



# **VAAGDEVI DEGREE AND PG COLLEGE**

Affiliated to Kakatiya University  
Kishanpura, Hanamkonda



**The Institution Has Effective Welfare Measures For Teaching And Non-Teaching Staff And Avenues For Career Development/ Progression**



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## **STAFF WELFARE POLICY**

# **VAAGDEVI DEGREE & PG COLLEGE**

The College offers efficient welfare measures for Teaching staff as well as for its non-teaching personnel. It provides financial and health security to its employees in addition to the intellectual and professional growth. Periodic training, workshops, and seminars guarantee professional development. Academic progress is promoted for the teaching staff, while administrative skill updates are encouraged in support of non-teaching staff members. The management looks out for the well-being of its staff members and helps them reach their full potential.

### **Objectives:**

- To ensure the overall development of the staff.
- To provide opportunities for the welfare of the staff.
- To provide opportunities to inculcate the interest to pursue research complete their PhD program successfully in continuation with service.
- To provide facilities to carryout research utilizing the infrastructural facilities of the Organization.
- To provide opportunities to excel academic / administrative excellence through various activities.

### **Eligibility:**

The welfare measures are implemented / applicable for all the Full time Teaching & Non-Teaching Staff.

### **WELFARE MEASURES:**

#### **Education:**

- Preference in providing admission to the children of Teaching and Non-teaching staff of the college.
- Financial Assistance to the children of Non-teaching staff who are very poor.
- Scholarships for the meritorious students / children of the staff.

#### **Career Development and Progression:**

- Financial aid up to Rs.5000/- is provided for the publication of research articles in the peer – reviewed, H/indexed Journals.
- Assistance provided to the faculty for the conduct of FDP/UGC Research Fellowships.
- Freedom to participate in or organize National and International Seminars, Conferences, Workshops, FDP's etc.
- Seed money for the Post Doctoral Research.
- Financial support and encouragement to attend Seminars, Workshops, Conferences, FDP's, etc.
- Computerized Digital Lab and Wi-Fi facility to improve Digital Platform Usage.

  
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- Technical training to become acquainted with the College Management Software System.
- DELNET /N-LIST facility for the access of e-Journals & e-books.

## **Medical :**

- Group Insurance
- Regular free Health and Eye – Checkup camps.
- Free Diet Chart recommendations based on medical conditions.
- Maternity benefits for women employees.

## **Performance Appraisal**

The annual performance appraisal for all the employees is prepared with the coordination of the Administration & HOD's by the Management to enable the management to document the Employees's performance during the year for current and future reference and to take steps wherever required for the improvement. Through this exercise the capabilities and the performance of each employee during that year be appraised and rewarded / appropriate action initiated so decided by the Management the same is also required for the salary enhancement and promotions and other decisions regarding tenure, extension or termination of service of the staff.

## **Leaves :**

### **Casual Leave**

Leave will be granted in accordance with the leave rules of the Institution as applicable during the academic year. The leave sanctioning authority has the discretion to revise, curtail or revoke leave at any time according to the requirement of work.

### **Duty Leave**

An employee's activity that could help the organization get recognition could be taken into consideration for this leave.

The duty leave will be restricted to a maximum of 06 days.

It can be granted to:

- Deliver academic lectures.
- To work on behalf of College / University.
- To present an research paper in a conference / symposium / workshop / seminar / etc.
- To attend an selection committee or other such like committee meeting provide they are convened by a statutory body / University recognized by the Government.

  
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## **Leave without Pay (Ill Health Conditions)**

Leave availed without pay over and above the eligible leaves with the authorization of the Administration & Management.

## **Leave Sanction Procedure**

An Employee should get the leave sanctioned from the Principal through the Head of the Department concerned after the submission of the "Leave Application in advance" he / she can proceed on leave with proper work adjustment.

## **Long Leave**

### **Standards of Long Leave:**

The "Long Leave" of the Employee is considered when the Management recognizes that the Employee meets the condition below.

1. When Employee continues to be absent for more than 3 calendar months after the expiration of Sick leave due to sickness or injury.
2. When an Employee wishes so, in the case of his family member's sickness and organization / institution recognizes that it is inevitable.
3. Any other reason for which the Organization recognizes a similar environment.

### **Return from Long Leave**

- When the Management of the Institution recognizes that the reason of long leave is cancelled / revoked, it can serve the orders to the Employee to return to the service immediately.
- All leaves are in proportion to the number of days worked.
- No two types of leave can be combined.
- To avoid inconvenience to the students a teaching staff member availing himself / herself of leave should either arrange for his / her classes to be conducted by other teacher / Colleagues, or on return should conduct addition classes to make good the missed classes (Work Adjustment).
- All employees should record / sign the attendance register / give their thumb impression twice daily i.e., the first time while reporting for duty in the morning and the second time while leaving the duty in the afternoon.

### **Maternity Leave:**

- Women Employees are eligible for leave and benefits for certain periods under the Maternity Benefit Act, 1961.

  
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## **Women's Grievances and Redressal Cell:**

College has an internal Complaint committee and an Women's Grievance Redressal Cell to address issues related to women employees / Girl students. It works to register / handle and solve the women's grievances as per the norms of regulatory authority.

  
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## VDPGC-Free Education Scheme

### Objectives:

- To promote the skills, knowledge, critical thinking for students by providing them all round support.
- To assist the students in their academic pursuits by extending the scheme of VDPGC-FES
- Preference is given to E-Backward students, orphans, daily wage workers, widow's children whose family income is 2 lakhs.

### Employee Children Welfare Free ships:

As for the VDPGC-Free Education Scheme also includes employee children welfare free ships which provide with the reimbursement of fee.

S.No	Student Name	H.T.No	Parent	Parent Designation	Reimbursed Amount In Rupees
1.	T.Pranay	08622 - 1862	T.Narmada	Class Four	22,500-00
2.	T.Vinay	08622 - 5151	T.Narmada	Class Four	22,500-00
3.	D.Srikanth	08623 - 1803	D.Aruna	Office Staff	22,500-00
4.	G.Akhila	08622 - 3327	G.Mogili	Lab Assistant	22,500-00
5.	Total Amount				90,000-00

*A. Shekhar Babu*  
Principal  
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## Financial Encouragement To Ph.D Awardees

Financial encouragement with a salary enhancement of Rs.5000-00 is given to the staff who are been awarded with a Ph.D Degree is practiced to encourage more number of staff to pursue Ph.D and rebuild their career.

S.No.	Name Of The Faculty	Department	Amount
1.	Dr.B.Sabitha	Chemistry	5000/-
2.	Dr.M.NarsimhaMurthy	Physics	5000/-

Principal

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