



# FAIRFIELD

## Institute of Management & Technology

Affiliated to GGSIP University & an 'A' Grade College by DHE, Govt. of NCT Delhi  
Approved by AICTE, BCI & NCTE, Recognised under 2(f) of UGC Act of 1956



## EMPLOYEE WELFARE, WELLNESS AND PROFESSIONAL DEVELOPMENT POLICY

### 1. Preamble

Fairfield Institute of Management and Technology (FIMT) is committed to creating a supportive, inclusive, safe, and growth-oriented work environment for teaching and non-teaching staff. The Institute recognizes that employee welfare, professional development, and work-life balance are essential for institutional excellence and quality education, in alignment with NAAC and statutory regulatory requirements.

### 2. Objectives

- Promote physical, mental, professional, and social well-being.
- Support research, training, and academic excellence.
- Ensure a safe, inclusive, and supportive workplace.
- Enhance employee engagement and retention.

### 3. Scope and Applicability

- Applicable to all teaching and non-teaching employees of FIMT.
- Covers welfare measures, professional development, health, safety, and support services.

### 4. Professional Development and Academic Support (Teaching Staff)

- Grant of On Duty (OD) leave for attending FDPs, Orientation/Refresher Courses, conferences, seminars, workshops, and training programs.
- OD facility for presenting research papers, chairing technical sessions, and participating in academic events.
- OD facility for external academic responsibilities such as paper evaluation, practical examinations and viva voce.
- Encouragement and institutional support for research publications, projects, and academic collaborations.
- Study leave and academic leave as per institutional and regulatory norms.





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### 5. Financial Welfare Benefits

FIMT provides financial welfare support to promote employee security and well-being, subject to institutional norms and approval of the competent authority:

- Salary advance in case of genuine personal or medical emergencies.
- Festival advance and emergency financial assistance, where applicable.
- Provision of uniform to designated non-teaching staff to promote professional identity and reduce personal expenditure, as per institutional policy
- Paid leave benefits as per statutory and institutional rules.
- Research and academic incentives as governed by the approved Research Policy.
- Performance-based incentives as per appraisal system.

### 6. Health, Wellness and Medical Support

- Provision of a Medical Room with first-aid facilities.
- Organization of periodic health check-up camps.
- Emergency medical assistance and referral support.
- Counselling and employee support mechanisms.
- Safe and hygienic environment.

### 7. Work-Life Balance and Family Support

- Flexible working support and early punch-out provision for new mothers, subject to approval.
- Maternity and paternity leave as per applicable rules.
- Day Care/Crèche support where feasible.
- Festival-related flexibility including Ramzan/Eid and other major festivals.
- Leave benefits as per institutional rules.

### 8. Cultural, Religious, and Festival Support

- Celebration of festivals such as Holi, Diwali, Lohri, Navdurga, Baisakhi, Basant Panchami and other cultural events.
- Encouragement of staff participation to promote unity and institutional belongingness.
- Flexibility during Ramzan, Eid and other festivals may be granted.
- Permission for late arrival or early departure during major festivals such as Navratra, Ram Navami or similar occasions, with prior approval.
- Institution shall promote inclusivity and respect for all religions.

FIMT Institutional Campus,  
Bijwasan Road, Kapashera  
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NAAC ACCREDITED



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## 9. Workplace Environment and Inclusivity

- Functional Internal Complaints Committee (ICC).
- Equal opportunity and non-discrimination policy.
- Divyangjan-friendly infrastructure

## 10. Infrastructure and Campus Support

- Safe drinking water, sanitation, and hygienic facilities.
- Staff rooms, rest areas, and common facilities.
- Provision of secure parking facilities for staff.
- Secure campus access and monitoring.

## 11. Governance and Review

- Monitoring and documentation by IQAC.
- Periodic review by Governing Body.

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