

STAFF WELFARE POLICY

A **College Staff Welfare Policy** is a set of guidelines or procedures established by a college or educational institution to ensure the well-being and professional development of its employees. The policy aims to create a supportive work environment and provides benefits, resources, and opportunities to enhance staff satisfaction, productivity, and work-life balance.

1. Introduction

- **Purpose:** To define the institution's commitment to the welfare of its staff, including faculty, administrative staff, and other employees.
- **Scope:** Covers all staff members employed at the college, including full-time, part-time, permanent, and temporary employees.

2. Health and Safety

- **Workplace Safety:** Ensure that the college is a safe working environment for staff, with necessary health and safety measures in place (e.g., fire drills, emergency exits, and first-aid provisions).
- **Health Insurance:** Provide consultancy for health insurance and medical benefits for staff and their dependents.
- **Mental Health Support:** Offer counselling and mental health services to staff, along with stress management programs and workshops.

3. Professional Development and Training

- **Training Programs:** Offer regular professional development and training opportunities to enhance staff skills, including workshops, seminars, and certification programs.
- **Career Advancement:** Create clear pathways for career progression and support staff in advancing their academic and professional qualifications.
- **Promotion:** The administrative and supportive staff members may be given promotion based on their performance appraisal.
- **Research Promotion Policy:** The faculty members shall also be eligible to receive financial support for presentation of their research work in scientific forums, national and international conferences conducted by recognized bodies. The amount of financial support shall be decided according to the norms laid down in the Research Promotion Policy.

4. Work-Life Balance

- **Leave Entitlement:** Outline various types of leave, including vacation, Casual Leaves, Medical leave, Maternity/Paternity leave without pay, and other forms of special leave.
- **Flexible Working Hours:** Offer flexible working hours or remote working options where applicable, to support staff in balancing personal and professional responsibilities.

- **EPF Facilities:** Employees' Provident Fund for teaching and non-teaching staff. Management contributes equal share for Employees provident Fund Wherever applicable.
- **Well Being:** A Psychologist/counsellor is available on campus to help the staff members to cope with their personal or professional stress.

5. Compensation and Benefits

- **Salary Structure:** Clearly define the salary structure for various positions within the institution, ensuring competitive and fair pay.
- **Bonuses and Incentives:** Offer performance-based bonuses, incentives, or rewards to motivate and retain staff. Increments on award of PhD and considerable increment is given to faculty completing NET. Festival bonus for teaching staff/non-teaching staff. Salary-in-advance can be availed by staff in need.
- **Loan Facilities:** Interest-free loans are granted to the employees in need, as per regulations.
- **Wi-Fi Facilities:** Wi-Fi access is being provided to the faculty members within the institution campus for easy access to online resources.

6. Employee Recognition and Engagement

- **Recognition Programs:** Staff achieving State and International award shall be felicitated by the institution.
- **Feedback Mechanism:** Encourage staff to provide feedback on their work environment and experiences.
- **Staff Engagement:** Organize social and recreational activities such as Days celebrations, organising FDPs, social awareness programmes etc.

7. Equality and Inclusivity

- **Equal Opportunity:** Ensure that there is no discrimination on the basis of race, gender, age, disability, sexual orientation, or religion.
- **Diversity and Inclusion Initiatives:** Promote a culture of diversity, equity, and inclusion, ensuring all staff has access to the same opportunities and support.

8. Conflict Resolution

- **Grievance Procedures:** Provide a clear process for staff to raise grievances or concerns, ensuring that these are handled fairly and promptly.
- **Mediation Services:** Offer access to conflict resolution services or a neutral third party to mediate disputes between staff members.

9. Conclusion

- **Commitment to Welfare:** Reaffirm the college's commitment to the well-being and success of its staff.
- **Review and Updates:** The policy should be reviewed periodically to ensure it remains relevant and responsive to the needs of the staff.

Implementation and Communication:

- The policy should be communicated to all staff clearly, and it should be accessible via the college's intranet or other internal platforms.
- Regular workshops or informational sessions can be organized to ensure that staff is fully aware of the benefits and resources available to them.



STUDENTS WELFARE POLICY

1. Purpose of the Policy

The main purpose of this policy is to provide a framework for attending to students' welfare Needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide Assistance and guidance that develops students into good and honest citizens while at the same time dealing with behaviour or actions that may be inconsistent with Institute rules and regulations. Through this policy the Institute seeks to provide an environment where students can:

- Experience hassle-free Environment to learn and develop their intellectual abilities.
- Express themselves freely
- Feel that their rights and responsibilities are respected and their needs are met.

2. Policy Objectives

This Policy aims at addressing students' needs and behavioural issues at the College by:

- a) Ensuring that students behave within the standards set out in the Students Code of Conduct.
- b) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- c) Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- d) Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".
- e) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- f) Providing eligibility requirements and criteria for receiving assistance for concession.

3. Policy Provisions

3.1. The Code of Conduct

A detailed account of code of conduct is provided to students in the Prospectus and Calendar concerning following areas:

- Commitment to Learning
- Respect
- Bullying
- Sexual Harassment
- Safety
- Dress Code
- Illnesses
- Smoking
- Drugs and Alcohol

3.2. Students Concession

The Institute will acknowledge the importance of basic needs for students' success and provide concessions to those in need. Students will submit an income certificate and a parental application at admission and renew it a month before the academic session. Renewals for third-year students will require passing college and university exams and 80% attendance. Discipline and conduct will be considered when granting concessions.

3.3. Students Representation

The Institute will value student representation through an independent organization, aiming to enhance their learning experience and program. The Student Council will promote quality student life and be a democratic support system. It will work with various departments and groups, with faculty support. Students will actively participate in representative roles in various cells and committees within the Institute.

3.4. Student Counselling

The Institute will offer counselling services to help students cope with personal and academic issues. These services will promote positive mental health, emotional wellbeing, and enhance academic and personal functioning. Counselling sessions will allow students to express their feelings and problems, leading to informed decisions. All the mentor groups of the different programmes will provide professional and one-to-one counselling sessions.

3.5. Students Career Guidance

The Institute provides career guidance to students, preparing them for employment and higher education. It helps students choose appropriate courses, assess their achievements, explore career opportunities, and implement their plans for progression. The exclusive Career Guidance Cell organizes awareness lectures, competitive examinations, training, and scholarship schemes. The college's training and placement cell monitors career guidance.

3.6. Catering services

College provides catering services through canteen. The catering service requires students to pay for their meals in cash i.e. pay As You Eat.

3.8. Sports and games facilities

The Institute offers diverse recreational sporting facilities that are located conveniently throughout the Integrated campus. The College has the functioning Sports Committee with a Physical director that would involve actively in the following activities:

- We will arrange sports and games practices for our students.
- We will arrange inter-college and intramural sports competitions.
- We will procure sports and games items and maintain them.
- We will maintain records of sports events attended by our students.

3.9. Health care Services

Institute also provides the following facilities as part of health care services.

- Sick room
- Sanitizer vending machines
- First Aid Box

3.10. Security

The college prioritizes student and staff security, with a dedicated security department patrolling 24 hours, reporting incidents to authorities, and equipped with CCTV cameras and fire safety measures.

3.11. Student Entertainment

The Institute holds entertainment events from time to time to keep students entertained and relaxed. The college organizes various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest, painting, singing, music, drawing, quiz, cricket, football, volleyball, table tennis, exhibition, Badminton, etc.

4. Policy Implementation and monitoring strategies

The policy implementation will be overseen by the HoDs Committee, chaired by the Principal, with the committee responsible for ensuring integrity. Students can file complaints without

compromising their status with the College. The committee will develop rules and regulations for policy implementation. Student counsellors will oversee counselling services. The policy will be sensitized during orientation programs, and reviewed after three years, with early review possible if necessary.

5. Incentives / Other Welfare Measures to Student

- Cash award of Rs.10,000 for the top One Students in HPU merit list along with merit certificate of each class.
- Tuition Fee Concession for economically backward students.
- Special memento and certificates presented to students who excel in various co-curricular and extra-curricular activities.
- Equal contribution from management is provided to the students who won the prizes in the various events conducted by other colleges.

