

CHAPTER VII

EMPLOYEE WELFARE MEASURES AND BENEFITS

The following are service benefits and welfare measures extended to the employees of the institute:

1. Provident Fund Contribution

There shall be a provision of Employees Provident Fund for all the employees of the Institute under Employees Provident Fund Act 1952.

2. Group Insurance Policy

There shall be a provision of Group insurance for the staff.

3. Special Short Leave Provision

There shall be a provision of short leave for 1 to 2 hours in special cases like nursing Mother, attending Parent- Teacher Meeting of the ward etc.

4. Flexible Timing in special cases

There shall be a provision of flexible office timing in certain cases by approval of Director.

5. Time relaxation for staff members who travel by public transport

There shall be a provision of leaving the office campus 15 minutes prior to office closing time for employees who travel by public transport.

6. Women's day celebration & Felicitation

There shall be a provision of Woman's day celebration in every academic year where deserving female employees shall be felicitated.

7. Birthdays celebrations by Recreational Committee

There shall be a provision of Birthday celebration for all teaching and non-teaching staff members through the Institute Recreational Committee.

8. Short Leave on Birthdays

There shall be a provision of 2 hours short-leave, where an employee may leave 2 hours prior to office closing Time on his/her Birthday.

9. Festival celebrations by Recreational Committee

There shall be a provision of to celebrate all festivals with harmony and peace.

7. Employee Welcome and Farewell by Recreational Committee

There shall be a provision of celebration for Welcome of new Employees and Farewell in case of retirement/ separation of the employees.

8. Provision of Canteen and Mess on the campus

There shall be a provision of Canteen and Mess on the campus with hygienic food facility.

9. The Management grants maternity leave to the women employees for a Period of 90 days

There shall be a provision for maternity leave to the women employees for a period of 90 days and limited to the first two living children.

10. Uniform for Non-teaching staff

There shall be a provision of Uniform for Non-teaching staff.

11. Recognition for Special Achievements

There shall be a provision/process of Recognition of employees for Special Achievements.

