



GOVINDA DASA COLLEGE

Affiliated to Mangalore University

Managed by H.V.Sangha, Surathkal

Staff Welfare Policy

GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)



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Staff Welfare Policy

Preamble:

Govinda Dasa College always believes that, the best faculty makes best students. The management of the college is committed to create a global standard. Therefore it provides a better working environment which is suitable to the welfare of all staff. Govinda Dasa College is committed continuous support to faculty members through its staff welfare policy.

Goal and Objectives of the policy are:

1. To ensure the welfare of the staff
2. To increase work culture and efficiency of the staff
3. To uphold the values and morale
4. To nurture the potential capacity of the staff
5. To enhance competitive power of the staff
6. To attract best human resource in the institution.
7. To make the college globally competitive institution
8. To provide safety and security to the staff
9. To provide a congenial work atmosphere to the staff
10. To fulfil government statutory requirements
11. To extract potential output

Scope and Eligibility:

This policy covers both teaching and non-teaching staff of the institution.

Benefits to the staff:

Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the salary. Welfare helps in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. Employee welfare entails all those activities of employer which are directed towards providing the employees with certain facilities and services in addition to

wages or salaries. Hindu Vidyadayinee sangha also strives to provide staff welfare initiatives which includes the following:

1. Employees Provident Fund (EPF): It is a pension scheme where 12% of sum will be deducted from an employee's basic salary on a monthly basis to add to the employee's future savings. Both the employer and the employee contribute certain percentage to this deduction to provide employees with lump sum payments at the time of exit from their place of employment. 12% and 12.50% of the Basic Salary will be the contribution from Staff and Management respectively. As per the rules, in EPF, employee whose 'pay' is more than Rs. 15,000 per month at the time of joining, is not eligible and is called non-eligible employee. Employees drawing less than Rs 15,000 per month have to mandatorily become members of the EPF.

2. Employees State Insurance (ESI): Employees State Insurance or ESI is a comprehensive social security program for workers in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. Anybody working in an organization (factory / private school /shop / hospital etc) whose pay (basic pay + dearness allowance if any) is less than / equal to Rs.21,000 per month is eligible for enrolment for ESIC. After enrolment 1.75% of the salary will be deducted as fee/contributions. 0.75% of Basic pay will be contributed by Employees and 3.25% of the Basic pay will be borne by the Management.

3. HRA and DA as decided by the Governing Body.

4. Leaves: LEAVE RULES

Confirmed Employees:

- **Casual Leaves:** A confirmed employee is entitled to Casual leave of not exceeding 15 days in a calendar year (January to December). This leave can neither be encashed nor carried forward. In the event of an employee retiring or resigning during the course of the year and has availed CL which is more than proportionate to his period of service in that year, the amount relatable to excess casual leave availed shall be recovered from such employee.
- Non-Teaching Staff can avail ½ day CL and Teaching Staff can avail 1 full day CL Teaching Staff cannot take more than 3 CL at a time (Excluding Sundays and Govt holidays)
- **Earned Leave:** Non-Teaching Staff are eligible for 10 days Earned leave (5 full days). An employee can carry forward the earned leave to the maximum of 60 days. An employee can avail minimum of 2 days or maximum of 30 days of earned leave at a time.
- **Restricted Holidays:** All Non-Teaching Staff and Teaching Staff are eligible for 2 Restricted Holidays in a Calendar year.
- **Maternity Leave:** A married lady being a Confirmed employee is entitled to maternity leave (with pay) of not exceeding 6 months and interval between two such leave shall not be less than 3 years. Provided further that the number of paid maternity leave shall not exceed 2 during the service period of employee.

- **Medical Leave:** A confirmed employee is entitled to medical leave (with pay) not exceeding 10 days in a year on production of medical certificate from the Medical Practitioner and to be approved by the Sangha. This leave cannot be encashed nor carried forward.

Note: Teaching Staff/Non-teaching Staff at the time of availing more than 15 days leave, to obtain permission of Management through Head of Institution.

5. **Felicitation to Retired Staff:** Felicitations will be done to Retired Staff on Founders Day.
6. **Fee Concessions:** 50% fee concession extended to the children of Govt aided staff and 100% concession to the children of Management staff.
7. **Gratuity:** As per Government Orders
8. **On Official Duty:** The department of collegiate education grants On Official Duty facility to the faculty/ staff of all government and aided colleges to attend special programmes subject to not exceeding 04 days in a semester.
9. **Permitted Movements:** Depending upon the urgency the staff both teaching and non-teaching are permitted to go for personal reasons for 1 hour after requesting with the higher authority and making the entry in the movement register.
10. **Prompt disbursement of salary:** Staff salaries are promptly and timely paid directly to their bank accounts 1st week of every month.
11. **Financial Support:** Financial support will be provided to the staff members participation in University/State/National/ International level Seminars/Conferences/ Workshops/ Symposia's/Training Programmes in their respective domain.
12. **E-mail ID's with Institutional domain name:** E-mail addresses using the domain name of the institution is provided to the staff members who enable them to avail extended benefits and privilege for their official and personal use of Google services.
13. **Privilege to use College Resources:**
 - Two-wheeler/four Wheeler parking space allocated and reserved for the staff inside the campus guarded by full-time security Man.
 - Wi-Fi facilities to the staff members.
 - Use of Computer Laboratories for special purposes.
 - Use of Library and Reading Room facilities to research and personal work.
 - Hygienic canteen with separate cubicle space to the staff members
 - Installation of CCTVs to ensure safety and security on the campus.

13. Welfare through Professional and Administrative Training initiatives:

Internal Quality Assurance Cell (IQAC), as a quality enhancement initiative, periodically organizes various academic programmes for the professional development of the teaching and administrative staff. Various resource persons are invited from different domain to update the knowledge.