



EMPLOYEES WELFARE POLICY

Prepared By

IQAC SIBSAGAR COMMERCE COLLEGE

SIVASAGAR

PURPOSE: To maintain a balanced and harmonious working atmosphere in the institute for developing and maintaining a positive mindset and a qualitative change in the lives of both teaching and non-teaching staff working for the institute.

INTRODUCTION: A balanced and healthy working atmosphere in any institute is the key to enable the employees to give their best within the working hours towards achieving the institutional goals set through the vision and mission of the institute. A harmonious working relationship between the authority and the employees is very essential for an institute to achieve the participatory governance in different working areas. Sibsagar Commerce College has formulated its own Welfare Policy for both the teaching and non-teaching staff to ensure the well-being of its employees. It has also formulated its own grievance redressal mechanisms to mitigate any grievances that might arise during working hours to ensure the quality of working life among the employees.

THE POLICY: Sibsagar Commerce College is committed to provide all the possible welfare facilities and benefits to its all eligible employees including both teaching and non-teaching staff. Following are the various welfare measures available at Sibsagar Commerce College to ensure a quality working life among its employees:

Primary health check-up facilities: The institute provides basic health check-ups, — first aids, etc. to all its employees as and when needed or in case of any emergency during the working hours of the institute to ensure the health of the employees. The primary health care facilities include general physical examinations including weight, height, blood pressure, pulse rate, blood group testing, hemoglobin testing, etc. The health care unit has general health care equipment like blood pressure meter, stethoscope, ABO blood group testing kit, digital weighting machine, height measuring stand,



hemoglobin testing machine, etc. Moreover, at least one medical camp is arranged for teaching and nonteaching staff and local people. In the camp eminent doctors are invited. Any teaching as well non-teaching staff can avail these facilities at free of cost during the duty hours or whenever feels necessary

Canteen Facility with concessional price: The institute has a spacious and well furnished canteen. The canteen has separate seating arrangements for the students, faculties and staff. The canteen provides refreshment drinks and meals at a concessional price to the faculties, non-teaching staff along with the students. The canteen facilities are fully utilized by both the teaching and non-teaching staff during the working hours in the college.

Common room cum Refreshing Room: The College has a common room cum refreshing room for both the teaching and non-teaching staff. The common room is equipped with good seating arrangements including sofas for taking rest, along with attached lavatories, a wash basin and mirrors.

Financial Support Facilities: For the teaching staff, there is a credit society called Sibsagar Commerce College Cooperative society', Sibsagar Commerce College Teachers Unit. This credit societies were created with an aim to financially assist the faculties and the staff at the time of their financial crisis.

Professional Development Facilities: For the professional development of the teaching and non-teaching staff, the college has Academic Development Cell to take care of. The Cell regularly organizes seminars, workshops, faculty development programmes, administrative skill development programmes for the non-teaching staff, etc. Through these programmes, the teaching staff get an opportunity to learn about different skills, to present their research work, about publishing their research works, new e-learning tools, developing e-contents, etc. The non-teaching staff also gets to know about various skills regarding their administrative and academic work, operating new laboratory scientific equipment computer basics, etc.

Appraisal facilities: Members from both teaching and non-teaching staff are always encouraged on their academic excellence such as obtaining higher degrees. Teachers were felicitated for achieving their Ph.D degrees while in service.

Yoga and Meditation Facilities: The institute organizes various events on Yoga and meditation on a regular basis to maintain good mental health and also to manage stress among its employees.



Physical Training Facilities: The institute has a spacious room within the college campus with gym instruments for maintaining good physical health among its employees.

Reading Room Facilities: The institute has a well-stocked library with a spacious reading room facility which is utilized by both teaching and non-teaching staff

Social Relations: The institute occasionally organized staff trip (picnic), institute level farewell to the retired employees, welcome get together to the newly employees, social visit during marriages, rituals or different functions as and when required to maintain a good and congenial relations among its employees.

Special Facilities for Women Staff: The institute has a women cell to mitigate special needs of its women employees. The cell regularly observes and organizes different workshops, webinars, etc. to strengthen the women employees. The cell has also installed a sanitary napkin vending machine and provides sanitary napkins to its women members during emergencies at a very nominal rate.

Employees Grievance Redressal Cell: The cell has been formed in order to mitigate any grievances that might arise among its employees while working in the institute. Such grievances (if any) are immediately settles by the authority on a regular basis to maintain a good relation among its employees.

Support to Spouse, Children and Parents: The institute also provides both moral and financial support to the spouse, children and parents of its employees during times of their need so that the employee may feel mentally relaxed and can work comfortably in the institute.

Free Wi-Fi services: the college has a central Wi-Fi facility. Both the teaching and non teaching staff can avail the free internet facilities during their working hours.

Biometric attendance: the college provides automatic attendance of the employees through Biometric attendance system.

Auditorium Facilities: the college also provides the space of the auditorium to its employees on the event of their celebrations.



ENFORCEMENT AND IMPLEMENTATION: This policy is adopted on..... . The welfare policy is implemented through policy manuals, college website portal and orientations by the authority of the institution to the newly joined employees or as and when required. The management head of the college that is the Principal is the custodian of this policy.

Monitoring and Review: Sibsagar Commerce College has its own monitoring system to ensure the smooth functioning of the policy in the college. This policy shall be reviewed periodically for its suitability and updated as and when necessary.

The above policy is adopted on 1st January, 2022


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