

UPRTOU

CIQA

**POLICY DOCUMENT
ON
WELFARE MEASURES**

| | | |
|--------------------|--------------------------------|-----------------------------------|
| version-1.0 | EC approval: 12.10.2022 | Resolution No.:125.08 (16) |
|--------------------|--------------------------------|-----------------------------------|



**CENTRE FOR INTERNAL QUALITY ASSURANCE
UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY
PRAYAGRAJ – 211021**

POLICY STATEMENT & OBJECTIVES

The University aims to develop and implement welfare measures to provide the financial support to UPRTOU employees and learners. It creates a culture of belongingness among the employees in the University, ensuring higher commitment to teaching learning and research activity.

The employees are made to feel that the University is concerned and is taking care of their welfare. This results in creating a congenial working environment and comfortable living for all its employees - Teachers, Academics and Non-academic staff as well as learners. The University puts considerable resources in fulfilling these objectives.

The following welfare initiatives have been instituted by the University:

| A. | Non-Statutory Welfare Schemes |
|----|--|
| 1. | Bank and Post Office: A nationalized Bank and a Post Office are operational in the University to provide easy and comfortable financial transactions and postal services. |
| 2. | Recreational Facilities: The University has built playgrounds, recreational facilities and organizes sports and fitness events, cultural programmes etc. for the health and wellness of the employees. |
| 3. | Clean and Green Campus: The UPRTOU campus is spread over more than 15 acres of land. The campus is smoke free and plastic free and sustains the green area through available resources. The University strives to build and maintain an adequate green cover under the supervision of the School of Agricultural Sciences. Initiatives are taken for water harvesting and recycling of sewage water. For a hygienic and clean campus services of housekeeping personnel are taken on payroll basis. |
| 4. | First Aid and Health Centre Facility: The University has a well-established Health Centre with free consultancy facility available to its employees and their families. A team of doctors empanelled from a pool of reputed and experienced personnel from different streams of medicine like Allopathy, Homeopathy and Ayurveda for the Health Centre. The health Centre also provides sample collection facility for diagnostic tests. The Centre is permanently housed within the Headquarter of the University. It has basic equipment and other infrastructural facilities required for operating a health centre. |
| 5. | Housing Facility: In the line of the housing policy as a welfare measure for its employees, the University has developed Twenty Type I, Twenty Type II and, Twelve Type III residences for the non-teaching and teaching fraternity of the University. These residences have been allotted to the University staff as per their entitlement. All the three campuses are well planned, having clean and green environment, equipped with uninterrupted power |

| | |
|------------|--|
| | & water supply, basic facilities of road, streetlights, drinking water, parks and wi-fi facilities etc. |
| 6. | Day Care Centre: UPRTOU provides Crèche facility for the benefit of all employees. A budgetary provision is provided for the development and the maintenance of activities of the Crèche which is managed by Day-Care Centre. |
| 7. | Canteen: University has one canteen at the Headquarter which is operational during working hours. |
| 8. | Guest Houses: University has one Guest House at the Headquarter with boarding and lodging facilities. Round the clock mess and Wi-Fi facilities are provided to the guests. |
| 9. | Conducive, Safe and Secure Working Conditions: As the University has three campuses, a dedicated security staff is functional round the clock to ensure the well-being and physical security of the employees and their families staying on the campus. For the security of the campus as well as own constructed Regional Offices of the University, the security guards are deployed Headquarter including own constructed Regional Offices of the University. To safeguard the interest of the women employees, University has a policy for prevention of sexual harassment of women at work place. Potable drinking water is provided to all employees through water filters installed in all the blocks of the University. |
| 10. | Health Insurance Scheme: The health insurance scheme is in operation for the teaching and non-teaching staff. The employee and its dependents (Spouse and three Children) are covered under this scheme for an assured sum of Rs. 3 lakhs. The University is contributing 50% of the premium every year for employee and his/her dependents and the rest of the 50% premium is deducted from the salary of employee concerned. |
| 11. | Financial Support to Teachers: Financial support is provided to teachers for attending / presenting paper at National & International Seminars & Conferences and Faculty development Programme |
| 12. | Financial Support to teachers for Projects: Financial support is provided to teachers for Research Projects, Publications and Research related activities |
| 13. | Financial assistance for pursuing Ph.D. (Only for regular faculty) |
| 14. | Uniform Allowance: The orderly, driver and peon of Vice Chancellor get uniform allowance. |

Scheme to Marginalized Individual for Learning and Earning (SMILE)

| | |
|------------|---|
| 15. | Financial assistance to rural women: Under the 'Unnat Bharat Abhiyan' The University adopted seven villages of Prayagraj and work in the direction of education, improving the economic conditions as well as aware them regarding environmental and social issues. The University also made provision of 50% waiver of admission fee for women from adopted villages. |
| 16. | Financial Support to dependent of martyred armed and paramilitary force: To show gratitude towards martyred armed and paramilitary force personals by making provision of 100% relaxation in fee for their dependents. |
| 17. | Financial Support for third gender (transgender): University understand that equality and non-discrimination are foundational principles of international human rights law where there is a long-lasting prohibition against discrimination on the basis of sex. This prohibition is applied specifically to the field of education and all forms of discrimination in education are prohibited, including on the basis of sex. To make equality, the University provide opportunity of higher education for third gender (transgender) by making provision of 100% relaxation in fee. |
| 18. | Financial support to sentenced prisoners: The special study centers for sentenced prisoners in various Jails of U.P. like in Central Jail (Naini Prayagraj, Agra, Varansi, Bareilly) and District Jail, (Jhansi, Azamgarh, Gautambuddh Nagar, Ghaziabad, Gorakhpur, Ayodhya, Meerut & Agra) have been established. A provision for 100% relaxation in fee for the sentenced prisoner's (jail inmates) is made. |
| 19. | Financial Support to dependent who lost their parents (both or any one): A provision for 100% relaxation in fee for such learners is made. |

| B. | Statutory Welfare Schemes |
|-----------|---|
| 1. | GPF/NPS and Gratuity: The staff appointed prior to 1 st April 2005 are getting the benefit of GPF and Gratuity while staff appointed after the 1 st April 2005 are covered under the new pension scheme in which 10% contribution is being made by the concerned employee and 14% by the University. |
| 2. | Group Insurance Scheme (GIS): All the University employees are covered under Group Insurance Scheme (GIS) to safeguard them against unexpected health issues, accidents and other mishaps. All employees make a mandatory contribution towards this scheme. As per the scheme, LIC has given the GIS benefits to UPRTOU employees. |
| 3. | Employment of dependant on Compassionate Grounds: The University provides employment to the dependants of the deceased employee on compassionate grounds on case-to-case basis. |
| 4. | EPF/TWF/EWF: The benefits of employee's provident fund (EPF), teachers' welfare fund (TWF) and employee's welfare fund (EWF) are being provided to the University staff. |
| 5. | Annual Pay increase: Annual increment will be given to all employees on every year after the annual appraisal completed. |
| 6. | Periodical increase in DA: Periodical increase in DA will be given to all employees. |
| 7. | Maternity benefits: Maternity leave benefits are given to female employees as per the provision of State Govt. rules. |
| 8. | UPRTOU Research Fellowship: A fellowship is provided to the research scholars of the University. |