

Staff Welfare Policy

1.	Administrative Policy Number (APN): 10/2018-2019	Functional Area: Staff welfare.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration with employee satisfaction & happiness. Audience: all employees of the organization.
3.	Policy Applies to:	All employee's organization
4.	Effective from the Date:	1 st January 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed. / Updated:	New policy
9.	Reason for the policy	To enhance employee satisfaction, retention, productivity, and promote a positive work environment.
10.	References for the policy	UGC/ University Act/ management

Introduction:

This policy document outlines the welfare measures established for teaching and non-teaching staff during their tenure at the institution. Recognizing the importance of employee well-being in fostering a conducive work environment, this policy aims to address various facets of staff development and job satisfaction.

- Objective:** The primary objective of this policy is to ensure the overall welfare and job satisfaction of the staff, encompassing both teaching and non-teaching personnel. Through comprehensive welfare measures, we seek to promote employee retention, productivity, and a positive work culture.



2. Scope: This policy applies to all staff members employed by the institution, including academic faculty, administrative personnel, and support staff. It covers various welfare aspects, including health, professional development, work-life balance, and recognition.

3. Welfare Measures:

- **Health and Well Being:** The institution shall provide access to health insurance schemes, periodic health check-ups, counselling services, and wellness programs to support the physical and mental well-being of staff members.
- **Professional Development:** Continuous learning and skill enhancement opportunities shall be made available through workshops, seminars, conferences, faculty development programmes, training sessions, and funding support for further education or certifications relevant to their roles.
- **Work-Life Balance:** Policies promoting flexible work arrangements, maternal leave and other leaves, childcare support, and provisions for remote work where feasible shall be implemented to help staff maintain a healthy balance between professional and personal life.
- **Financial Support:** The institution may offer financial assistance through loans, grants, or emergency funds to alleviate financial burdens faced by staff members.
- **Recognition and Appreciation:** Regular acknowledgment of staff contributions through awards, commendations, and public recognition programs to boost morale and foster a culture of appreciation within the institution structure.
- **Safety and Security:** Ensuring a safe and secure work environment by adhering to safety protocols, providing necessary training, and implementing measures to prevent harassment or discrimination.
- **Retirement Benefits:** Planning for retirement through pension schemes, retirement counselling, and other retirement benefits to ensure a smooth transition into post-employment life.

4. Implementation:

- The Principal and Management will be responsible for the implementation and oversight of this policy.
- Regular reviews and feedback mechanisms shall be established to assess the effectiveness of welfare measures and make necessary adjustments based on staff needs and evolving circumstances.



The Poona Gujarati Kelavani Mandal's
**Haribhai V. Desai College of Arts, Science and Commerce,
Pune.**

5. Compliance and Review:

- All the departments and staff members are required to adhere to the provisions outlined in this policy.
- This policy shall be subject to periodic review and updates to align with changing regulatory requirements and evolving best practices in employee welfare.



Principal

Principal
Haribhai V. Desai College of
Arts, Science & Commerce,
PUNE-2.