



“बेटी बचाओ, बेटी पढ़ाओ”

JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR

Policy for Staff Welfare

Jayoti Vidyapeeth Women's University, Jaipur has developed a well-structured performance appraisal system, promotional avenues, and effective welfare measures for the professional growth and well-being of staff so that they can lead to higher job satisfaction, better performance, and greater employee retention, all of which are beneficial for the overall success of the University. Under University Service Rules & Regulations, University has provisions to provide various Employee Welfare benefits such as residential facilities with amenities such as Sports, Gym & Recreation facilities, gardens, ATM, bank, post office, General store, Guest House etc. for its employees.

The University provides due encouragement for career development equally for teaching and non-teaching by permitting them to pursue higher studies, undergo training programme, attend seminars, symposium, conferences, workshops at National and International level with financial support and provide duty leave.

Staff Orientation and Training programs are regularly being organized for all the staff of the University. Various faculty members were granted duty leaves to attend intellectual attainment for presenting research papers and take part in conferences as participants or resource persons or serve in various institutions as examiners for evaluation or conducting viva.

Jayoti Vidyapeeth Women's University has implemented effective welfare measures for the faculty and non-teaching staff. Besides intellectual and professional development, it also offers financial and health securities for its employees. Professional development is ensured through periodic training/workshops/seminars and encouragement to participate in National & International events. The faculty is encouraged to make academic advancement and supporting staff are encouraged to update their administrative skill. The management ensures the wellness of its employees and enables them to optimize their potential.

University has been very liberal in permitting the teachers to pursue research programmes. Various teaching and nonteaching staff members are permitted to attend in house or out house training, development, workshops, FDP etc. to enhance their skill and knowledge to achieve career growth. University has a designated performance appraisal system, and it took efforts to follow the promotions/ upgradation/career advancement etc as per University norms for Teaching and Non-teaching staff.

OBJECTIVES

The objectives of welfare measures of the University are as follows:

- To provide an opportunity to the university staff to pursue their academic / research activities leading to the award of Higher / Advanced / Research degree.
- To provide an opportunity to the university staff for intellectual exposure by encouraging them to present papers in conferences / seminars or participate in workshops / refresher courses / training in order to exchange knowledge and ideas.
- To provide all opportunities for the welfare of Teachers and staff of the University (Financial/Medical/Personal)
- To provide enough opportunities for the academic excellence of teachers and administrative staff through various activities.
- To provide facilities to carryout higher education/ research and development/ Ph.D./PDF.

Categories of Staff Development Schemes:

The various programmes under SDS are:

- A. Higher Studies: Secondary, Sr. Secondary, Graduation, Post Graduation, Professional & Technical Courses
- B. Research Studies: M. Phil., Ph.D.
- C. Seminar / Conference / Symposium (National / International)
- D. Workshops / Refresher Course / Training

Procedure:

1. The programmes are applicable for university staff only.
2. For a staff to avail this facility, s/he will have to register by filling in a registration form

(format attached in Annexure 1) and will be provided with a unique ID.

3. Relaxation in terms of Fee structure / working hours will be provided as per the case.
4. Academic / Nonacademic leave may be provided as per the recommendation from the University authorities.
5. Stipend may be provided and revised as per the norms of the University.
6. The staff member availing this facility will have to take an undertaking / Bond as per the nature of the programme (format attached in Annexure II).
7. All the reimbursement relating to academic leave, participation in conference / workshop will be done after the bond has been executed.
8. In case of non-fulfillment of the bond, the facilities provided under the scheme will be withdrawn and the member will have to reimburse if any expenditure incurred to the University.
9. The staff will be encouraged to contribute to University Publication in the form of a Book / Book Chapters / Publications etc and will be given promotional incentives.

Staff Development Schemes

A. Higher Studies (Secondary, Sr. Secondary, Graduation, Post Graduation, Professional & Technical Courses)

1. The staff of the University can register for higher studies provided they give justification for the same.
2. A fee relaxation of 20% shall be given in the tuition fee to the staff member.
3. Academic leave will also be sanctioned as decided by the University.
4. After the award of the degree, they will be required to serve the University for a minimum period of two years.

B. Research Studies (M. Phil. / Ph.D.)

1. A fee relaxation of 20% on the tuition fees will be given to the staff.
2. The academic leave may be sanctioned as decided by the University.
3. The staff registered for research studies will be directed to execute a bond stating that s/he has agreed to serve the University for a minimum period of three years after the award of the degree.

C. Seminar / Conference / Symposium (National / International)

1. A staff, whose paper has been accepted for presentation in a conference/ seminar/ symposium, may avail assistance under the scheme.

2. A requisite for this grant is **oral presentation** because of peer-reviewed full-length paper/abstract, published in the conference proceedings or in special edition of the journal for that conference.
3. Poster presentations will also be allowed depending upon the level and impact factor score of the conference.
4. The participant will be provided TA/ DA as per rules of the University and the reimbursement of Registration Fee.
5. The ceiling of assistance for the participation will be maximum 3 seminars (1 International and 2 National / year)
6. The academic leave shall be granted by the University as per the case and justification.
7. The following documents may be furnished for claiming reimbursement of amount spent for attending Seminar/ Conference/ Symposium:
 - i. Certificate from the organizers regarding presentation of paper.
 - ii. Photocopy of receipt of Registration Fee paid.
 - iii. Copy of the abstract / paper submitted.
 - iv. Travel details and receipt
8. The participant will be required to give a presentation and hold a session after attending the conference in the University.
9. The staff will be required to contribute towards Book writing in the form of Book chapters / Publication, Lab Manual or other work assigned by the University.

D. Workshops / Refresher Course / Training

1. A staff in order to supplement and update his/her knowledge of the subject may undertake workshop or refresher course and training.
2. The participant will be required to furnish a statement of purpose for the course for which s/he wants to apply, supported by the documents.
3. S/he should also justify the requirement of participation in the training and the benefit to the University.
4. The expenditure undertaken for these workshops / training will be shared by both the University and the participant. The amount will be reimbursed by the University only after the documents supporting the claim has been furnished.
5. The total time taken for the workshop should not exceed more than 15 days and the participant need to arrange for the substitution for his duties in the University.
6. After participation in the workshop, the staff will have to hold the same workshop or refresher course for the other members of the University.

7. The staff will be required to contribute towards Book writing in the form of Book chapters / Publication, Lab Manual or other work assigned by the University.

Avenues for Career Development/Progression

- Incentives for research publication in peer reviewed, Scopus/ Web of Science and H/Index journals.
- Incentive to apply for Patent/ Copyright
- Encouragement to faculty to attend Faculty Development Programs
- Financial assistance to attend national/international workshops/conferences
- Academic Leave to attend national/international workshops/conferences/seminar/events
- Seed money for undertaking research
- Paid leaves, travelling allowance and registration for attending an academic events abroad
- Paid leaves for attending Government sponsored FDP/ Refresher course
- Computers, laboratories, Innovation centre and incubation centre for performing research.
- Computerized Digital Lab to enhance the use of Digitized Platforms
- Technical training to familiarize with Management Software System
- Professional fee reimbursement towards membership of academic organizations

Other Schemes

1. Medical

- Medical assistance for hospitalization
- Free annual medical check up
- Maternity Benefits for women employees.
- Subsidized medical facilities in empanelled hospitals

2. Financial assistance

- Provision of Advance Salary to meet emergencies

3. Duty Leave:

Duty leave are granted for one or more of the following purposes:

- To deliver an academic lecture
- When appointed as External Examiner/ Session Chair
- To work on behalf of the university
- To attend selection committee or other such like committee meeting provided they are convened by a statutory body [recognized by the Government].
- To inspect academic institutions attached to a statutory body or a university recognized by the Government.

4. Other Benefits

- Awards and recognition on various platforms
- Awareness programmes for Non-Teaching Staff
- Free Wi-Fi and email addresses using the institutional domain name
- Staff Accommodation
- Post office
- Canteen facility at subsidized rates
- Banking and ATM facility
- Celebration and Get together on festivals and National days



Registrar

Jayoti Vidyapeeth Women's University, Jaipur

REGISTRAR

Jayoti Vidyapeeth Women's University
Jaipur