



BAOU
Education
for All

Dr. Babasaheb Ambedkar Open University

Welfare Policy (Staff and Learners)

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I/c. Registrar

**Dr. Babasaheb Ambedkar Open University,
Ahmedabad**

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(For Learners)

"Every student can learn, just not on the same day, or the same way"

George Evans

1. Introduction:

Dr. Babasaheb Ambedkar Open University is committed to providing a safe, secure and stimulating learning environment for all the students. Students can reach their full educational potential only when they are happy, healthy and safe, and when there is a positive University culture to engage and support them in their learning. The University acknowledges that student welfare and student learning outcomes are inextricably linked.

The University in supporting student welfare promotes high standards of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the University. The code of conduct treats behavioural problems in a manner that relates to the educational purposes of the University

2. Purpose of the Policy

The main purpose of this policy is to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the University in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develop students into good citizens while at the same time dealing with behaviour or actions that may be inconsistent with University policies. Through this policy the University seeks to provide an environment where students can:

- a) Experience free intellectual enquiry
- b) Express themselves freely
- c) Feel that their rights and responsibilities are respected and their needs are met

3. Policy Objectives:

This Policy aims at addressing students' needs and behavioural issues at the University by:

- a) Ensuring that students behave within the standards set out in the Students Code of Conduct.
- b) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- c) Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- d) Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".
- e) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- f) Providing eligibility requirements and criteria for receiving assistance from the Benevolence Fund.

4. Students Conduct


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a) Commitment to Learning

The University recognizes that students attend the University to learn. As such, students are not expected to act in a way that interferes directly or indirectly with their learning and that of their colleagues or obstruct staff from carrying out their duties. Students are expected to develop and use adult learning skills and take responsibility for their own learning.

This includes:

- Regularly attending classes either by attending counselling sessions or by various modes of sessions available on university website and activities on time.
- Meeting all learning and assessment expectations and due dates.
- Acting honestly and fairly in undertaking tests, assessments, reports or other work.
- Freely discussing any questions or issues about their progress with their course facilitators.

b) Respect

Whilst registered at the University, all students can expect a safe and enjoyable learning environment that enables them to perform to the best of their ability. In order to achieve this aim both staff and students within the University community are required to act respectfully toward others.

This requires that students should be:

- honest
- treat people with courtesy, consideration and sensitivity
- respect the lawful beliefs and customs of others
- communicate openly and using appropriate language
- follow the reasonable instructions from University staff

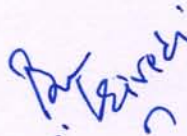
All students also have a right to enjoy the facilities at the University. In order to protect this right all students are expected to have respect for University property. Any act of misuse, vandalism, theft, malicious or unwarranted damage, defacing, disfiguring or unsafe or unauthorized use of property is in violation of the Student Code of Conduct.

University property includes but is not limited to: Buildings, Plant and Equipment, Telephones, Vehicles, Learning Materials, Library Materials, Computer Hardware, Software and other Technologies, Fire Alarms and Equipment, Safety and Security Devices and Farm produce.

c) Bullying:

Bullying is an unacceptable form of behaviour. The University recognizes the right of individuals to be free from harassment while engaging in activities undertaken as part of their enrollment as a student/or other association with the University. Types of bullying include, but not limited to: loud and abusive language, unjustified criticism and insults, yelling and screaming, unexplained rages, bribery or blackmail, humiliation, belittling or undermining of a person. Students should report any incidents of bullying to the Office of the Director, Student Support or any other designated office.

d) Anti-Ragging Measures


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Ragging is considered a serious offence and also a disgrace to the student community. It is mandatory to refrain from ragging in any minor or major form whatsoever.

If any student is found involved in the act of ragging the institutional authorities will take strict measures against such students which may also include the termination from the course or expulsion from study centre depending on the gravity of the offence.

University has a zero tolerance towards ragging of any form. Prevention and prohibition of ragging is essentially the responsibility of every educational institution and it is also the obligation of every student of the centres. All the students are hereby requested to join hands in creating a ragging free zone and make this institute a better place for learning.

e) Sexual Harassment

All people have the right to learn in an environment which is free from sexual harassment. Harassment of a sexual nature is not tolerated at the University and is unlawful.

Within the provisions of this policy, sexual harassment shall be taken as "any unwelcome behaviour which is sexual in nature and which involves improper assumptions by one person in respect to another". Sexual harassment can take numerous forms including but not limited to:

- Unwelcome physical touching, hugging or kissing
- Leering at someone, or at parts of their body
- Suggestive comments or jokes •Insults or taunts based on sex
- Sexually explicit pictures, e-mails or text messages
- Intrusive questions or comments about a person's private life or body

Students should report any incidents of sexual harassment to the Office of the Director of Student Support or any other designated office.

f) Safety

The University actively promotes the safety, health and welfare of students and those members of the public who lawfully use University facilities. Students must ensure their own personal safety at all times. Students must take reasonable care for their own health and safety on campus and avoid harming the health or risking the safety of others. University safety procedures must be adhered to, including participation in all Fire and Emergency Evacuation drills.

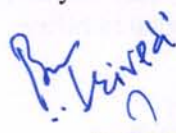
Students should immediately advise a University staff member if they have concerns for their personal safety whilst participating in training or on University grounds.

g) Medical Facilities

During the time of study, students may develop an illness or become sick.

- Should this occur prior to classes commencing, students (or parents/guardians) are asked to contact the University to advise that they will not be attending class.
- If the sickness develops during the day, the students are given basic medication facilities available at university and the student may be asked to leave class early to seek medical attention.

h) Smoking


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The University is a smoke-free zone. Students will not enter University grounds whilst under the influence of smoking or chewing of tobacco. This includes attending counselling sessions, lectures, tutorials, library or practical work. Any student who is suspected of being under the influence of smoking or chewing of tobacco will be subjected to disciplinary action as per the Students Code of Conduct.

5. Students' Welfare and financial aid

The University recognizes that no individual in the student community can concentrate in their studies and excel without the basic needs of life. Given that Students will often seek help from the University when they are in need, the University's Students' Welfare fund is set up to deal with such requests from time to time. The following principles shall assist in determining a student's need and eligibility for assistance.

a) Determining need

- i. The need of a student may come to the attention of any member of the University community during the course of discharging their duties or a case may be referred to the University by a concerned person.
- ii. A student's need must be assessed in consultation with their parent/guardian or any other person who has legal responsibility for the student. The financial status of the parent or guardian will be taken into consideration.
- iii. Other sources of funding such as scholarship, community assistance and any other financial assistance shall be verified.

b) Determining Eligibility


- i. A student whose current status is financially or materially in need.
- ii. Needs that can be supported shall be determined from time to time.

6. Student Counselling

The University recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students use their existing problem-solving skills more effectively or to develop new or better coping skills. Counselling also promotes and facilitates positive mental, psychological health and emotional wellbeing of students and enhances the students' academic and personal functioning. Counselling sessions provide an opportunity for the student to describe their feelings and problems for themselves and then to reach decisions and actions that are based on informed choices.

7. Students Career Guidance

- a) The University is committed to career guidance for all students to prepare them for progression to employment and/or higher education courses. The University strives to put students at the heart of its strategic development and planning to ensure their needs come first.
- b) Career guidance include helping students to:
 - i. choose an appropriate course at the University
 - ii. realistically assess their likely achievements at the University and their potential progression after college


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- iii. investigate career opportunities
 - iv. investigate employment opportunities in different sectors
 - v. implement their plans for progression
- c) Career guidance is based on the needs of the individual in the recognition that students will have different aspirations and previous experiences and whose progression plans will be responsive to their unique abilities.
- d) The information, advice and guidance offered to students aim to provide a wide range of unbiased understanding of the options open to them.

8. Catering services

The catering service requires students to pay for their meals in cash i.e. Pay As You Eat. The university canteen offers a variety of food items/dishes to choose from and each food item/dish is priced separately.

9. Cultural, Literary Activities

The University has always stood for the right amalgamation of academic and extracurricular activities. To foster the cultural talent of the students – University has made a provision to promote and encourage the students to take part in various cultural and literary activities. The university holds entertainment events from time to time to keep students entertained and relaxed.

10. Sports facilities

The University's Sports Department offers members of the University sporting and gaming services to live active and meaningful lives while on campus. The Department offers diverse recreational sporting facilities that are located conveniently throughout the campus with a wide range of operating hours and amenities.

11. Healthcare Services

The University's Health Unit provides both preventive and curative care to students and staff. Specifically, the facility offers the following services; curative, promotive, preventive, referrals, dispensing of drugs and youth friendly Services.

12. Security

The University takes the security of its students and staff very seriously. The Security Department is committed to protecting life and property of the University community. The security personnel patrol the University on a 24 hour basis. Any reported incidents are forwarded to the administration department for investigation and appropriate action.



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(For Staff)

1. Introduction:

Staff Welfare is for providing the pleasant working conditions, comfortable living and puts its efforts to make life worth living for the employees of the University.

Employees are the most important assets of the university and it has to assess and record the value and cost of people of the University. The board of management of the university feels that the value of human assets can be increased substantially by making investment in their training and welfare activities in the same way as the value of repairs/overhauling, etc. Employee welfare includes the schemes that benefit the employees working in the University. Although it is a costly procedure for the University, yet it is needed as it helps in the overall development of the employees.

2. Policy Objectives:

- To provide better physical and mental health to faculty members and non-teaching staff and thus promote a healthy work environment

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- Facilities like timely promotions, medical facilities, and education and recreation facilities, help in raising their standards of living. This makes faculty members and non-teaching staff pay more attention towards work and thus increases their productivity.
- Employers get a stable workforce by providing welfare facilities. Workers take an active interest in their jobs and work with a feeling of involvement and participation.
- The social evils prevalent among the employees are reduced to a greater extent by the welfare policies.

3. Boost the morale of employees

The University wishes to get 100% output, through its efforts to encourage the employees. No one else would deliver the expected results. So, in order to boost the morale of the employees, it is essential to offer employee welfare measures.

4. Mental and moral health is also improved

The employees of the university are given various facilities at work, which improves their mental health as well as helping them in becoming a good citizen. It helps in overall development of the employee. Human resource development is equivalent to the development of the University.

5. Leave

University follows all the rules and regulations of the State Government to avail leaves to all the types of employee.

6. Health and Life Insurance Benefits

The university is providing medical benefits to its employees through medical reimbursement/health insurance schemes. All the staff of the university are insured with various kinds of government health and life insurance. Presently, Health insurance benefits are availed by the employees through Group Mediclaim policy under National Insurance Co. Pvt. Ltd. The premium for the same is paid by the University.

7. Invites more employees

The satisfaction of employees invites more professionals to the universities. This is one of the good ways of recruiting the best employees. Therefore, with the best employees, the work will be done in proper order. Ultimately, it will benefit the University only.

8. Helps in overall growth of the employee

The staff welfare is a motivating factor to the employees and it helps in the overall growth of the employees. Both the common institutional goal and the personal goals are easily achieved by the employees, which benefits not just the university but also the employees working in the university.

9. Retains more employees for more time period


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The university trains employees so as to get good results. But if the employees leave the university early, it affects not just the employees but also the university. So, the university has staff welfare schemes to retain the employees for a longer time period.

10. Day care centre (Crèche):

The University has a Day Care Centre (Crèche) for its employees at the headquarters, Ahmedabad. 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.

11. Special room for women employees:

A special room has been arranged for women employees specially the lactating mothers and others requiring such a facility.

12. Recreation centre:

The University has constructed a recreation centre for the employees at the headquarters.

13. Staff quarters:

The University has the provision of residential facilities to a limited number of its employees.

14. Leave Travel Concession:

Leave Travel Concession (LTC) has been adopted by the University as provided to the Assam State Government employees.

15. Leave rules:

Leave rules to the teaching and non-teaching staff are given as per the Ordinances of the University. These include maternity leave, paternity leave (for teachers), child care leave and medical leave along with other admissible leaves.

16. Maternity/Paternity Leave:

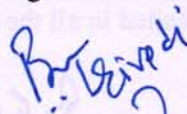
University offers Paid Maternity/Paternity Leave to all its Staff and Faculties as per the State Government Rules.

17. National Pension System (NPS) / Contributory Provident Fund (CPF) and other statutory retirement benefits:

The University has the provision of National Pension System (NPS) / Contributory Provident Fund (CPF) and other retirement benefits for the welfare of its employees.

18. Internal Complaints Committee:

The University constituted an Internal Complaints Committee for its employees to address any complaint of the University, which can be lodged in the dedicated email service provided for the purpose.



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19. Hygiene and Security:

The University has outsourced the housekeeping job to provide and maintain a clean campus with the help of a large number of housekeeping staff. Further, a large number of dedicated Security staff maintains round the clock security at the campus.

20. Clean and Green Campus:

The university campus is spread over around ____ acres of land. The campus is smoke free and plastic free and sustains the green area through available resources. The University strives to build and maintain an adequate green cover under the Green Policy. Initiatives are taken for water harvesting and recycling of sewage water, and maintenance of organic farms. For a hygienic and clean campus services of housekeeping personnel are outsourced. Solar system has been installed that generates ____ Mega Watt Electricity.

21. Cooperative Credit Society (Staff Welfare Fund):

The University has a Staff Welfare Fund for the benefit of the interested staff members under which they can avail loans. The employees have the option to avail membership of the Thrift & Credit Society. (If we include this then it should be registered society because financial matters involve into it)

22. Recreational Facilities:

The University has built playgrounds, recreational facilities and organizes sports and fitness events, cultural programmes etc. for the health and wellness of the employees and their families.

23. GPF/CPF/NPS and Gratuity:

University follows all the rules and regulations of the State Government for providing gratuity and pension, leave encashment etc.

24. First-aid Facility:

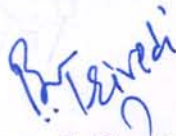
It has basic equipment and other infrastructural facilities required for first aid. Adequate human resources are provided for its smooth functioning. For women employees, the university has put a sanitary pad vending machine in the girl's common room.

25. Canteen Facility:

The University provides canteen facilities at the headquarter where good quality food is served at a subsidised rate to the employees of the University.

26. Conducive, Safe and Secure Working Conditions:

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. University also has a Girl's common room. Potable drinking water is provided to all employees through water filters installed in all the blocks of the University.



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27. Legal Advice to Women Staff:

The University - Women Development Cell (WDC) took initiatives to offer free legal advice for the various challenges in day to day life of the women.

28. Health and Medical Consultation for all the Faculties and Staff:

University authorities are very much concerned about the mental and physical health of the faculties and staff. Hence on a regular interval various seminars related to mental wellness and activities related to Yoga are organized. Furtherance to this university organizes free health and medical checkup and consultation camp at the university premises for all the faculties and staff of the university. In these camps, various doctors like MD Medicine, Gynecologist, Dietitians, Psychologist are invited on a regular interval.


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