Staff Welfare Measures Policy

Ref: TKRC/POLICY/September-2026/4

Sub: with reference to the Governing Body minutes of meetings held on 17.09.2026

Objectives:

1. Implementation of faculty empowerment in the institution.

2. Achieving effective faculty welfare measures.

3. Promoting contribution towards teaching and non-teaching staff.

4. To provide good working results through commitment.

5. To provide a promoting work environment.

6. Retention of employees.

Policy:

TKR College of Engineering and Technology (TKRCET) duly recognizes the contribution of its employees in all aspects.

1. **Financial Assistance for higher studies:** The College provides finance assistance for higher studies to the staff who have completed 5 years of service in the college. The financial support is 50% of total fee.

2. **Financial Assistance for health care:** The College provides financial assistance for health care to all staff members in the college. The staff can utilize group health family insurance policy for spouse and two dependents.

3. **Sponsorship for staff developments:** All the employees opting for staff development programmes are given with financial assistance and provided with an ON DUTY.

Faculty Improvement Program:

The faculty members may be permitted to improve their academic qualifications by attending courses/research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive half of his salary during his period of study. The

other conditions are as follows: The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech./M.E. programme and three years for Ph.D. The teacher concerned should execute a bond on the required non-judicial stamp to the effect that he/she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only. Management is the sanctioning authority for such leave on the recommendations of the Principal and Head of the Department concerned.

GENERAL BENEFITS:

E.P.F

All the employees of the Institute who completed 3 years' service in this institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

Health Insurance

The Employees of Institute are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, they are eligible for partial reimbursement of premium (as decided by the management from time to time) against the premium paid by them towards the Group Health Insurance Policy, on production of documentary evidence.

Travelling Allowance, Daily Allowance, Local Transport etc.

The employees of the college when deputed to any out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses as per the rules of the Telangana State Government in force from time to time.

Allowance for Presenting Papers in Seminar / Conferences and Published Research Work.

The regular teaching staff who are sponsored (once in an academic year) for presenting papers in seminars/conferences are eligible for travelling allowance in addition to registration fee. No D.A. is admissible. Honorarium for Published Papers, Patents, Books and Book Chapters.

Personal Loans and Gift Card: Personal loans with minimum interest rate, greeting card with an amount on staff birthday occasions.