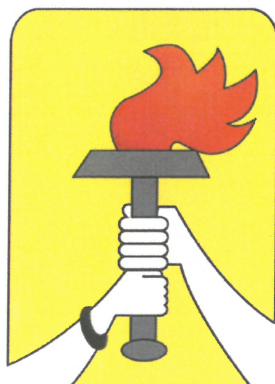


**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**Coimbatore 641 032, Tamilnadu, India**

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**HINDUSTHAN  
EDUCATIONAL AND**



**CHARITABLE TRUST**

**HICET**

**WELFARE MEASURES FOR TEACHING AND  
NON-TEACHING STAFF POLICY**

## **WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF POLICY**

The management of Hindusthan College of Engineering and Technology ensures the wellness of its employees and enable them to optimize their potential. The institution aims to develop and implement welfare measures to provide the socio-psychological support for teaching and non-teaching staff. The welfare policy attempts to provide welfare for the staff members in their career progression, medical benefits, finance, work-life balance and recreation facilities to promote a healthy work environment.

The management ensures the wellness of the non-teaching and supporting staff of the institution.

### **WELFARE POLICIES**

#### **1. FACULTY DEVELOPMENT INITIATIVES**

- The institution fosters the research and development of the faculty members in various manner. Incentives are provided for the teaching faculty for their research publication in a peer reviewed journal, book or book chapter and patent filling. Incentives are also provided for under funding/consultancy/training schemes.
- Professional development is ensured to the teaching faculty through periodic training, workshops and seminars organized by the center of excellences available in college.
- Financial support is rendered for the faculty to attend Conferences, Workshops, FDPs and to obtain Professional Body Membership to enhance their technical skills.
- Non-doctoral staff members are encouraged to enroll in Ph.D. programmes. Encouraging faculty to participate in online courses like NPTEL, Coursera, Udemy etc. Reimbursement of the course fee is provided to the faculty on the successful completion of NPTEL course.

- Medical support is extended through Hindusthan Hospitals.
- Children of Faculty members get scholarship in Hindusthan Institutions.

## **2. NON-TEACHING STAFF DEVELOPMENT**

- Various professional development and administrative training programs are conducted for non-teaching staff to enhance their career.
- Refreshments are provided to the non-teaching staff during the working hours for the well-being of staff.
- Bonus are provided to the non-teaching staff.
- Medical support, Transport support, Education to wards in Hindusthan Institutions are also provided.

## **3. PROMOTION**

All promotion shall be subjected to completion of minimum qualifying period. The other requirements for promotion such as current academic performance, their research work, number of publications etc.

## **4. MONETARY WELFARE SCHEMES**

- Each month, the employee receives salary on time through bank accounts.
- The institute contributes a fifty percentage of amount to an employee's PF account in accordance with PF guidelines, in order to ensure their future safety. The staff members are provided with ESI benefits.
- Group Insurance schemes are offered to the staff members of the institution.
- The management grants maternity leave to the women employees with salary.
- Financial assistance is provided to the teaching and non-teaching staff in terms of medical expenses if required.
- Salary advance for the staff to meet out special constraint.

## 5. LEAVE BENEFITS

- Casual leave of 12 days is allowed in a calendar year for all teaching and non-teaching staff of the institution.
- Summer and winter vacations can be availed by the faculty and staff members.

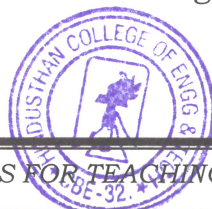
## 6. INFRASTRUCTURE

The institution has well established infrastructure.

- The faculty is allowed to use ICT, Infrastructure and Library. Both teaching and non-teaching staffs have access to library services.
- Separate staff room for teaching staff, spacious seating arrangement in administrative office and separate adequate sanitary facilities for teaching and non-teaching staff are made available.
- Staff members have access to gym, Internet and free Wi-Fi on campus.
- Various canteens are available on campus for faculty to use during working and extended hours.
- Automation of attendance and leave using biometric system.
- Staff quarters are provided.

## 7. OTHER BENEFITS

- All of the blocks in the college have access to drinking water and elevators. There is a separate vehicle parking area for teaching and non-teaching staffs.
- The institution ensures that all of the festivals are celebrated together because the institution has a multicultural environment on campus.
- ATMs are available in the campus to cater to the money needs of the staffs.
- Security services, Identity cards, Photocopy Services and Sports Facilities are provided for both the teaching and non-teaching staff members.



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PRINCIPAL

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