



Hindi Bhashi Jankalyan Shikshan Sanstha's

NAAC Re-accredited with 'B++' Grade

ISO 9001:2015

(A Minority Institution)

Affiliated to the University of Mumbai

## **K M Agrawal College of Arts, Commerce & Science, Kalyan**

**Dr. Anita Manna**  
M.Com., Ph.D., M.B.A. (HR)  
Principal

### **STAFF WELFARE POLICY**

The Institution provides Welfare Policy to create efficient, healthy, loyal and satisfied work for the Institution This staff welfare Policy is applicable to all the members of Teaching, Non-Teaching staff in the Institution.

The Objectives of Welfare Policy:

1. To provide Medical as well as financial facilities for better physical and healthy work environment.
2. To provide facilities for research/ Ph.D. course work.

Welfare Measures for Teaching and Non-teaching staff:

#### **1. Increments:**

Increment are given as per Government and UGC rules to all the staff appointed in the College

#### **2. Pension and Gratuity benefits:**

Pension and Gratuity benefits are provided to all the grant-in-aid staff us per government regulations as below-

1. The state government contributes its share towards General Provident Fund
2. On attaining Superannuation the Government pays gratuity to the employee.

#### **3. Leaves provided:**

The employees are sanctioned the below leaves with pay as per the policies of the State government and UGC

1. Casual leave
2. Sick leave
3. Maternity leave
4. Medical leave
5. Study leave for Faculty Improvement Programs (FIP)
6. Duty Leave to the staff attending training sessions work shops, conferences, short term courses including Orientation & Refresher course.



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### 4 Incentives:

The Institution provides some incentives for the welfare of the staff. Some of which are listed below.

1. The Institution sponsors registration fees to teachers for presenting papers and attending State, National and International seminars, conferences, symposia, Refresher courses and Faculty Development Programs
2. The Institution felicitates the faculty who are conferred with National and International awards.
3. The staff members appropriately rewarded for acquiring higher degrees like M. Phil, Ph.D., SET/NET etc.
4. Leave Encashment for unveiled leaves.
5. Two Uniforms per year at the cost of Institution and the Washing allowance for class IV staff.
6. Tea/Refreshment to the staff on duty at the cost of the Institution.
7. Raincoats /umbrella to the non-teaching staff deployed on outdoor duties.
8. Group insurance scheme for staff.
9. Employee Provident fund for staff (Under Government Schemes).
10. Institute tie-up with other Institutions for faculty development and Departmental activities.
11. Retired Faculties are invited for flag hoisting and felicitates.

### 5. Financial Support:

There are many employees-support policies for all staff. Some of which are listed below:

1. GPF-Loan facility is available.
2. Group insurance for teaching and non-teaching staff
3. Advance salary to the staff in need.
4. Washing Allowance to supportive staff
5. Fees concession and installments scheme for teaching and non-teaching staff wards
6. The Conference fees and the Publication fees for the Conference/ Seminars Workshops organised in-house by the College, fully waived off for participating staff members.

### 6. Infrastructure:

The institute has established well-developed infrastructure. Therefore, Staff gets many benefits for their own development. Some of which are listed below

1. ICT enabled classrooms.
2. Three science Laboratories equipped with smart boards.
3. E-zone in Library reading room.
4. Research Centre equipped with latest configured computers and laptops.



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5. Central library is fully automated
6. Online Books & Journals facilities available to all for 24 x 7.
7. Separate cabins for teaching staff, spacious seating arrangement in administrative office.
8. Separate adequate sanitary facilities for teaching and non-teaching staff.
9. Clean cool RO water, Air conditioner and Refrigerator in staff room and General Office & Exam Room.

### 7. Medical Assistance:

1. Teaching and non-teaching staff those are in Aided section, eligible to receive the benefit of Government Health Scheme, though, reimbursement of the Medical Expenses.
2. As per application college provides financial assistance to the staff for major treatment.

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