

Sree Narayana Mangalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)



STAFF WELFARE POLICY

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STAFF WELFARE POLICY

The institution furnishes welfare schemes for the teaching and non- teaching faculty of the college. The welfare schemes are intended to mould out an efficient and progressive workforce for the institution.

OBJECTIVES

- Better physical and mental working environment for the staff to promote healthy relationships and a steady advancement in career
- Medical benefits, Education and Recreation facilities to improve the working environment
- Organising faculty development programmes updating our faculty with the new methods of work aspects

WELFARE MEASURES FOR TEACHING AND NON TEACHING FACULTY

1. Increments

- Increment is sanctioned as per Government rules to all the staff appointed by the government and university.
- The self- financing teachers are provided with the increment according to the norms of management.

2. Pension and Gratuity Benefits

Pension and gratuity benefits are provided to all permanent faculty as per Government regulations

- The State Government contributes its share towards General Provident Fund
- On attaining superannuation, the government pays gratuity to the employee.

3. Leave

The leaves are sanctioned for the teaching and non -teaching faculties as per the government norms

- Casual Leave
- Commuted leave
- Sick Leave
- Maternity leave
- Medical Leave
- Paternity Leave
- Special Casual Leave for Faculty Development Programmes or Refresher programmes for Career Advancement scheme(CAS)

4. Promotes Career Advancement

- Institution promotes the participation of teachers and non -teaching faculty in research activities, cultural and academic ventures.
- The institution endorses the faculty who acquires Ph.D/M.Phil degree

- Staff club of the college organises orientation sessions, staff tours and celebration of festivals to facilitate a healthy bond between the employees.
- The institution felicitates the faculty conferred with National or International recognitions.
- The research committee of the institution promotes research abilities among the faculty by updating them on research ethics and tools.
- Institution collaborates with other colleges, university centres and other government and non -government bodies to organize faculty development programmes and also for research activities

5. Grievance Redressal Mechanism

- Institution has a well maintained grievance redressal system. The Internal Complaint Committee established in the campus addresses the issues related to the employees and the students.

6. Financial Support

The institution supports its employees at times of financial crises and inculcates efficient money management among the faculty of the institution.

- The SNM College Staff Co-operative Society Ltd No.E766 affiliated to Ernakulam District Co-operative Bank established in 1983 grants loans at moderate interest rates to all the permanent faculty of the college.
- The Staff Benefit Retirement Benefit Scheme (SRBS), a voluntary organisation intends to make the retirement of each staff member a memorable experience.
- The College Management provides festival allowances for the self - financing faculty.
- The College Management contributes towards ESI for faculty.

7. Infrastructure

- The faculty is provided with ICT, basic amenities and library facilities.
- Spacious seating arrangement in all departments and office with adequate sanitary facilities.
- Well- functioning CCTV cameras for the safety and security of staffs and students.
- Hostel facilities for employees who come from distant places
- A common room meant for girls and lady staffs inside the campus, furnished with comfy beds , drinking water facilities, reading corner, two toilets, a vending machine and an incinerator with recreational facilities
- Car parking facilities for the staff.
- Canteen facility with home cooked meals and spacious seating arrangements for the faculty.