MALLA REDDY (MR)
Deemed to be University
Recognized Under Section 3 of the UGC Act, 1956
Approved by AICTE, New Delhi, Accredited by NAAC with 'A++' Grade (Cycle- III)

STAFF WELFARE POLICY

(Aligned with MRDU Human Resource Framework and NEP 2020 Principles of Well-Being)

STAFF WELFARE POLICY

1.0 POLICY STATEMENT

Malla Reddy (MR) Deemed-to-be University (MRDU) is committed to fostering a supportive, inclusive, and empowering environment for all employees. The University recognizes that staff well-being, motivation, and professional satisfaction are integral to institutional excellence and student success.

2.0 OBJECTIVES

1. Provide comprehensive support for physical, mental, financial, and professional well-being.
2. Promote work–life balance and a positive organizational culture.
3. Encourage continuous professional development and career progression.
4. Ensure safety, inclusivity, and social security in line with statutory norms.
5. Recognize and reward exemplary contributions.

3.0 SCOPE

Applies to:

- All **teaching** and **non-teaching** employees of MRDU.
- **Contractual**, **temporary**, and **visiting** staff wherever applicable.

4.0 COMPONENTS OF STAFF WELFARE

4.1 Health & Well-Being

- Annual health check-ups for all employees.
- Group health insurance and medical reimbursement.
- Wellness, yoga, counselling, and stress-management programmes.
- Maternity and paternity leave as per statutory provisions.

4.2 Financial Welfare

- Transparent salary structure in accordance with UGC/AICTE and other regulatory bodies.
- Provident Fund and Gratuity benefits.
- Educational, housing, or emergency loans/advances as per approved norms.

- Financial assistance during medical or natural calamity emergencies.
- Fee concessions/scholarships for wards of staff in MRDU programmes.
  (All financial benefits are subject to BoM-approved annual budgets.)

4.3 Professional Development

- Sponsorship for participation in conferences, workshops, and training.
- Regular **FDPs**, **MDPs**, and **technical training sessions**.
- Support for higher studies (Ph.D., certifications, research).
- Sabbatical leave, publication incentives, and research grants.
- Awards and recognitions for excellence in teaching, research, and service.

4.4 Incentives for Research, Innovation and Consultancy

1. Faculty members shall be eligible for **monetary or recognition-based incentives** for:
   - Publications in **UGC-CARE, Scopus, Web of Science, or SCI/SCIE-indexed journals**.
   - **Patents** filed, published, or granted in India or abroad.
   - **Externally funded research projects**, consultancy, or collaborative grants secured through national or international agencies (e.g., DST, AICTE, UGC, DRDO, ICMR).
2. The **Research Committee** in consultation with **Finance** and **HR Departments** shall frame annual incentive norms approved by the **Board of Management**.
3. All incentives shall be subject to submission of verifiable documentation (proof of publication, patent certificate, grant sanction order, etc.) and compliance with MRDU's Research and IPR Policies.
4. Details of incentives disbursed shall be recorded by the HR Department and included in the annual Staff Welfare Report submitted to IQAC.

4.4 Social Security & Safety

- Implementation of anti-ragging, anti-harassment, and zero-tolerance policies.
- Accident insurance and workplace safety compliance.
- On-campus housing/hostel options where feasible.
- Gender-sensitive and inclusive workplace environment.

5.0 IMPLEMENTATION MECHANISM

1. A **Staff Welfare Committee (SWC)** shall be constituted at University level:
   - **Chairperson:** Vice-Chancellor or Registrar
   - **Members:** Two Deans, HR Head, One Senior Faculty Representative, One Non-Teaching Representative, and IQAC Coordinator
2. The SWC shall:
   - Plan, recommend, and monitor welfare programmes.
   - Propose the **Annual Staff Welfare Budget** for BoM approval.

- Review staff feedback and recommend enhancements.

6.0 MONITORING AND REVIEW

- IQAC shall collect feedback and analyse the impact of welfare measures annually.
- The SWC shall submit an **Annual Staff Welfare Report** to the Vice-Chancellor and BoM.
- Policy shall be reviewed once every **three years** or earlier if required.

7.0 ROLES AND RESPONSIBILITIES

Entity	Key Responsibilities
HR Department	Execute benefits, maintain records, and ensure statutory compliance.
Staff Welfare Committee	Plan programmes and monitor implementation.
IQAC	Evaluate effectiveness and include welfare metrics in AQAR.
Finance Department	Allocate and monitor welfare budget.
Registrar	Ensure documentation and record retention.

8.0 RECORD MAINTENANCE

- HR shall maintain:
  - Individual staff welfare files (insurance, medical, leave, etc.).
  - Budget utilization records.
- IQAC shall archive consolidated data and feedback reports for **minimum five years** for audit and accreditation evidence.

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DOCUMENT CONTROL SHEET

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