



Marri Laxman Reddy Institute of Technology and Management

(UGC Autonomous)

Dundigal, Hyderabad – 500043

STAFF WELFARE POLICY

Revision 01, With effect from 22nd June 2024

STAFF WELFARE POLICY

Employee Service Benefits:

- a. Benefits apply while the employee is actively fulfilling the responsibilities of their designated role or undergoing mandatory training specific to the position.
- b. Benefits also apply during periods of authorized leave, including official holidays, permitted vacations, and any sanctioned leave granted by the appropriate authority.
- c. Employees are eligible for benefits when attending approved professional development activities, such as conferences, seminars, workshops, refresher courses, orientation programs, or quality improvement programs, as sanctioned by the competent authority.
- d. Benefits extend to periods when employees are engaged in tasks assigned by the competent authority, serving the interests of the institute or management.

Institute Employee Benefits and Compensation Policies:

Contact Hours: Teaching hours are calculated as contact hours, which include the combined total of lecture, tutorial, and practical sessions. One lecture hour per week is considered one contact hour, while one tutorial or two practical hours per week equate to one contact hour.

Compensation Structure:

Pay Fixation Procedures:

The institute's compensation structure comprises fixed pay, incentive pay, and other statutory benefits as detailed below:

- **Fixed Pay:** Guaranteed fixed pay for all staff members aligns with AICTE/UGC pay scales. Additionally, non-teaching staff with over two years of service receive Provident Fund benefits.
- **Incentive Pay:** Faculty members demonstrating exceptional performance receive written acknowledgment and financial rewards based on their performance rating.

Pay Scales:

Pay: Applicable AICTE/UGC pay scales will be adopted for teaching staff roles.

Allowances: Dearness, housing, and other allowances follow Telangana State Government standards, as adjusted by management and applicable to all regular employees.

Salary Structure, Increments, and Allowances:

Basic Pay: Calculated per recruitment rank norms.

Increments: Determined by qualifications and experience.

Increment Approval: Regular increments are sanctioned based on satisfactory performance. For employees in office and supporting roles, the principal, with recommendations from the Administration Officer, approves increments. For the Principal, the Chairman, Secretary, and Correspondent serve as the approving authorities. Management may withhold an increment for up to one year as a disciplinary measure, provided the employee has had a fair opportunity to present their case.

Additional Increments: Faculty may receive additional increments for qualification enhancements.

Membership Allowance: Faculty members are eligible for a technical society membership allowance upon completing probation. If a faculty member leaves within three months of receiving this benefit, the sanctioned amount will be reclaimed.

Medical Insurance: A group medical insurance policy is available to employees who have served a minimum of six months.

Performance Appraisal Process: Faculty performance is assessed through feedback from students, colleagues, seniors, the Head of Department, and the principal. Faculty are also encouraged to complete a self-appraisal using a structured feedback and appraisal format.

Promotion Procedures: Staff promotions are based on qualifications, experience, research contributions, consultancy work, required API scores, and demonstrated performance. All promotions are subject to the approval of the JNTUH staff selection committee.

Training Procedures: Training needs are continuously evaluated by Heads of Departments (HODs) and compiled for review by the R&D Centre. Approved training programs are conducted during winter and summer breaks, and staff may be deputed to attend programs hosted by reputable institutions.

Celebrations and Gifts: The College celebrates festivals and national holidays, and gifts are distributed to non-teaching staff based on their needs.

Laptop Facility: Faculty members receive their laptops in installments.

Transport: All employees have access to a fully subsidized bus service for commuting to the college campus, operating from various locations throughout the city.

Day Care Centre: The College offers a daycare crèche facility for children aged 3 to 10 years of both teaching and non-teaching employees during working hours.

Leave Policies: The college provides paid maternity leave of 90 days for women employees (for up to their first two children), paid paternity leave, special leave for religious festivals, two one-hour permissions per month (to be used at the start or end of the working day), and summer vacations.

The institution will provide staff with entitlements to CL, ML, EL, MAT, CCL, and OD.



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