



SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

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Ref.:

Date :

STAFF WELFARE POLICY

Preamble:

Shree Gokarnanatheshwara College considers all its employees as the most valuable resource and that the welfare of all staff is essential in achieving the institute's Vision and Mission. The college is committed to providing a caring and supportive working environment which is conducive to the welfare of all staff to enable them develop and optimize their full potential. However, staff welfare is a joint responsibility and members of staff are expected to contribute and participate effectively.

This policy therefore gives highlights on the benefits staff will enjoy as well as their expected responsibilities.

The institute therefore looks forward to an energized and productive work force that will propel it to greater standards thus attracting best of the human resources. Staff welfare shall therefore be one of institute's priorities now and in the future.

Goals:

The goals of the Welfare Policy are to:

1. Ensure welfare
2. Boost the morale
3. Urge to do better
4. Build a competitive edge
5. Enhance work quality and efficiency
6. Contribute to holistic development
7. Seek continuity in service

Objectives:

The objectives of the Welfare Policy are to:

1. Ensure that staff welfare needs are catered for.
2. Provide opportunities to excel academic / administrative excellence through various activities.
3. Motivate staff for better human resource output.


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Scope and Eligibility:

The policy covers all the full-time Teaching and Non-teaching staff of the institute.

Staff Benefits:

The Staff Welfare Policy is based on the Institute's Vision, Mission and Core Values. The nature of assistance available under the scheme is as follows:

1. Employee State Insurance Scheme (ESI) Scheme:

All Employees who are drawing a gross salary of INR 21000 and below, covered under ESI Act 1948 are entitled for the benefits, administered by ESI Corporation.

2. Leave Facilities:

Staff members can avail the leave facilities as per the eligibility criteria.

i. Casual Leave (CL):

A newly appointed staff is entitled to 10 casual leave during probationary period. It is applicable from the date of appointment till the end of the academic year.

On confirmation, each staff shall be entitled to 12 Casual leave in an academic year.

ii. Earned Leave (EL):

A confirmed teaching staff is entitled to 10 Earned Leave and confirmed non-teaching staff is entitled to 20 Earned Leave in an academic year.

iii. Medical Leave (ML):

Every confirmed staff is entitled to 06 Medical Leave in an academic year subject to producing the medical certificate by the Doctor.

iv. Maternity Leave (MATL):

A confirmed female staff is entitled to 6 months of Maternity Leave with pay which can be availed only twice during the entire service period. Further, this leave is availed only for the first and second child.

v. Special Casual Leave (SPCL):

The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

vi. Restricted Holiday (RH):

Restricted holidays are available for celebrating regional festivals.

vii. On Official Duty (OOD) Facility:

The Head of the Institution deputed / permits the staff member to attend the work outside the institution, it will be considered as On Official Duty. Further, The Department of Collegiate Education grants "On Official Duty" facility to the faculty /staff of all Government and Private Aided Colleges in Karnataka to attend special programmes subject to not exceeding 04 OODs in a semester.


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viii. Leave to facilitate pursuing of Research:

A confirmed staff is entitled to avail a day off as leave to smoothly facilitate his research work / course work, etc.. for a pre-determined definite period of time. Further, the Institute gives privilege to such pursuant to make necessary adjustments in the time table such that his teaching hours remains unaffected.

ix. Vacation Leave:

Teaching Staff who are in regular service are eligible for a vacation leave as per the norms of University and Institution.

x. Special Permission to appear for Exams:

Special permission is granted by the sanctioning authority on request to appear for any academic / competitive examinations by the staff on the working day or during the working hours.

xi. Permitted Movements:

Depending on urgency of the matter Principal/faculty/staff may leave the campus for Personal reasons for up to about one hour after obtaining permission from the competent authority by making an entry in the Movement Register maintained outside the Principal's Chamber.

3. Prompt and timely payment of Salaries:

Employee salaries are promptly and timely paid by directly crediting to their respective bank accounts at the beginning of every month.

4. Privilege to use College resources /facilities:

Every staff member of the Institute has a privilege of making use of following resources/facilities of the college:

1. Use of college internet facilities.
2. Use of Computer Laboratories for special purposes.
3. Use of Canteen and Reprographic facilities available on the campus.
4. Use of Library and Reading Room facilities to facilitate personal / acquire higher education/ research work.
5. Descent Department Staff Room
6. Installation of CCTV s at strategic locations to ensure safety on the campus.



IQAC Co-ordinator

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Principal
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