



# MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

363, Arcot Road, Kodambakkam, Chennai – 24  
Approved by AICTE & Affiliated to Anna University  
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## 6.3.1 WELFARE MEASURES POLICY FOR TEACHING AND NON-TEACHING STAFF

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### FACULTY DEVELOPMENT:

- Fostering research and development, as well as consulting, by involving faculty at all levels.
- Encouraging non-doctoral faculty to enrol in PhD programmes and providing On-duty for the same
- Providing Ph.D increments for teaching staff.
- Providing Professional body membership fees
- Encouraging faculty to participate in in-house R&D with students and to obtain patents.
- Appreciation for achieving University Ranks
- Appreciation for academic excellence/100% pass
- Encouraging faculty to participate in MOOCs, NPTEL, Coursera, Udemy, and other online courses.
- Providing financial support to attend FDP, seminars and workshops.
- Sponsoring faculty to deliver guest lectures at other higher learning institutes.
- Providing separate faculty reading room in library to improve their technical knowledge.
- Allowing staff to attend industrial tours in order to improve technical expertise, share/create modern tool facilities, and encourage research activities.
- Encouraging faculty to participate in sports events conducted every year
- There are recreation activities and various events are conducted every semester.

### NON TEACHING STAFF DEVELOPMENT

- Conducting and encouraging to attend programmes in modern tools to upgrade
- Providing support to attend skill development Programme, Seminars, workshops
- Encouraging to attend training programs to hone their computer and e skills
- Conducting Communication Skills lecture to improve their communication skills.
- Encouraging for higher studies and providing on duty for the same.
- Appreciation for technical research work.

### PROMOTION:

- The objective of the promotion is to recognize and reward, merit and competence. It improves the organisational and functional effectiveness.
- All promotions shall be subject to completion of minimum qualifying period
- Other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- The promotion of an employee is purely based on the merit and commitment to institutional development.

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## WELFARE:

- The management grants maternity leave to the women employees, for a period of 60 days.
- The staff are covered under ESIC benefits if the salary is equal and below Rs.21000/- while the EPF benefits are given to all employees.
- The employees and the management contribute 12% of the pay of such employee.
- Group Insurance Scheme is offered to our Staff members
- Providing financial assistance in terms of medical expenses if required

## HEALTH CARE:

- Group insurance scheme for all staff
- Public Utility Insurance scheme for staff
- Organizing health camps and check ups
- Faculty with major health problems are paid in full.

## LEAVE:

- Paid maternity and paternity leave.
- Paid maternity leave for women employees, limited to the first two children, for a duration of 60 days.
- Special leave for religious festivals and two permissions of one hour duration each can be availed by the faculty and staff in a month either during first hour or last hour of the working day and not in between the working hours.
- Summer and winter vacations are provided.
- All faculty and staff are eligible for 12 days CL, 10days ML, 3days EL (25 days eligible) during the calendar year in addition to vacation.



Secretary



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