



SWAMI VIVEKANANDA INSTITUTE OF MODERN SCIENCE

Sonarpur Station Road, Karbala
P.O. & P.S. - Narendrapur
Kolkata - 700 103
An ISO 9001:2008 Certified Institute

Affiliated to MAKAUT, WB
College Code: 264
Ph: 033-2428-3035
E-mail: info@svist.org
Website: www.svims.org

teachers with the resources they need to be successful in their roles. This policy outlines the financial support that is available to teachers, including salary, benefits, and professional development opportunities.

Salary:

The Institute's teachers are paid a competitive salary based on their experience and qualifications. The salary scale is reviewed annually and is adjusted to reflect changes in the cost of living.

Benefits:

EPF (Employees' Provident Fund): All employees receive EPF benefits as per the PF act.
Gratuity: Gratuity is provided in accordance with the Gratuity Act as per Govt of India norms.

ESI Scheme (Employee State Insurance): Employees drawing less than Rs. 15,000/- per month are covered under the ESI Scheme.


Medical Leave Accumulation: Medical leave is accumulated for utilization during medical emergencies, following specified leave rules.

Free Bus Facility: Faculty and staff members have access to free bus facilities.

Maternity Leave: Maternity leave is provided as per government norms.

Permissible Leaves: Various categories of permissible leaves are provided as per norms.




Principal
**Swami Vivekananda Institute of
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Special Paid Leave: Paid leave is granted for special cases such as terminal illness, accidents etc. Special paid leaves are also granted for attending conference, seminar, higher study in the India abroad for upto specified.

Support for Higher Studies: Faculty members are encouraged to register for higher studies like M.Tech, PhD, and research. Regular paid leave is granted for career enhancement programs, and funding is provided for patents, seminars, conferences, refresher courses, publications, etc.


Educational Support: Support is given to staff members by providing half or full scholarships for two wards or close relatives for their education in this institution or other colleges of the same group.

Faculty Development Programs: Faculty members are encouraged to participate in faculty development programs at regular intervals, mostly sponsored by the Institute.

Professional Memberships: Faculty and staff are encouraged to enrol as members of professional societies or bodies, with half-paid sponsorship.

Accommodation and Food: Some faculty and staff members are provided with free accommodation and food as part of a welfare scheme.




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Professional Development Opportunities:

The Institute encourages its teachers to participate in professional development activities. The Institute offers a variety of workshops, seminars, and conferences, and it also provides financial support for teachers to attend outside events.

Application Process:

Teachers who are interested in financial support should submit a request to the Principal. The request should include the following information:


- * The name of the teacher
- * The teacher's department
- * The teacher's job title
- * The amount of financial support requested
- * A description of the need for financial support
- * Any supporting documentation (such as receipts, bills, or letters) if the amount of support is more than Rs. 5000.

Approval Process:

All requests for financial support are reviewed by the Principals Office. The office will consider the following factors when making a decision:

- * The need for financial support
- * The availability of funds
- * The impact of the request on other employees




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