



# **SANTHIGIRI COLLEGE OF COMPUTER SCIENCES**

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



## **Welfare Policy**

## **POLICY MANUAL**

The institution has the following welfare measures:

### **1. EPF (EMPLOYEE PROVIDENT FUND) AND ESI SCHEME**

As per the existing norms of Government, Employee Provident Fund and ESI schemes are implemented for the teaching, non-teaching staff.

### **2. LEAVE FOR STAFF MEMBERS**

#### **A. CASUAL LEAVE**

- ❖ Casual leave of 12 days is allowed in a calendar year. (Teaching and non-teaching staffs)
- ❖ CL cannot be combined with any other kind of leave.
- ❖ Not more than 3 days of leave shall be normally permitted in a month.

#### **B. STUDY LEAVE**

- ❖ The teaching staff of College may be granted leave for progress of their education under specified terms and conditions.
- ❖ A faculty is allowed to take leave for completing course work of their PhD program. He/She has to sign a bond to serve the institution for one year after completing the course work.
- ❖ In a year one week study leave is allowed for a faculty for attending FDP course subject to prior approval of the Principal.

#### **C. DUTY LEAVE (ON DUTY)**

- ❖ OOD (On Official Duty) is granted for performing the official duty of the department, university or work in statutory boards of university/institution, subject to prior approval of the Principal.
- ❖ The Institute has the authority to allow any employee on duty to participate in special projects with other institutions or industrial units for any official purpose.
- ❖ Duty leave is allowed for attending conferences, seminars, workshops and FDPs for professional and research enhancements.
- ❖ Duty leave is allowed for industrial visits and study tours.

#### **D. MATERNITY LEAVE/ PATERNITY LEAVE**

- ❖ Women employees of college may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).
- ❖ Male staff members are eligible for 3 days paid paternity leave.

#### **3. Other Benefits**

- ❖ Faculty development programs(FDP) for faculty members on regular basis
- ❖ Skill development courses for non- teaching staff to enhance their skills in the work environment.
- ❖ Free uniform for certain grade employees (Security)
- ❖ Free transport facility in college buses.
- ❖ Staff's meritorious achievements are recognized with awards and prizes.
- ❖ Recreational trips are organized by management for both teaching and non-teaching employees.
- ❖ In case of emergency, teaching and non-teaching staff will get a personal loan, a festival advance, or a salary advance from the management.
- ❖ Staff members have access to the internet and free Wi-Fi on campus.
- ❖ Every day each Teaching and non-teaching staff can freely utilize a tea coupon of Rs. 10/- in the canteen for tea, coffee or other food items available in the canteen.

