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STAFF WELFARE SCHEME OF UNIVERSITY



DR. C.V. RAMAN UNIVERSITY

Chhattisgarh, Bilaspur

Approved by : PCI | AICTE | NCTE | BCI | Member of : AIU | Recognized by : UGC | A NAAC Accredited University

Revised & Approved in 32nd Meeting of Academic Council senate



Dr. C. V. Raman University

Kargi Road, Kota, Bilaspur (C.G.)

STAFF WELFARE SCHEME

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**DR. C. V. RAMAN UNIVERSITY
KARGI ROAD KOTA BILASPUR (C.G.)**

STAFF WELFARE SCHEME

PREAMBLE:

Dr. C. V. Raman University has effective welfare measures for teaching and non-teaching staff and avenues of benefits for their development & progressions. CVRU provides its welfare Schemes to create an efficient, healthy, loyal and satisfied workforce for the Institution. The University authorities bear in mind that the well-being of teaching and non-teaching staff is important for effective functioning of the Institute. In line with this, many welfare measures have been implemented.

1. THE OBJECTIVES OF WELFARE SCHEME:

- Better physical and mental health of CVRU staff to promote a healthy work environment.
- Medical benefits, Education and Recreation facilities help in raising the living-standards of CVRU Employees.

2. SOCIAL WELFARE MEASURES & MATERIAL BENEFITS:

Annual Salary Increments: The increment is given to all the staff members of the University annually based on their performance evaluation and assessment through PBAS mechanism.

Employees Provident Fund (EPF): as per EPF rules keeping in view the future safety of employees, the institute contributes specific amount towards PF of an employee as per PF rules. All the members of staff (Teaching & Non-Teaching) other than those who joined in this University after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF is as per the contribution from the employees & the employer at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/- p.m.

Group Health Insurance: As for the health insurance, Dr. C. V. Raman University provides medical insurance for the employee and his/her family through ESIC Health insurance.

Full paid Maternity Leave: Under humanitarian grounds, Dr. C. V. Raman University provides 90 days (3 months) full paid maternity leaves to all its female employees.

Employees' State Insurance (ESIC): The Government of Chhattisgarh in the Gazette Notification compulsorily brought the educational institutions also under ESIC Scheme. Hence the employees of CVRU are also governed by this scheme. Under this scheme,



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Employees earning up to Rs 21,000 a month contribute 1.75% towards ESI while the employer contributes 4.75%. Employee pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.21000/- per month.

Fee concession to the wards of economically weak staff: The provision is made for financial support to economically weaker staff of Dr. C.V. Raman University in the form of fees concession to their wards.

Salary timely credited to bank account of employee: In each month, the employee gets the salary on time through bank accounts only. Dr. C.V. Raman University credits the salary on time every month.

Interest-Free-Festival Advance: Members of Teaching, Non-Teaching staff who have completed two years of service and those who apply for festival advances are sanctioned interest free advance of Rs.10000/- each for the festivals viz Ramzan, Bakrid, Deepavali, Pongal & Christmas every year and it is recoverable in ten equal instalments from the salary of the staff member.

Reimbursement of Membership fees for the professional bodies: The institute has the provision of reimbursement of membership fee of any professional body provided he/she publishes a research paper within a year in the concerned professional body.

Bank Loans to Needy Staff: University offer loans to needy staff at reasonable interest rate.

Leaves provided: The employees are sanctioned the below leaves with pay as per the policies of the University:

Casual leave, Sick leave, Maternity leave, 1week paternity leave, medical leave, 21 days Study leaves and training leaves for Faculty Improvement Programs (FIP viz Orientation, Refresher course, STTP, STC, FDP etc.).

Compensation for staff with temporary Disability. An employee who sustains a disabling, jobrelated traumatic injury may request continuation of regular pay for the period of disability not to exceed 45 calendar days or sick or annual leave. If disability continues beyond 45 days or the employee is not entitled to continuation of pay,

The Professional Development & Staff Training Cell of CVRU Organizes free trainings for all staff of CVRU.

4. INFRASTRUCTURE FACILITIES/BENEFITS:

CVRU has established well developed infrastructure. The faculty is allowed to use ICT, Infrastructure, and Library and take the assistance of the man power. Separate faculty room for teaching staff, spacious



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seating arrangement in administrative office and separate adequate sanitary facilities for teaching and non-teaching staff are made available.

A full-fledged dispensary/Health Centre: is located within the campus. A lady pharmacist is available during working hours on all days. There is a full-time University's Medical Officer/Doctor available in the campus who visits the academic departments for 2 days every week. Staff members can visit the Dispensary for medical help. Basic medicines are provided free. One Ambulance is provided by the University to the emergency help of the employees and students.

Accommodation Facilities for Teaching and Non-Teaching Staffs at its residential campus Staff Quarters at very nominal charges

Free Transport Facility to all Employees of the University through University Staff Buses.

Advanced canteen Facility is available in the campus to provide Full-time food and snacks at reasonable price to the staff and students.

In-campus Bank & ATM Facility: The BoI Bank of India, Ranisagar Branch is located in the campus to cater to the banking needs of its staff and students.

Eco-Friendly Green & Clean Campus: CVRU has eco-friendly environment with least air pollution. The green trees provide pollution-free fresh air to breathe in.

Hygienic working environment: CVRU ensures hygienic working environment with a provision of hygienic sanitation for both staff and students.

Well maintained personal office furniture -The management regularly upgrades the office furniture as per the changing needs. The faculty staff room is totally renovated recently as per the needs of the hour.

Pure Drinking R.O. Water: RO water coolers available in the CVRU campus for providing pure and safe drinking water to the staff and students. There are several RO-water coolers separately in each building of the University Campus.

Grievance Redressal Cell as per the UGC Regulations (Grievance Redressal) and its implementation and redressal mechanism via University's ICC (Internal Complaint Committee), WGRC as well as the Women's Cell.

- i. To uphold the dignity of the University by promoting cordial staff to staff relationship & teacher-teacher relationship;



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- ii. To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;

Female Staff Common Room-To facilitate our female staff at one place, the Campus has established a spacious and comfortable FSC Female Staff Common Room. This space has been designed to give female students a place to relax, study, have informal discussions in free time available.

The University (CVRU) effectively implements the welfare schemes & financial support for its teaching staff for other academic & research benefits & welfare also:

5. OTHER ACADEMIC BENEFITS/ WELFARE MEASURES OF CVRU

Financial Support to Attend Conferences, Seminars, Symposia, Workshops Faculty Development Programs and Awards received by University Staff.

1. **The university will provide the following those who will present paper and attend International Conference/Seminar/workshop/Symposia etc or receive Awards-on international level.**
 - An Economy class airline ticket
 - 50% Per diem for the number of days of the conference, seminar, scientific meeting or workshop in addition to per diem for the day preceding and following the event up to a maximum of 5 days.
 - 100% Registration fees for the conference, seminar, scientific meeting and workshop.
2. **The university will provide the following to the staff who will present paper in conferences/ workshops in national level and who will receive award at national level.**
 - An economy class airline ticket/Train ticket
 - 100% Registration fees for the conference, seminar, scientific meeting or workshop
3. **The university will provide the following to the staff who will only attend Conference Seminars and workshops in State level and for receiving award at State level.**
 - A return second class rail ticket only
 - 50% Registration fees for the conference, seminar, scientific meeting or workshop



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TRAVELLING ALLOWANCE (TA)

1. TA / DA for travel within India

Grade Distribution	Rank/Designation
Grade A (100%)	Vice Chancellor
	Pro Vice Chancellor
	Professors/Deans
	Registrar
	CFAO
Grade B-1 (75%)	Deputy Registrar
	Principal/Vice-Principal/Directors
	Associate Professors
Grade B-2 (50%)	Assistant Professor
	Assistant Registrars
	Training and Placement officer
	PRO
	Warden/Senior Accountant
	Librarian
Grade C1 (30%)	Section Officers
	Hardware Engineering
	Accountant
	Central Desk Managers
Grade C2 (25%)	Computer Operator
	Office Assistant
	Data Entry Operator
	Lab Assistant



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	Maintenance Staffs
Grade D (10-15%)	Peon
	Driver
	Gardener
	Mali

2. TA / DA for travel abroad

- i) The foreign travel is permitted only once in three years to attend Conferences in Overseas.
- ii) Fifty percent (50%) of the Airfare in Economy class will be provided.
- iii) Actual registration fee will be paid subject to production of evidence.

[Authority: Board of Management]