate action. The campus is equipped with CCTV cameras wherever it is needed and has fire safety measures in place.

Students Service Activities

Students Service Activities are an integral part of University Education. Active participation in the activities is highly promoted. This gives opportunities to the students for their all-around development of personality. The Students' Dean is liable for monitoring all students' activities through his office. The University has the following Students Service Activities:

- National Service Scheme (NSS)
- DSA Sponsored Arts and Cultural Activities:

Student Entertainments

The University holds entertainment events from time to time to keep students entertained and relaxed. The University organizes various co-curricular activities such as debate, speech competition, essay writing contest, elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, Badminton, etc through Dean, Students Welfare and Department of Physical Education.

THAYYIL LLATHIL ASOKAN

THAYYIL LLATHIL ASOKAN
your signing location here
2024.12.04 19:44:50+05'30'

Policy Implementation and Monitoring Strategies

a) The mandate of implementation of this policy shall be through the DSU and University Students Welfare Department
b) The students' welfare Dept. shall be responsible for ensuring integrity in the execution of the policy.
c) A student who has dissatisfaction or disagreement with a staff member, another student or student organization has the right to file a written complaint without compromising his/her status with the University.
d) The students' welfare department will take initiative to develop relevant rules and regulations stated in this policy to direct the actualization of the policy provisions.
e) The student counsellor shall oversee the provision of counselling services and student-led mental health or peer counselling.
f) The University will ensure that the students are sensitized to the existence and provisions of the policy during the orientation programmes
g) This policy will be monitored and reviewed. The Authorities of the University are responsible for ensuring this policy is being implemented for the students in their day-to-day activities, work and learning. Wherever compliance issues are come in the notic , the University will address these issues without any delay .
h) This policy shall be reviewed after 3 years. However, a review can be done earlier if it is needed.

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

Approved by

REGISTRAR
Chinmaya Vishwa Vidyapeeth
Deemed to be University Under the Section 3 of UGC Act 1956
Ernakulam - 682 313 Kerala

THAYYULLATHIL ASOKAN
THAYYULLATHIL ASOKAN your signing location here 2024.12.04 19:44:50+05'30'

Chinmaya Vishwa Vidyapeeth

Deemed to be University under the Section 3 of UGC Act 1956

UGC Recognized | AICTE Approved | ISO 9001: 2015 Certified

THAYYULLATHIL ASOKAN

THAYYULLATHIL ASOKAN
your signing location here
2024.12.04 19:44:50+05'30'