

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

(Affiliated to University of Calicut, Recognized by Govt. of Kerala)

(Recognized Under Section 2(f) of the UGC Act, 1956)

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STAFF WELFARE POLICY

Preamble

Kottakkal Farook Arts and Science College (KFASC) considers its employees, both teaching and non-teaching, as its most valuable resource. The welfare of all staff is crucial in achieving the institution's Vision and Mission. KFASC is committed to providing a caring and supportive working environment that fosters the welfare of all staff, enabling them to develop and optimize their full potential. Staff welfare is a shared responsibility, and members of staff are expected to contribute and participate actively in welfare initiatives. This policy outlines the various welfare measures provided by the institution to support the professional and personal development of staff, ensuring a productive and pleasant working environment.

Objectives

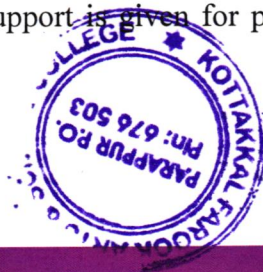
- To ensure that the welfare needs of staff are met.
- To make KFASC a competitive institution that attracts and retains competent staff.
- To streamline the administration of staff welfare measures.
- To provide opportunities for academic and administrative excellence through various activities.
- To motivate staff to achieve better human resource output.

Institutional Level Welfare Measures

KFASC recognizes the importance of both teaching and non-teaching staff as the backbone of the institution. Therefore, it has established a range of welfare schemes aimed at enhancing the well-being and professional development of its employees.

1. Faculty and Staff Development Initiatives

- **Orientation and Training Programs:** Regular orientation and training programs for both teaching and non-teaching staff members, covering topics such as modern teaching methodologies, work management, file management, advanced computer skills, and research methodologies.
- **Professional Development Allowance:** Staff members are provided with allowances to attend workshops, conferences, seminars, and other professional development programs. This includes participation in online courses and certifications relevant to their field of expertise.
- **Seed Money for Research:** Faculty members are encouraged to undertake research activities and are provided with seed money for research projects, journal publications, and book writing. Additional support is given for presenting papers at national and international conferences.



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2. Leave Benefits

- **Casual Leave:** Staff members can avail of 15 days of casual leave annually, along with two permissions per month.
- **Special Leave:** Special leave is granted for academic purposes, such as attending conferences, seminars, workshops, and short-term courses, as well as for viva-voce examinations, acting as a resource person, or serving on academic boards.
- **Maternity Leave:** Maternity leave is available for female employees.

3. Financial Assistance

- **Interest-Free Loan:** Interest-free loans are provided to faculty members based on their salary. Additionally, salary advances are available to staff in need of immediate financial assistance.
- **Provident Fund:** Provident Fund facilities are available to both teaching and non-teaching staff members, ensuring long-term financial security depending upon govt rules .
- **Increment and Performance Bonuses:** Annual increments are awarded to employees based on their performance appraisal, with additional performance bonuses available for outstanding contributions to the institution.

4. Grievance Redressal and Support Systems

- **Grievance Redressal Cell:** A Grievance Redressal Cell is available where staff can report grievances. The committee is responsible for addressing these issues in a timely and fair manner.
- **Counselling Services:** Professional counselling services are available to staff members to support their mental and emotional well-being.

5. Health and Wellness Programs

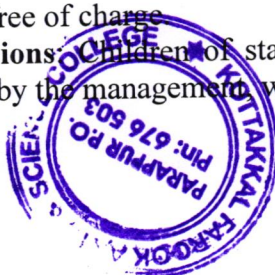
- **Health,wellness programmes** Regular health check-ups and wellness programs, including yoga and fitness classes, are organized for staff members..
- **Gymnasium and Sports Facilities:** Staff members have access to the college gymnasium and sports facilities to promote physical fitness and overall well-being.
- Free annual tour packages for all participating staff members.

6. Work-Life Balance Initiatives

- **Pre-primary classes for children , Day Care Centre:** A day care centre is available on campus to support working parents by providing a safe and nurturing environment for their children and for nursery classes.
- **Flexible Working Hours:** Flexible working hours are offered to staff members to accommodate their personal and family commitments.
- **Faculty Lounge and Rest Areas:** Faculty lounges and rest areas are provided on campus where staff can relax and unwind during breaks.

7. Special Concessions and Benefits

- **Cafeteria Subsidy:** Refreshments are served at fully subsidized rate in the college cafeteria.
- **Accommodation and Food:** some Staff members are permitted free accommodation in the college cultural centre free of charge
- **Priority in Student Admissions:** Children of staff members are given priority in admissions in the school run by the management, with concession in total fees.



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Standard Operating Procedures (SOP) for Staff Welfare Policy

1. **Orientation and Training Programs:**
 - The HR department will organize orientation programs for new staff members and annual training sessions for all staff.
 - A schedule of training programs will be prepared and communicated at the beginning of each academic year.
2. **Professional Development Allowance:**
 - Staff interested in attending workshops or conferences must submit an application to the HR department at least one month in advance.
 - The HR department will review applications and provide allowances as per the guidelines.
3. **Leave Application Process:**
 - Staff members must apply for casual, special, or maternity/paternity leave through the online leave management system.
 - The application will be reviewed and approved by the Head of the Department (HoD) and forwarded to the HR department for final approval.
4. **Interest-Free Loan Application:**
 - Staff members seeking an interest-free loan must submit a formal request to the HR department, along with necessary documentation.
 - The HR department will review the request and disburse the loan based on salary eligibility.
5. **Grievance Redressal Process:**
 - Staff members with grievances should submit their complaints in writing to the Grievance Redressal Cell.
 - The Cell will review the complaint and provide a resolution within 15 working days.
6. **Health and Wellness Programs:**
 - The HR department will organize annual health check-ups, wellness workshops, and fitness programs.
 - Staff members will be informed of upcoming wellness events through the college's internal communication channels.
7. **Day Care Center:**
 - Staff members wishing to enroll their children in the day care center must register with the center's administration.
 - The center will maintain a record of all enrolled children and provide daily updates to parents.
8. **Accommodation and Cafeteria Subsidy:**
 - Staff members requesting accommodation in the campus must apply through the HR department.
 - The HR department will coordinate with the administration to allocate rooms and provide necessary amenities.
 - Subsidies for cafeteria meals will be automatically applied to staff ID cards.

This Staff Welfare Policy for KFASC is designed to create a supportive environment for all staff members, ensuring their professional and personal well-being. The policy and SOPs are tailored to meet the needs of the college's faculty and staff, contributing to a positive and productive workplace.



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