

Shaheed Anurup Chandra Mahavidyalaya

Staff Welfare Policy

The **statutory welfare schemes** include the following provisions:

[A] Statutory Welfare Schemes

1. **Drinking Water:** At all the places safe hygienic drinking water should be provided.
2. **Facilities for sitting:** In every organization, especially factories, suitable seating arrangements are to be provided.
3. **First-Aid appliances:** First aid appliances are to be provided and should be readily assessable so that in case of any minor accident initial medication can be provided to the needed employee.
4. **Latrines and Urinals:** Sufficient number of latrines and urinals are to be provided in the office and factory premises and are also to be maintained in a neat and clean condition.
5. **Canteen facilities:** cafeteria or canteens are to be provided by the employer so as to provide hygienic and nutritious food to the employees.
6. **Lighting:** Proper and sufficient lights are to be provided for employees so that they can work safely during the night shifts.

[B] Non-Statutory Schemes

There are many non-statutory welfare schemes existing in the college as mentioned below:

1. **Personal Health Care** (medical check-ups):
2. **Cooperative society:** The college provides the facility for loans from the college cooperative society
3. **Employee Assistance Programs:** Various assistant programs are arranged like external counselling service so that employees or members of their immediate family can get counselling on various matters.

4. **Harassment Policy:** To protect an employee from harassments of any kind, guidelines are provided as per rule under ICC for proper action and also for protecting the aggrieved employee.
5. **Maternity & Adoption Leave:** Employees can avail maternity or adoption leaves. paternity leave policies have also been introduced.
6. **Mediclaim insurance scheme:** This insurance scheme provides adequate insurance coverage of employees for expenses related to hospitalization due to illness, disease or injury or pregnancy through Sastha Sathi and Group insurance. T college makes provision for duty reave for career advancement of teachers and non teaching staff
7. College is committed to assist its employees to attend seminars aboard to hone their skills. The college take care of a part of the financial expenditure involved for seminars aboard by teachers once in their lifetime.
8. **Puja Holidays** to both teaching and non-teaching staff. The order is issued by the higher education department, which is strictly followed by the college
9. **Maternity** (180 days) and paternity (15 days) leave childcare Leave for Female Employees (2 years)
10. **Provident Fund** for the employees of the college
11. **Compensatory leave** for teachers and non-teaching staff working on holidays and Sundays
12. **On Duty** leave for faculty to attend seminars, conferences, FDP, RC, op, and any other courses which are required for the career development of incumbent and quality enhancement of the
13. **Staff trainings** are organised to hone the skills.
14. **Festival Advance/ Bonus:** There is a provision for providing Festival Advance/ Bonus to Non-teaching staff.
