



CITY ACADEMY LAW COLLEGE

(Affiliated to Lucknow University)

Tiwariganj, Chinhat, Lucknow. 0522-6555579, 8400133333

Website: cityacademylawcollege.com

Email Id : cityacademylawcollege21@gmail.com

**6.3.1 - THE INSTITUTION HAS
EFFECTIVE WELFARE
MEASURES FOR TEACHING
AND NON- TEACHING STAFF**



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Report on Welfare Measures for Teaching and Non-Teaching Staff at City Academy Law College

City Academy Law College understands the critical role that its teaching and non-teaching staff play in shaping the institution's academic environment and overall success. The college takes proactive steps to ensure the well-being, professional development, and overall satisfaction of its staff members, which in turn positively impacts the students and the institutional ethos. The welfare measures outlined below highlight the comprehensive approach the college has adopted to support its staff across various aspects.

1. Financial Support and Leave Benefits:

Employee Provident Fund (EPF):

To secure the financial future of both teaching and non-teaching staff, the college provides EPF facilities, ensuring long-term financial benefits upon retirement. This initiative is part of the institution's broader commitment to employee welfare and financial security.

Leave Provisions:

City Academy Law College acknowledges the importance of work-life balance and offers a variety of leave options, including:

- **Medical Leave:** Staff members are entitled to medical leave, ensuring they can take time off to recover from illness without financial loss.
- **Earned Leave:** Employees can accumulate earned leave, which can be availed of for personal or family-related matters.
- **Maternity Leave:** The institution provides maternity leave for eligible female staff, recognizing the importance of supporting women through significant life events.
- **Duty Leave:** Staff members involved in official duties, training, or academic development activities are granted duty leave, ensuring that their responsibilities and professional growth are prioritized.



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These leave policies help staff manage their personal commitments while maintaining their professional roles effectively.

2. Professional Development and Research Support:

Financial Assistance for Professional Development:

To ensure the continual professional growth of both teaching and non-teaching staff, the college offers **financial support** for attending conferences, publishing research, and participating in faculty development programs and workshops. This support enables staff to stay updated with the latest developments in their fields and enhance their academic credentials.



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Research Support and Infrastructure:

City Academy Law College values research as a key component of academic and professional growth. The institution provides adequate **infrastructure** and **resources** to assist faculty in pursuing research projects. Faculty members are encouraged to engage in research activities, contribute to academic journals, and write research papers. The college also supports the integration of research findings into the curriculum and encourages faculty to incorporate their research into classroom teaching.

Opportunities for Academic Contributions:

The college provides opportunities for faculty members to extend their expertise beyond the classroom. Faculty are encouraged to **deliver guest lectures** or act as **resource persons** at other academic institutions, which helps them gain recognition and share their knowledge with a broader academic community. This not only enhances their own career prospects but also elevates the reputation of the institution.

3. Health and Wellness Support:

Gymnasium Facilities:

Understanding the importance of physical fitness in maintaining mental and emotional well-being, the college offers **gymnasium facilities** to all staff members. This allows them to engage in regular physical activity, reduce stress, and maintain their health, promoting a balanced and productive lifestyle.

Mental Health and Well-being:

While physical health is addressed through gym facilities, the college is also committed to the **mental well-being** of its staff. In line with this, workshops on stress management, time management, and other



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aspects of mental health are periodically organized. Staff are encouraged to seek support through counseling services when needed, ensuring a holistic approach to well-being.

4. Encouragement of Lifelong Learning and Skill Enhancement:

Workshops, Seminars, and Short-Term Courses:

City Academy Law College is committed to the continuous professional development of its teaching and non-teaching staff. Workshops, seminars, and **short-term courses** are regularly organized to provide staff with opportunities to upgrade their skills and knowledge. These programs are designed to enhance both technical and academic competencies, ensuring that staff are well-equipped to meet the challenges of the evolving educational landscape.

Refresher and Orientation Courses:

To ensure that faculty stay up to date with the latest pedagogical techniques and subject knowledge, the college sends them for **refresher** and **orientation courses**. These programs help faculty integrate modern teaching methods and current legal developments into their classrooms, thereby enhancing the overall learning experience for students.

5. Non-Teaching Staff Support and Development:

Involvement in Technical Events:

Non-teaching staff play a vital role in the smooth functioning of the college. To foster a sense of belonging and encourage professional growth, non-teaching staff are actively involved in organizing **technical events**, conferences, and seminars. This involvement provides them with exposure to various aspects of event management, communication, and leadership, broadening their skill sets.

Encouragement for Higher Studies:

Non-teaching staff are also encouraged to pursue **higher education** to improve their qualifications and



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career prospects. The institution adjusts their workload to accommodate academic pursuits, ensuring they can balance work and studies effectively.

Workshops and Training for Non-Teaching Staff:

In addition to opportunities for higher education, non-teaching staff are encouraged to attend **workshops** and **training sessions** organized by both the institution and the university. These training programs focus on enhancing administrative, technical, and managerial skills, empowering non-teaching staff to contribute more effectively to the college's operations.

Software Training Programs:

To support the technical capabilities of the administrative staff, the college organizes **software training programs** that help improve their proficiency in various office and administrative software. This enhances the efficiency of the administrative functions and ensures that the staff is well-equipped to handle modern administrative tasks.

6. Conclusion:

City Academy Law College has established a comprehensive welfare system that addresses the diverse needs of both its teaching and non-teaching staff. By providing financial security, professional development opportunities, health and wellness facilities, and encouragement for lifelong learning, the college ensures that its staff are well-supported and motivated to excel. These welfare measures not only benefit individual staff members but also contribute to the overall success and growth of the institution, creating a positive, productive, and supportive academic environment. The college's investment in its staff is an investment in the future of its students and the institution as a whole.

Principal
City Academy Law College
Chinhhat, Lucknow