

# SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

Dr.D.Senthil Kumaran, B.E., M.E., Ph.D  
Principal

SSMIET/313/October/2023

Date: 03.10.2022

## STAFF WELFARE POLICY

### Leave Benefits

- All staff members, both teaching and non-teaching, are entitled to medical leave, winter and summer vacation leaves.
- On Duty leave is granted for participation in workshops, seminars, Faculty Development Programs (FDPs), conferences, as well as for Anna University Exam duties and paper valuation.
- Maternity leave of three months is provided for women faculty members.
- Faculty members are granted additional research-oriented leaves for their benefit.
- Flexible work hours or remote work options are implemented for faculty members wherever feasible.

### Promotion / Increment Benefits

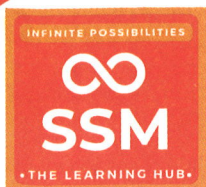
- Promotions and increments are awarded based on performance appraisals for both teaching and non-teaching staff.
- Cash awards and appreciations are bestowed upon faculty members in recognition of their outstanding performance.

### Recognition and Awards

- A recognition program to acknowledge outstanding performance and achievements.
- Long-term service awards are given to teaching, non-teaching, and ministerial staff members.

### Research Benefits

- Faculty members are encouraged to pursue Ph.D. and publish research papers in journals, with incentives offered for these accomplishments.
- An incentive of Rs 300 per month is provided to faculty members attending Faculty Development Programs (FDPs), Seminars, or Workshops in various institutions.



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## Medical Benefits

- Employees Provident Fund scheme (EPF) is available for both teaching and non-teaching staff from the date of joining.
- An insurance scheme is extended to all staff members.

## Faculty Grievances Redressal

- A Grievance Section is established for teaching and non-teaching faculty to address and resolve their grievances.
- Having a feedback system to understand faculty needs and concerns.

## SSMIET Employee Benefits

- Concessional accommodation will be provided to the SSMIET faculty members who wish to stay in the hostel.
- Fee concession is offered to the children of SSMIET teaching and non-teaching faculty members of our institution.
- Transport facilities are offered to all teaching and non-teaching staff, with non-teaching staff receiving this service free of charge.
- Regular free medical checkup camps are organized for all teaching, non-teaching, and ministerial staff members.
- Faculty orientation programs are conducted for newly appointed faculty members.
- Special programs on Mental health, such as "Understanding Gen Z," are organized for the well-being of SSMIET faculty members.



  
PRINCIPAL

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