Introduction

"Staff welfare measures" refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages.

Objective

- Implementation of faculty empowerment in the Institution
- Achieving effective faculty welfare measure
- Promoting contribution towards Teaching and Non-Teaching staff
- To Provide good working results through commitment
- To provide a promoting environment
- Retention of employees

Policy Statement

The following welfare measures are available for all teaching and non-teaching staff working in institute:

1. *Employees Provident Funds*

   Employees are eligible for pension benefits as per the provisions of the "Employees Provident Funds and Family Pension Fund Act, 1952" and the rules framed there under.

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2. *Health care benefits:*

All employees are offered a free medical examination at the time of recruitment and every year thereafter. Comprehensive dental care is offered free of cost to all employees.

3. *Maternity leave benefit*

Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), twice during her entire service, based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

4. *Earned Leave encashment:*

Employees are credited 12 earned leave (EL) per year They can encash their unused earned leave once every calendar year

5. *Free / Subsidized accommodation:*

Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free/subsidized rent basis.

6. *Fee concession for employee children:*

Employee children are eligible for tuition fee concession, on the basis of merit, if admitted to courses in the constituent institutions under the Mansarovar group.

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7. *Creche facility:*

Free crèche facility is available in the campus for day care of children of the employees

8. *Overtime Working*

Teaching staff and Non Teaching staff will befit from compensatory leave or remuneration for working overtime.

9. *Academic support measures for teaching staff:*

   a. **Deputation to conferences/ seminars/ workshops:**

   Financial support for employees attending seminars/ conferences/ workshops/ academic meets etc, including payment of registration fee, hotel stay, and travel expenses at national and international destinations. The absence shall be considered as Special Casual leave.

   b. Reimbursement of membership fees of professional bodies

   Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations up to Rs.2000 per financial year

10. *Gifts and Gratuities*

Treating staff with refreshments and gifts on special festive days shall be subject to approval by management

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11. ***Travelling Allowance, Daily Allowance, Local Transport, etc.***

   The employee of the college when deputed to any outstation shall be entitled to Travel allowance, Daily allowance and other permissible expenses they incur as per the approval by management.

12. ***Financial Assistance***

   College provides financial assistance for the financial need of the staff. After completion of one year period of service.

13. ***Internet Facility***

   Internet and free Wi-Fi facilities are provided to all teaching and non teaching staff.

14. ***Faculty Empowerment Programs***

   To increase the productivity and effectiveness of working faculty are expose to various empowerment programs.

15. ***Accident during operational work***

   Any staff meeting any kind of injury while operating any equipment or carrying out laborious work shall be treated at the attached hospital under subsidized or free of charges, whichever is relevant

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