

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

Vazhithala P.O.,Thodupuzha 685 583,Kerala, India



POLICY DOCUMENT FOR WELFARE MEASURES

POLICY MANUAL

The institution has the following welfare measures:

1. EPF (EMPLOYEE PROVIDENT FUND) AND ESI SCHEME

As per the existing norms of Government, Employee Provident Fund and ESI schemes are implemented for the teaching, non-teaching staff.

2. LEAVE FOR STAFF MEMBERS

A. CASUAL LEAVE

- ❖ Casual leave of 12 days is allowed in a calendar year. (Teaching and non-teaching staffs)
- ❖ CL cannot be combined with any other kind of leave.
- ❖ Not more than 3 days of leave shall be normally permitted in a month.

B. STUDY LEAVE

- ❖ The teaching staff of College may be granted leave for progress of their education under specified terms and conditions.
- ❖ A faculty is allowed to take leave for completing course work of their PhD program. He/She has to sign a bond to serve the institution for one year after completing the course work.
- ❖ In a year one week study leave is allowed for a faculty for attending FDP course subject to prior approval of the Principal.

C. DUTY LEAVE (ON DUTY)

- ❖ OOD (On Official Duty) is granted for performing the official duty of the department, university or work in statutory boards of university/institution, subject to prior approval of the Principal.
- ❖ The Institute has the authority to allow any employee on duty to participate in special projects with other institutions or industrial units for any official purpose.
- ❖ Duty leave is allowed for attending conferences, seminars, workshops and FDPs for professional and research enhancements.
- ❖ Duty leave is allowed for industrial visits and study tours.

D. MATERNITY LEAVE/ PATERNITY LEAVE

- ❖ Women employees of college may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).
- ❖ Male staff members are eligible for 3 days paid paternity leave.

3. Other Benefits

- ❖ Faculty development programs(FDP) for faculty members on regular basis
- ❖ Skill development courses for non- teaching staff to enhance their skills in the work environment.
- ❖ Free uniform for certain grade employees (Security)
- ❖ Free transport facility in college buses.
- ❖ Staff's meritorious achievements are recognized with awards and prizes.
- ❖ Recreational trips are organized by management for both teaching and non-teaching employees.
- ❖ In case of emergency, teaching and non-teaching staff will get a personal loan, a festival advance, or a salary advance from the management.
- ❖ Staff members have access to the internet and free Wi-Fi on campus.
- ❖ Every day each Teaching and non-teaching staff can freely utilize a tea coupon of Rs. 10/- in the canteen for tea, coffee or other food items available in the canteen.

