

POLICY DOCUMENT ON WELFARE MEASURES FOR EMPLOYEES OF CARE

CARE is committed to providing a compassionate, transparent, conducive working ambience for all the teaching and non-teaching staffs of the University, thereby motivating and enabling them to perform with their maximum potential towards the development of the University and society at large.

The objective of the scheme to provide distinctive directives for staff welfare measures outlining the responsibilities of the Management and the employees.

Responsibilities of the Management

The responsibilities of the Management are listed as follows:

1. The Management is aware of the laws and regulations of the government and abides by them.
2. The Management lays stress on the transparent, professional, ethical relationship and communication with all employees.
3. There shall not be any discrimination based on gender, religion, race or disabilities.
4. The Management ensures that all employees are provided with equal opportunities at the work place.
5. An effective and employee centered Grievances Redressal mechanism is provided.
6. The Management also provides appropriate liaisoning with external institutions in the interest of the employees.

Responsibilities of the employees

Following are the responsibilities of the employees of CARE:

1. All employees should be concerned with their own welfare at the workplace.
2. Employees should be aware of the administrative hierarchy for the redressal of their problems.
3. Employees are also responsible for the welfare of co-workers in the workplace.
4. Employees should ensure that they extend fullest cooperation in all the endeavors of the University in the interest of the stakeholders.

Welfare Measures

The welfare measures extended to the employees shall include:

- ❖ Leaves
- ❖ Provident fund
- ❖ Gratuity
- ❖ Campus accommodation
- ❖ Transport facilities
- ❖ Healthcare facilities at subsidized rates
- ❖ Financial support - Publication participation in the conference, seminar, etc.,
Membership fee for professional bodies
- ❖ Recreation facilities
- ❖ Research and training opportunities
- ❖ Appraisal linked incentives

The above policy will be monitored and reviewed by the IQAC and Registrar of CARE.

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Registrar

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