

EMPLOYEE WELFARE POLICY



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

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0		Issued for Implementation
Rev.	Date	Description
	25/07/2024	Employee Welfare Policy

1. Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is committed to fostering a supportive and enriching environment for its faculty and staff members. Recognizing that the well-being and satisfaction of our faculty and staff are essential for the achievement of our academic goals, we have developed a comprehensive Employee Welfare Policy. This policy aims to ensure the personal, professional, and academic growth of our faculty members and staff by providing a wide range of support services and benefits.

2. Objectives

The primary objectives of the Faculty Welfare Policy are to:

- Promote the physical, mental, and emotional well-being of faculty and staff members.
- Enhance professional development and career progression opportunities.
- Foster a work-life balance.
- Ensure a safe, inclusive, and respectful work environment.
- Provide adequate financial support and benefits.

3. Health and Well-being

- The college will offer a comprehensive health insurance plan covering all essential medical needs, including hospitalization, outpatient care, preventive care, and emergency services. This plan will also extend to dental and vision care.
- We understand the importance of mental health and will provide access to confidential counselling services, both on-campus and through partnerships with external providers. Regular mental health workshops will be conducted to help faculty and staff manage stress and maintain mental well-being.
- Faculty and staff members will have access to a fully equipped gymnasium and various sports facilities. The college will organize regular fitness activities such as yoga, meditation, and aerobics classes to promote physical health and well-being.

4. Professional Development

- The college is committed to the continuous professional development of its faculty and staff. Regular training programs, workshops, and seminars will be organized to enhance teaching skills, research capabilities, and leadership qualities. Faculty members will be encouraged to attend national and international conferences, with financial support provided by the college.
- To foster a robust research culture, the college will provide research grants and access to state-of-the-art research facilities. Faculty members will have access to extensive library resources, both physical and digital, and will be encouraged to publish their work in reputable journals.

- A clear and transparent framework for promotions and career advancement will be established. Faculty members will receive mentoring and coaching to support their professional growth and will be given opportunities to take on leadership roles within the institution.

5. Work-life Balance

- **Flexible Working Hours:**The college will implement flexible working hours to help faculty and staff members balance their professional responsibilities with personal and family commitments. Telecommuting options will also be available where feasible.
- **Leave Policies:**Generous leave policies will be in place, including maternity, paternity, sick, and personal leave. Faculty and staff members will also be eligible for sabbatical leave to pursue academic and professional development opportunities.
- **Family Support:**Recognizing the needs of faculty with young children, the college will provide childcare facilities and other forms of family support. Programs and initiatives to support work-life integration will be regularly reviewed and updated.

6. Safe and Inclusive Environment

- The college will enforce a zero-tolerance policy towards discrimination and harassment. Regular training sessions on diversity, equity, and inclusion will be conducted, and a robust grievance redressal mechanism will be established.
- Comprehensive safety protocols and emergency response systems will be implemented. Regular safety drills and training programs will ensure that faculty and staff members are well-prepared to handle emergencies.
- The college will foster a collegial atmosphere through social events and community-building activities. Platforms for faculty and staff members to voice their concerns and suggestions will be established to ensure their active participation in the college community.

7. Financial Support and Benefits

- Faculty and staff members will receive competitive salary packages, regularly reviewed and adjusted based on performance and market trends. The college will ensure that salaries are aligned with industry standards.
- Financial planning workshops and retirement counselling will help faculty and staff members prepare for their post-retirement years.
- The college will offer housing allowances or access to faculty housing. Transportation allowances and travel reimbursements will also be provided. Faculty and staff members will enjoy discounts and benefits through partnerships with local businesses and services.

8. Implementation and Monitoring

- An Employee Welfare Committee will be established to oversee the implementation and monitoring of the policy. Regular feedback and consultation with faculty and staff members will ensure that the policy remains relevant and effective.
- The policy will be periodically reviewed and updated to reflect changing needs and best practices. Faculty and staff members will be encouraged to participate in the policy review and development processes.

9. Conclusion

This Employee Welfare Policy represents the college's commitment to creating a supportive and enriching environment for its faculty members. By addressing health, professional development, work-life balance, safety, inclusivity, and financial stability, we aim to foster a culture of excellence and well-being at Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur.

Approved by



Principal