



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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STAFF WELFARE POLICY

Introduction

The Bishop Chulaparambil Memorial College has a strong staff welfare policy in place which provides staff (both teaching and non-teaching) welfare measures to create a healthy, efficient, loyal and satisfactory work environment within the organisation. An institution is only as good as the staff it contains. The contributions of the staff are recognised by the institution and therefore has formulated a policy which duly ensures the professional, medical and recreational benefits to them.

Objectives of the Policy

1. Promote a healthy workforce environment within the institution
2. Ensure benefits within the organisation namely medical, educational and recreational facilities.

Welfare Measures For Teaching Staff

The welfare schemes available for teaching

- Duty leave / on-duty leave is provided to the faculty attending FDP and conferences.
- Special leave/vacation is provided for pursuing research/ higher education.
- Consultancy projects and their facility provision is to be made on campus
- Recognition and felicitation of faculty members for their achievements (awards received / Ph.D/ added degrees
- Conduct professional development programmes for the staff

Financial Aid

- Financial assistance for attending seminars, conferences and publications of research papers in journals.
- Study leave facility to teaching staff for pursuing higher studies.
- The provision of advance against salary for teaching and non-teaching staff.
- Prior festival advance to the Self Financing staff.

Non-Teaching Staff



We are conducting specialised computer awareness workshops and training workshops for non-teaching staff.

- General Welfare/Medical schemes
- An employee provident fund facility is provided to staff.
- Group insurance scheme for staff.
- Maternity leave for female staff
- Free Health Check-up camps
- Recreation facility for the staff.
- Xerox and canteen facility at reasonable rates.
- Wi-Fi and LAN-enabled campus
- A well-established Grievance Management System is in place for its staff.

Financial Support

There are many employee-support policies for all staff, namely

- GPF- Loan facility is available
- Group insurance for teaching and non-teaching staff.
- Advance salary is granted to the supportive staff in need.
- Fees instalment scheme for wards of teaching and non-teaching staff.

Infrastructure:

The institute has a well-established and developed infrastructure.

1. The staff is allowed to utilise the ICT, Infrastructure, Library, and fitness centre and take the assistance of the available workforce.
2. Availability of separate departments for teaching staff.
3. Spacious seating arrangement in the administrative office.
4. Separate adequate sanitary facilities for teaching and non-teaching staff are made available.
5. The Institution allows its premises free for the celebrations of non-teaching staff.
6. Free parking facility for the staff.



7. Free Wi-Fi and Internet.
8. Take away food parcels on prior orders available at the canteen.
9. Coffee shop to cater to the needs of the staff and students at reasonable rates.

Medical Assistance:

1. Teaching and non-teaching staff are, under the salary grant scheme of the state Government and eligible to receive the benefit of the Government Health Scheme, though, reimbursement of the Medical Expenses.
2. Free Medical check-up is arranged on campus periodically to all the staff members.
3. Subsidized medical treatment is extended to non-teaching staff in the hospitals.

Free Internet

Free internet on campus will be made available to the staff of the college for academic purposes. However, any misuse of the internet will be viewed and dealt with seriously as an offence. User name and password shall be provided to each faculty member, and it is the responsibility of the teachers and staff to keep the password intact. Faculty members have the full responsibility for browsing using his/her user name. The use of IT-enabled infrastructure should be in accordance with the IT policies.

Reprographic Facilities

Free Reprographic facilities will be made available to all staff of the college for academic purposes. However, the internet cannot be misused for personal needs.

Residential Facility on Campus

Residential facilities can be availed on campus subject to availability. The concerned person in need shall approach the Manager through the Principal for the allotment of the residential facility.

Food And Beverage



The College canteen is functional, providing homely and balanced meals. Those who require this facility are to contact the in-charge of the canteen to place their orders.

Physical Fitness and Recreational Facilities

A multi-station gym with well-maintained fitness equipments is available on campus to ensure the sound health of the staff and students on campus. The timings can be obtained by directly contacting the Physical Education department to avail the facility on campus.

Staff Tours

Staff tours can be arranged every academic year for quality time and personal bonding among the staff members.

Group Insurance

This facility is available for faculty to enrol in a suitable group health insurance scheme. The cost of the insurance premium has to be borne by the respective staff member.

ESI

Every staff member working under the self-financing stream or the management is eligible for membership in ESI. The faculty are given the provision to opt-out of the ESI scheme if desirous and as rules permit.

EPF

Every staff member working under the self-financing stream is eligible for membership in this scheme and is given the choice to opt-out if desirous and as rules permit.

a) **Provident Fund**: Employees are eligible for Provident Fund benefits as per the provisions of the “**Employees Provident Funds and Miscellaneous Provisions Act, 1952**” and the scheme framed thereunder by the Govt. of India from time to time.




b) **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of “**Payment of Gratuity Act, 1972**” and the rules framed thereunder.

c) **Pension:** Employees are eligible for pension benefits as per the provisions of the “Employees Provident Funds and Family Pension Fund Act, 1952” and the rules framed there under.

Creche facility:

A free crèche facility is available on the campus for day-care of children of the employees with an MoU signed with St Joseph’s Creche and monitored by the Department of Family and Community Science.




Principal
Bishop Chulaparambil Memorial College
Kottayam