



# **EMPLOYEES WELFARE POLICY**

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## **PURPOSE:**

To maintain a balanced and harmonious working atmosphere in the institute for developing and maintaining a positive mindset and a qualitative change in the lives of both teaching and non-teaching staff working for the institute.

## **INTRODUCTION:**

A balanced and healthy working atmosphere in any institute is the key to enable the employees to give their best within the working hours towards achieving the institutional goals set through the vision and mission of the institute. A harmonious working relationship between the authority and the employees is very essential for an institute to achieve the participatory governance in different working areas. Bahona College has formulated its own Welfare Policy for both the teaching and non-teaching staff to ensure the well-being of its employees. It has also formulated its own grievance redressal mechanisms to mitigate any grievances that might arise during working hours to ensure the quality of working life among the employees.

## **THE POLICY:**

Bahona College is committed to provide all the possible welfare facilities and benefits to its all eligible employees including both teaching and non-teaching staff. Following are the various welfare measures available at Bahona College to ensure a quality working life among its employees:

- **Primary health check-up facilities:** The institute provides basic health check-ups, first aids, etc. to all its employees as and when needed or in case of any emergency during the working hours of the institute to ensure the health of the employees. The primary health care facilities include general physical examinations including weight, height, blood pressure, pulse rate, blood group testing, haemoglobin testing, etc. The health care unit has general health care equipment like blood pressure meter, stethoscope, ABO blood group testing kit, digital weighting machine, height measuring stand, haemoglobin testing machine, etc. Moreover, at least one medical camp is arranged for teaching and non-teaching staff and local people. In the camp eminent doctors are invited. Any teaching as well non-teaching staff can avail these facilities at free of cost during the duty hours or whenever feels necessary.
- **Canteen Facility with concessional price:** The institute has a spacious and well-furnished canteen with G+1 building. The canteen has separate seating arrangements for the students, faculties and staff along with lavatories. The canteen provides refreshment drinks and meals at a concessional price to the faculties, non-teaching staff along with the students. The canteen facilities are fully utilized by both the teaching and non-teaching staff during the working hours in the college.
- **Community Retail Store:** It is another initiative of the college to provide its stakeholders different day-to-day items at subsidies rate as the college is located at a rural place far away from the main city area.
- **Common room cum Refreshing Room:** The college has a common room cum refreshing room for both the teaching and non-teaching staff. The common room is

equipped with good seating arrangements including sofas for taking rest, along with attached lavatories, a wash basin and mirrors.

- **Financial Support Facilities:** For the teaching staff, there is a credit society called 'Bahona College Karmocharisansayarurindaansamabaisamiti', Bahona College Teachers Unit. For the non-teaching staff also there is a credit society called 'Bahona College Karmochari Gut'. Both of these credit societies were created with an aim to financially assist the faculties and the staff at the time of their financial crisis.
- **Professional Development Facilities:** For the professional development of the teaching and non-teaching staff, the college has Academic Development Cell to take care of. The Cell regularly organizes seminars, workshops, faculty development programmes, administrative skill development programmes for the non-teaching staff, etc. Through these programmes, the teaching staff get an opportunity to learn about different skills, to present their research work, about publishing their research works, new e-learning tools, developing e-contents, etc. The non-teaching staff also gets to know about various skills regarding their administrative and academic work, operating new laboratory scientific equipment computer basics, etc.
- **Appraisal facilities:** Members from both teaching and non-teaching staff are always encouraged on their academic excellence such as obtaining higher degrees. teachers were felicitated for achieving their Ph.D degrees while in service.
- **Yoga and Meditation Facilities:** The institute organizes workshops, seminars, etc. on Yoga and meditation on a regular basis to maintain good mental health and also to manage stress among its employees.
- **Physical Training Facilities:** The institute has a spacious indoor stadium with gym instruments for maintaining good physical health among its employees.
- **Reading Room Facilities:** The institute has a well-stocked library with a spacious reading room facility which is utilized by both teaching and non-teaching staff.
- **Social Relations:** The institute occasionally organized staff trip (picnic), institute level farewell to the retired employees, welcome get together to the newly employees, social visit during marriages, rituals or different functions as and when required to maintain a good and congenial relations among its employees.
- **Special Facilities for Women Staff:** The institute has a women cell to mitigate special needs of its women employees. The cell regularly observes and organizes different workshops, webinars, etc. to strengthen the women employees. The cell has also installed a sanitary napkin vending machine and provides sanitary napkins to its women members during emergencies at a very nominal rate.
- **Refreshment and Amusement:** The institute also organizes different refreshing competitions such as musical chairs, tug of wars, etc. annually to enhance the social spirit and amusements to its employees.
- **Employees Grievance Redressal Cell:** The cell has been formed in order to mitigate any grievances that might arise among its employees while working in the institute. Such grievances (if any) are immediately settles by the authority on a regular basis to maintain a good relation among its employees.
- **Support to Spouse, Children and Parents:** The institute also provides both moral and financial support to the spouse, children and parents of its employees during times of their need so that the employee may feel mentally relaxed and can work comfortably in the institute.

- **Digital Centre Facility:** The institute has a Digital Centre where any employee can avail the facilities like photocopy, printing, typing, doing online works, etc. as and when required.
- **Free Wi-Fi services:** The institute has a central Wi-Fi facility. Both the teaching and the non-teaching staff can avail the free internet facilities during their working hours.
- **Biometric attendance, Id card facilities:** The institute provides automatic attendance of the employees through Biometric attendance system and Identity card facilities to all its eligible employees.
- **Monitoring Committee:** The institute has strict monitoring committees such as ICC (Internal Complaints Committee) to monitor any sexual harassment to all its employees. It also has a Campus Monitoring Committee to maintain greenery and other physical facilities in the institute to maintain a healthy and quality working environment in the institute.
- **Paternity, Maternity and Child Care Benefit:** The institute also provides paternity, maternity and Child Care Benefits as per the State Government Rules and Regulations to all its eligible employees.
- **Uniform:** The institute also provides uniforms to its non-teaching contractual staff and casual workers.
- **Auditorium Facilities:** The institute also provide the space of the auditorium to its employees on the event of their celebrations.

#### **ENFORCEMENT AND IMPLEMENTATION:**

This policy is adopted on 1<sup>st</sup> January, 2019. The welfare policy is implemented through policy manuals, college website portal and orientation by the authority of the institution to the newly joined employees or as and when required. The management head of the institute i.e. the principal is the custodian of this policy.

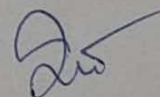
#### **MONITORING AND REVIEW:**

Bahona College has its own monitoring system to ensure the smooth functioning of the policy in the institute. This policy shall be reviewed periodically for its suitability and updated as and when necessary.

The above policy is adopted on 1<sup>st</sup> January, 2019.



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