

**TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Deviyakurichi**

**6.3.1 The Institution has Effective Welfare Measures for Teaching and Non-Teaching Staff Response**

**TEACHING:**

- Free Transportation
- Maternity leave
- Casual Leave
- Provident fund
- Providing awards and incentive for academic performance
- On duty for attending conference, workshops , FDP etc
- ATM
- Subsidized food for the faculty

**NON-TEACHING:**

- Free transportation
- Casual Leave
- Provident fund
- ATM
- Subsidized food for the faculty

**ADVANCE:**

- Eligible employees having enough experience in the institution can get an advance out of their salaries in case of emergencies and can be paid back or deducted from their salaries.



  
**PRINCIPAL**  
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Attur (Tk) Salem (Dt)

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**EMPLOYEE UTILIZATION:**

- Employee's Provident Fund.
- Management Provide Free Bus facilities to all the Staff members.
- Preference is given to employees' children in admission, Scholarship, and concession in Tuition fees. Management offers Free Accommodation and Mess facilities to the staff members who stay in our Hostel.
- Free Medical Check-up for Faculty.

**PERMISSION**

- The Staff members can avail of two permissions, each of 1 hour and one late entry per month.
- However, all these should be used only for essential and emergency needs and should not exceed 3 hours per month.
- If it exceeds 3 hours, then it will be converted into half a day of Casual Leave.

**CASUAL LEAVE**

- The Staff members are eligible for 1-day casual leave (CL) for one month and a total of 12 days in a year (June to May).
- These 12 days of leave cannot be taken in advance.
- However, the unavailed leave from previous months can be availed of in the following months.
- But availing leave for more than 2 days continuously will not be permitted



  
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**COMPENSATORY LEAVE**

- Faculty members are eligible to avail of Compensatory leave (CCL) in place of working for the Institution on a holiday.
- CCL can be availed only one day/month. In special cases, it can be extended to a maximum of 2 days.
- The CCL earned can be availed within a calendar year.

**ON DUTY**

- On Duty can be given for the staff members who are attending Conferences, Workshops, FDP's , Seminars etc ..

**MATERNITY LEAVE**

- The leave can be granted to all women staff members subject to the following conditions
- The maternity leave is limited to a maximum of 3 months only.
- Should give an undertaking that they will work for two years after rejoining the duty
- Maternity leave may be availed under the discretion of the Management.

**BENEFITS & WELFARE**

- Employee utilization
- Employee's Provident Fund.
- Management provides Free Bus facilities to all the Staff members.
- Preference is given to employees' children in admission, Scholarship, and concession in Tuition fees.



  
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- Management offers Free Accommodation and Mess facilities to the staff members who stay in our Hostel.
- Free Medical Check-up for Faculty.

### **EMPLOYEE SUBSIDISED FOOD**

- For the benefit of employees the management has introduced subsidized food that includes breakfast and lunch.
- This can be availed as per plans (monthly plan or yearly plan)



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