



NETAJI SUBHAS OPEN UNIVERSITY

Facilities for Faculties and Staff

The University is committed towards the welfare of its employees which entails various facilities, services and amenities offered by the University to all of its employees for improving their health, efficiency, economic betterment etc. The benefits are available to all employees of the University both teaching and non-teaching staff.

The University gives due importance to the welfare of its employees and help them as far as possible with the approval of the competent authority. The university has the following welfare measures for its employees:

- The University provides hygienic working environment with well-maintained work stations for its academic and non-academic staff. At the time of retirement, the employees are provided with the Leave Travel Concession facilities, as per the service conditions.
- All the serving teachers and officers against the full-time substantive posts of the University are entitled to avail of the benefits of the “West Bengal Health Scheme for the Beneficiaries of Grant-in-Aid Colleges and Universities 2017” subject to their exercise of option for the said scheme. The benefits of the aforesaid scheme are mentioned in the G.O. No. 1020-Edn (CS)/IM-01/2017 dt.29.08.2018.
- Being an HEI, the University encourages its employees to continue their studies for their development as well as for vertical/ horizontal movement at their workplace. The employees who pursue higher education in the NSOU are allowed 50% concession in the course fees.
- Academic Staff are allowed to attend OP/ RC/ short term courses for their career advancement.
- The academic and non-academic staff are allowed Duty Leave for attending the seminar/conferences etc. on working days.
- Child Care Leave are allowed to women employees of the university as per rules.
- The University has a provision for re-imburement of the premium paid by the Academic and Non-academic Staff of the University for taking a medical insurance policy, equal to the amount of their medical allowance.
- Interest-free advance is given to the non-teaching staff as Festival Advance before the “Durgotsov” every year.
- University has created a corpus fund to assist its employees financially for treatment in case of terminal diseases. Any such employee is entitled to apply for financial assistance from the corpus fund once in a financial year and amount of financial assistance (subject to maximum Rs1.00,000/-)per head in a financial year is determined by the Vice-Chancellor on a case-to-case basis.
- University organizes professional development / administrative training Programmes for its teachers, other academics and non-academic staff.
- NSOU encourages its teachers and other academics to attend Professional Development Programmes, viz.: Orientation Programme, Refresher Programme, Faculty Development Programme (FDP) etc.
- Funds are provided to the faculties for research projects and encourages publication.
- The promotion of teachers and librarians through Career Advancement Scheme (CAS) is in place as per UGC guidelines.

- NSOU allots funds to academic schools of studies for organizing seminars /workshops
- The University bears the expenses of a faculty nominated by NSOU authority to attend a seminar/workshop of national or international significance.

The following measures have been taken up by the University for the benefit of its employees:

- **Clean and Green Campus:** The university operates from its Headquarters and three regional campuses campus. All the campuses are smoke free and plastic free and sustains the green area through available resources. For a hygienic and clean campus services of housekeeping personnel are outsourced.
- **Purified Drinking water:** Potable drinking water is provided through water filters installed in all the blocks of the University.
- **Day care centre:** The University has a Day Care Centre at the Durgapur RC. University recognizes that child care is not just the responsibility of women and families but also of university in the public sphere like the University where workers/students, especially women who are also parents are constrained by the simultaneous responsibilities of childcare and work. Hence the University has provided for the Day Care Centre on the campus with nominal fees so that all the staff can access its services.
- **Internal Complaints Committee:** The University constituted an Internal Complaints Committee to address any complaint of the University, which can be lodged in the dedicated email service provided for the purpose. To safeguard the interest of the women employees, University has a policy for prevention of sexual harassment of women at work place at Headquarter, Study Centres and Regional Centres
- **Health Camp:** University authorities are very much concerned about the mental and physical health of the learners. The university regularly organize free health check up camp at its Headquarters and LSCs. It also organizes seminars related to mental wellness, psychological counselling and activities related to Yoga.
- **Hygiene and Security:** The University has outsourced the housekeeping job to provide and maintain a clean campus with the help of trained housekeeping staff. A good number of dedicated Security staff maintains round the clock security at all the campuses.
- **Leave rules for the faculty and Non-teaching Staff:** University follows all the rules and regulations of State Government to extend leave facility to all employees. The women employees also get the child care leave as per rules.
- **First-aid Facility:** It has basic equipment and other infrastructural facilities required for first aid. For women employees, university has put sanitary pad vending machine in girl's washroom.
- **Guest House:** The University has Guest house with double occupancy and dormitory facilities at Durgapur and Jalpaiguri RC. Both Guest Houses have AC rooms, Dining Halls, Reception area etc.

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