



STAFF WELFARE POLICY

Preamble

Shri Sakthikailassh Women's College considers its employees as the most valuable resource and the welfare of all staff is essential in achieving the institute's Vision and Mission. The college is committed to provide a caring and supportive working environment which is conducive to the welfare of all staff to enable them develop and optimize their full potential. However, staff welfare is a joint responsibility and members of staff are expected to contribute and participate effectively.

This policy therefore highlights the benefits of teaching and non-teaching so that they have support from the institute for their relevant professional development, pleasant working environment and to be more productive in the discharge of their duties.

Objectives

- To ensure that staff welfare needs are catered for.
- To make the college a competitive institution that can attract and retain competent staff.
- To streamline administration of staff welfare measures.
- To provide opportunities to excel academic / administrative excellence through various activities.
- To motivate staff for better human resource output.

Institutional level welfare measures

The institution recognizes all its employees both teaching and non-teaching, as the most valuable resource and provides a caring and supporting working environment. Hence it has established various welfare schemes to their employees as mentioned below:

Faculty Development Initiatives

Orientation and training programmes for both teaching and non teaching staff members. This includes programmes like teaching methodologies, work-management, file management, advanced computer skills, etc.

Seed Money

The faculty members are provided with seed money to take up research ventures, Journals, Book publications as well as to participate and present papers in seminars.

On Duty

The institution provides on duties for all academic purposes to attend seminars, conferences, workshops, short time courses, to attend pre and main viva-voce, to act as resource person in



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guest lectures, member in board of studies, external examiners for practical, theory examinations and evaluation.

Leave Benefits

- Staff members can avail 12 days as casual leave annually and two permissions per month.
- Staffs can also avail for spell leave each on rotational basis every year.

Interest Free Loan

- Interest Free loans are provided to the faculty members based on their salary.
- Salary advance is paid to staff in need.

Grievance and Redressal Cell

Grievance and Redressal cell is available where they can record their grievances and get redressed by committee members.

Facilitating Cordiality

To recreate and energize themselves with cordiality, a home away from home experience is provided to all the faculty members by organizing games and events.

Day Care Centre

To help the working employees for pursuing their academic career, ensuring a safe and educative growing environment for their children is available inside the campus

Cafeteria

Refreshments and food items are served at 10% subsidized rate.

Faculty Lounge

- Faculty lounge is available to relax and take rest when they feel sick.
- Staff members are permitted free accommodation in the hostel and food is provided at 10% subsidized rate.

Health Benefits

- Health center is available inside the college campus.
- Gym and yoga hours are allocated to the staff members for physical and mental fitness.



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- Medical benefit to both the employees and their families is provided through ESI facilities.
- Marriage and Maternity leave is available.

Priority in Student Admission

Children of staff are given priority in Management Quota admissions both in School and Colleges run by the Management with 50% concession in total fee.

Provident Fund

Provident Fund Facility to both teaching and non-teaching staff members is available.

Increments

An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service excluding the probationary period, provided that their performance and conduct are reported to be satisfactory as per staff appraisal report.