

## 12 WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF

The following are the service benefits and welfare measures extended to the staff of the Institute:

- Provision of canteen in the campus,
- In the event of death of an employee while in service, an ex-gratia amount is granted to the dependants of the deceased employee, towards funeral expenses, under Chairman's discretionary powers.
- Educational loan for higher studies in deserving cases.
- Vehicle loan
- Grant of Rs.5,000/- for marriage for the Administrative Staff, Maintenance, Housekeeping staff and drivers of Acharya Transport - Vehicle / Freight.
- Interest Free advances during emergency.
- Free admission for First child of employee and 50% concession on fees for the second child.
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.

All the members of staff drawing salary up to Rs 6,500/- per month are covered under Employees Provident Fund Scheme as per the act, according to which persons. The employee and the management contribute 12% of the pay of such employees towards the fund.

### 12.1 GRIEVANCES REDRESSAL CELL

To redress the genuine grievances of staff and students, so as to ensure a congenial atmosphere for studies and smooth working of administration, the Institute has constituted the grievances redressal cell headed by D (HR). A committee with the following members will address the grievances.

Such grievances shall be scrutinized by the grievances redressal Committee consisting of -

Chairman	Director [HR]
Members	Concerned Principal Head of the Department One or two members nominated by Management
Member-Secretary	Head HR



- Health Day 7<sup>th</sup> April
- Environment Day 5<sup>th</sup> June
- Population Day 11<sup>th</sup> July
- Literacy Day 8<sup>th</sup> September
- Children's Day 14<sup>th</sup> November
- AIDS Day 2<sup>nd</sup> December
- Guidance and counseling for the women students for careers related to or leading to economic independence
- Conduct of courses for Girl Students and Women Employees in:
  - Legal literacy
  - Management of personal finance, stress and emotions with special reference to dowry, domestic violence,
  - Discrimination in career choice and the pursuit of higher education
  - Combating alcoholism and substance abuse
  - Self defense against physical attack.
  - Entrepreneurship leading to economic independence.

At the Community Level the activities to be taken up are;

- Identification of the profile of a specific community/ neighborhood, including needs assessment
- Exhibitions and Demonstrations with respect to health, nutrition etc
- Camps and campaigns against dowry, alcoholism, domestic violence, prevention of the education of girls etc, and for the property rights of women, economic freedom and independence etc.
- AIDS and its impact on women

### 12.2.3 ADVISORY COMMITTEE

Each Institution has set up an Advisory Committee to the Women's Cell to provide a general policy base for the programs of the Gender Issue Cell. This Committee comprises of:

- |    |  |                  |
|----|--|------------------|
| 1. | Principal / Dean                                 | Chairperson      |
| 2. | Nominee of Management of Acharya Institutes      | Member           |
| 3. | Woman Faculty heading the Gender Cell            | Member           |
| 4. | One Female Student Representative                | Member           |
| 5. | Faculty in charge of NSS or Student Welfare      | Member           |
| 6. | One representative of the collaborating agencies | Member           |
| 7. | Student Manager                                  | Member-Secretary |

The Advisory Committee should co-ordinate with voluntary agencies and government departments working for the uplift of women. The Committee should meet at least once every three months.

### 13.0 ZERO TOLERANCE POLICY

*“Acharya Campus is a multi-lingual, multi-religious, multi-national, Multi-ethnic Institution promising equal opportunities irrespective of Caste, Creed, Religion, Language, ethnicity or citizenship. It strongly intends to maintain such ‘equality with equal opportunity’ under its Zero Tolerance Policy”*

Acharya Institutes brings to the notice of all employees direct or indirect, all students past and present and all officials associated with the organization in any way that the following disciplinary issues are on a Zero Tolerance Level. Acharya Institutes reserves the right to remove from service [employees] or rusticate them from rolls of Institutions [students] and also may also hand them over to Police; if they are found to be flouting any discipline in any form mentioned below:

#### 13.1a : GENDER ISSUES

- 1 Misbehavior and unsavory remarks against (Wo)men
- 2 Public display of any passion or otherwise towards women
- 3 Public proximity to either gender - please maintain personal space  
Filming videos on Campus without express written permission of your Proctor (for students) under intimation to Head of Institution or the Head of Institution (for Employees)
- 4 Any sharing or forwarding of private videos, pictures, write-up about employees or students or about Acharya Institutes on Face book, Twitter, YouTube etc. is henceforth prohibited and shall come under the zero-tolerance policy if it goes beyond norms of decency and privacy of individuals.
- 5 Any objectionable materials, if so published as above, shall invite punitive measures.
- 6 Interaction between student and Faculty is encouraged, but only within limits of decency.

#### 13.1b : RELIGIOUS-ETHNIC ISSUES

- 1 Display of any bias, favoritism or unusual exemptions based on Gender, Caste, Creed, Religion or Language will be taken seriously as irresponsible behaviour and shall attract appropriate actions even to the extent of removal from service or rustication form rolls.
- 2 Participation in Institutional activities shall be on an equal opportunity basis and no distinction shall be made other than by competence in required area or merit of performance.

### 13.1c : GENERAL ISSUES

- 1 Any Anonymous writings by about Faculty / Employees / Student (s) shall be taken serious note of.
- 2 Possession or carrying any firearms or other weapons likely to cause serious injuries on use with or without license in Acharya Campus or outside by Employees and Students shall be taken as a serious offence under the Zero Tolerance Policy.
- 3 Possession, Carrying or use of alcohol, drugs, tobacco is strictly forbidden on campus and shall attract punitive measures
- 4 Violence in any form / Abuse in any language is to be avoided and shall attract punitive measures.

### 13.1d : DETECTION AND FOLLOW-UP

Any such incident (s) or actions as soon as they are detected shall be promptly brought to the notice of the Proctor and/or HoD and/or Principal and/or Head of Section who shall report immediately to Empowered Committee on Zero Tolerance Policy for necessary further action.

### 13.2 EMPOWERED COMMITTEE ON ZERO TOLERANCE POLICIES

1	Executive Director	Chair
2	Executive Secretary to Chairman	Member
3	Principal of concerned College (s)	Member (s)
4	Administrator - Campus	Invitee Member
5	Director [HR]	Member-Secretary

By Chairman's mandate, the Committee is empowered to take immediate action by scrutinizing the case (s) and enforce punitive and/or remedial measures within 48 hours of occurrence of the event, with the concurrence of Chairman. By the recommendations of the Council of Principals and approval of Chairman, the Zero Tolerance Policy shall be mailed digitally to [acharyafull@acharya.ac.in](mailto:acharyafull@acharya.ac.in) and shall also be displayed prominently in all Notice Boards across the Campus. These directives shall be issued by the Director [HR].