



EMPLOYEES WELFARE POLICY

SATYA RANJAN COLLEGE, KALAIN

FOR TEACHING & NON-TEACHING FACULTIES

INTRODUCTION:

Every workplace thrives on the satisfaction of the employees. This is why we must consider employees welfare and management to ensure that all employees are happy, healthy, safe, and productive. Employee welfare refers to all aspects of a workplace environment that support the well-being of its staffs.

PURPOSE:

A balanced and healthy working atmosphere in any institute is the key to enable the employees to give their best within the working hours towards achieving the institutional goals set through the vision and mission of the institute. A harmonious working relationship between the authority and the employees is very essential for an institute to achieve the participatory governance in different working areas. Satya Ranjan College has formulated its own Welfare Policy for both the teaching and non-teaching staff to ensure the well-being of its employees. It has also formulated its own grievance redressal mechanisms to mitigate any grievances that might arise during working hours to ensure the quality of working life among the employees.

THE POLICY (Welfare Measures for Teaching and Non-teaching staff):

Satya Ranjan College is committed to provide all the possible welfare facilities and benefits to its all-eligible employees including both teaching and non-teaching staff. Following are the various welfare measures available at Satya Ranjan College to ensure a quality working life among its employees:


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1. Increments:

Increment is given as per Government rules to all the staff (Teaching and Non-teaching) appointed by the Government.

2. Pension (NPS) and Gratuity benefits:

As the services of the employees of the college was started to regularize from the year 2013, hence all the employees appointed by the Govt. are covered under New Pension Scheme (NPS). The Pension and Gratuity benefits under NPS are provided to all the grant-in-aid staff as per government regulations as below:

- a. The employees are covered under NPS benefit, where the employee contributes up to 10% of salary (Basic + DA) and the government contributes equal amount of its share towards the gratuity benefit.
- b. On attaining Superannuation, the retirement benefit is provided to the employees as per NPS provisions.
- c. NPS subscribers have access to a partial withdrawal option allows them to choose to withdraw a portion of their contributions, subject to certain restriction as per rule.

3. Leaves provided:

The employees are sanctioned the below leaves with pay as per the policies of the State / Central Government:

- i. Casual leave
- ii. Earned leave
- iii. Maternity leave (180 days)
- iv. Paternity leave
- v. Medical leave
- vi. Study leave for Faculty Improvement Programs (FIP)
- vii. Child care leave (CCL 2 years)


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4. Incentives:

Opportunities to participate in co-curricular, cultural and research activities and incentives are also provided. Some of which are listed below:

1. The Institution sponsors registration fees (if needed) to teachers for presenting papers and attending state, National and International seminars, conferences, symposia, refresher courses and faculty development programs.
2. The Institution felicitates the faculty who are conferred with National and International awards.
3. The Institution felicitates the faculty who acquired Ph.D./M. Phil. degree.
4. Leave Encashment is provided for unveiled leaves as per rule.
5. Free uniform and safety gadgets are provided to the security personals.
6. Group insurance scheme for staff. (As per govt. rule)
7. Institute ties-up with other college for faculty development and conducting activity.
8. Sponsoring Training program organized for non-teaching staff.
9. Condolence letter is given when any member has demise in their family followed by „silent prayer“.
10. Organizing farewell ceremony for the faculties who are about to retire.
11. On the birthdays of the staff members, the principals wish the members with a book, flowers etc.

5. Grievance Redressal Cell:

The cell has been formed in order to mitigate any grievances that might arise among its employees while working in the institute. Such grievances (if any) are immediately settles by the authority on a regular basis to maintain a good relation among its employees.


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6. Internal Complaints Committee:

The institute has Internal Complaints committee to monitor complaints related to any sexual harassment related complaints in workplace & response in a prompt manner.

7. Financial Support:

There are many employee-support policies for all staff. Some of which are listed below:

1. The institution has created a credit society called “Parivaar”. The society has been created with an aim to financially assist the faculties and the staff at the time of their financial crisis.
2. Group insurance for teaching and non-teaching staff. (As per rule)
3. Diwali gift is extended to supportive staff.
4. Sponsoring for organizing and providing financial assistance to attend seminar, workshop, Orientation, FDP, Guest lecture, Publication, Study tour etc.

8. Medical Assistance:

1. Teaching and non-teaching staff is, under state Government is eligible to receive the benefits of provided (time to time) by the Government under Health Scheme.
2. Free primary medical check-up is provided to all the staff members annually.
3. Financial assistance for medical treatment is extended to non-teaching staff in the crisis situation.


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9. Infrastructure:

1. The faculty is allowed to use ICT, Infrastructure, canteen, and Library books and take the assistance of the man power.
2. Separate faculty room for teaching staff, spacious seating arrangement in office and separate adequate sanitary facilities for both teaching and non-teaching staff.

Enforcement And Implementation:

This policy is adopted on 31st December, 2016. The welfare policy is implemented through policy manuals, college website portal and orientation by the authority of the institution to the newly joined employees or as and when required. The management head of the institute i.e. the principal is the custodian of this policy.

Monitoring And Review:

Satya Ranjan College has its own monitoring system to ensure the smooth functioning of the policy in the institute. This policy shall be reviewed periodically for its suitability and updated as and when necessary.

The above policy is adopted on 31' December, 2016.



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