



Dr. N.S.A.M. FIRST GRADE COLLEGE

**STANDARD OPERATING
PROCEDURES**

WELFARE SCHEMES, REWARDS AND INCENTIVES
FOR EMPLOYEES

Dr. N.S.A.M. FIRST GRADE COLLEGE

Krishnarajapura Village, Shivakote Post, Bengaluru – 560 089

WELFARE SCHEMES, REWARDS AND INCENTIVES FOR EMPLOYEES

A. WELFARE SCHEMES:

1. All the employees of Dr. N.S.A.M. First Grade College, are eligible to avail the loan facility through the Co-operative Society. The rules and procedures are applicable as per the policy of the Co-operative Society.
2. All the employees are eligible for subsidized medical treatment at the Justice K.S. Hegde Charitable Hospital, Mangalore.
3. The non-teaching staff are provided with the ESI facility. Employees' state Insurance Corporation of India, is a multidimensional social system tailored to provide socio-economic protection to worker population and immediate dependent or family covered under the scheme. The rules and procedures are applicable as per the policy of the organization.

B. FEE CONCESSIONS:

1. All employees of Nitte Group of Institutions (currently employed) are eligible for a 50% reduction in the tuition fees if they admit their children to study in any institution run by the Nitte Education Trust.

C. INCENTIVES FOR OUTSTANDING PERFORMANCE:

1. In the case of teaching-staff who have delivered 100% results in their subject in the University Examinations would be awarded a certificate of appreciation. Although not mandatory, a financial reward may also be given to the faculty. The amount would be fixed as per the decision of the management during the said academic year.

D. INCENTIVES FOR QUALIFICATION UPGRADE:

1. To encourage and motivate employees to aim for professional development and qualification upgradation, the Nitte Trust has set up a scheme. Under this scheme, any teaching or non-teaching staff, if have successfully upgraded their

qualification, they are given a fixed incentive added in their salary, as per the policy. This can be availed by employees for completing their M.Phil, Ph.D, M.B.A, or even a Bachelor's degree. This is also applicable to employees who have cleared their UGC NET/ SLET examinations. The employee needs to submit an authentic degree certificate.

2. Special examination leave is also available as per the policy to attend examinations connected to the courses they are attending. This is available for both teaching or non-teaching staff, who are registered for any course for upgrading their qualification.

E. SUPPORT FOR RESEARCH OUTPUT:

This support is available for faculty who are undertaking research activities.

1. For faculty pursuing their M.Phil, Ph.D degrees:

- i. Sanction OD/SCL instead of CL, if they have to attend to their research commitment like attending research classes, meeting with guide or synopsis presentations etc.
- ii. Flexibility for class adjustments are given as per the needs, so as to assist them to complete the course on time. Faculty are however, expected to convey their requirements ahead of time and not at the last moment.

2. For attending conferences and presenting papers:

- i. Sanction OD/SCL instead of CL, for travel and days on conference, with an upper limit of five days per year. This could be kept flexible in case of conferences held abroad. It will be based on the individual case.
- ii. The institution will reimburse the conference registration fee for faculty who are presenting papers in the conference on discretion of management.

3. For research publication in UGC approved and refereed journals:

- i. To encourage and motivate faculty to publish research papers in reputed journals,, the Nitte Trust has set up a scheme. Under this

scheme, any faculty, if have successfully published a paper, they are given a fixed and one-time monetary reward, as per the policy.

F. AVAILING OF FACILITIES IN THE COLLEGE:

1. All the employees- teaching and non-teaching staff can utilize the gymnasium and the yoga room facility provided in the college, free of cost. They need to follow the necessary protocols. The facility is open to them after/before the college hours.
2. All the employees- teaching and non-teaching staff are provided with the facility of free transport from and to college. They are free to utilize the transport services provided by the college, as per the set timings daily. They are only expected to adhere to the timings of the college bus.
3. There is basic medical facility provided for staff members with a part time nurse and a doctor on call.
4. Other facility like Group insurance is provided to staff members interested.

For NITTE EDUCATION TRUST

Yohit

ADMINISTRATOR