



**PARVATHANENI BRAHMAYYA  
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**  
*Autonomous*  
Siddhartha Nagar, Vijayawada-520010  
*Re-accredited at 'A+' by the NAAC*

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **STAFF WELFARE POLICY**

<b>Policy Name:</b>	Staff Welfare Policy
<b>Originating/Responsible Department:</b>	Welfare Committee
<b>Approval Authority:</b>	Governing Body
<b>Date of Original Policy:</b>	<b>March, 2018</b>
<b>Last Update:</b>	

---

### **Preamble**

Parvathaneni Brahmayya Siddhartha College of Arts and Science considers all its employees as the most valuable resource and the welfare of all staff is essential in achieving the institute's Vision and Mission. The management 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. This policy is to be read hand in hand with the Institute's Service Rules, Terms of Service, and other approved policies. The stewardship of the institute is hinged on the principles of good corporate governance and integrity, all geared towards the transparent, efficient and effective delivery of services, so as to maintain public confidence in the integrity of the institution, within the Vision and Mission of the College. Members of staff, being the most important resource in the college, are crucial to its success. In order for the college staff to work effectively, they need to have support from the institute for their relevant professional development, pleasant working environment etc. This is based on the recognition that staff whose individual needs are felt valued and appreciated and will be more productive in the discharge of their duties.

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. Ensure compliance to Government statutory requirements.
3. Make the college a competitive institution that can attract and retain competent staff.
4. Streamline administration of staff welfare issues.
5. Provide opportunities to excel academic/ administrative excellence through various activities.
6. Motivate staff for better human resource output.

### **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 Provident Fund (EPF) :**

Institute shall provide EPF scheme to all Teaching and Non-teaching staff as per provisions of the Government of India, Employees Provident Funds and Miscellaneous Act, 1952. Every month the specified amount will be deducted from employees' salary and deposited with management share to employees PF Account. The employee can contact institute Administrative staff for further details.

#### **2. 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.

#### **3. Payment of Gratuity:**

Gratuity benefits can be availed as per the Rules laid down in "Parvathaneni Brahmayya Siddhartha College of Arts and Science Employees Group Gratuity Scheme".

### **4. Increments**

- i. An employee will be entitled to annual increment as per the scale after completing 1 years of reckonable service excluding the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal / Confidential Report.
- ii. Where an employee is appointed on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be granted at the end of every year at the sole discretion of the Management, provided his performance and conduct are found satisfactory.
- iii. Incentive increments will be granted for the teaching staff qualifying with NET / SLET and to those who are awarded with Ph.D. degree.
- iv. Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.

### **5. Leave Facilities:**

Staff members can avail the leave facilities as per the eligibility criteria and Employees Service Rules of the Parvathaneni Brahmayya Siddhartha College of Arts and Science as follows:

#### **i. Casual Leave (CL):**

- A newly appointed staff is entitled to 12 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 15 Casual leave in an academic year.

#### **ii. Earned Leave (EL):**

Confirmed staff members are entitled to 3 Earned Leave in an academic year.

#### **iii. Medical Leave (ML) :**

Every confirmed staff is entitled to 15 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 meetings / conference / seminar / any other non-remunerative official business of the University / College / Institution provided prior sanction is obtained there of shall be treated on duty.

**vi. On Official Duty (OOD) Facility :**

The Head of the Institution deposes / permits the staff member to attend the work outside the institution, it will be considered as On Official Duty subject to not exceeding 04 OODs in a semester.

**viii. Extended Leave without Pay:**

In exceptional circumstances a staff can avail an extended leave without pay leave for a maximum of 120 days. However, it can be extended if there is a genuine need without cessation of service at the discretion of the Honorary Secretary. Such extended leave is sanctioned by the Honorary Secretary.

**ix. Leave to facilitate pursuing of Research:**

A confirmed staff is entitled to avail a day off as leave to smoothly facilitate his/her 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.

**xi. 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.

**xii. Permitted Movements :**

Depending on the 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.

**6. 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.

**7. Financial Support/ Reimbursement of Staff External Participation Registration Fees:**

## Staff Welfare Policy

- i. Financial support will be extended for teachers / staff participation in University / State / National / International level Seminars / Conferences / Symposia's / Workshops / Training Programmes in their respective domain of concern.
- ii. The maximum permissible amount per faculty / staff for each semester is INR 500/- (annually 1,000/-), subject to the submission of a copy of participation certificate and entry in the 'Staff Participation and Achievement Register'.
- iii. Further, financial support exceeding the maximum permissible amount can be approved in exceptional cases or at the discretion of the Principal.
- iv. The reimbursement of the participation fees is subject to producing the Receipt of the Registration Fees paid and a copy of participation / Attendance certificate.

S. No	Particulars of the Participation	Permissible reimbursement
1	Participation in Workshops / Special Training Programmes	100% reimbursement of the total Registration fees paid i.e., within the permissible amount per staff
2	Participation in Conferences Symposia's with Paper contribution or presentation	100% reimbursement of the total Registration fees within the permissible amount per staff.
3	Mere participation	75 % reimbursement of the total Registration fees paid i.e., within the permissible amount per staff

### 8. Scheme for Laptop Purchase with subsidy:

With a view to promote more technology-enabled work culture, and move towards a paperless work environment, the Management of the Institute has a Scheme for Laptop Purchase with subsidy as and when notified for. Under this scheme, on being notified, the staff members are encouraged to purchase Laptops / Notepads from the authorized dealers and a sum of Rs10,000/- will be sponsored by the Management as subsidy. The sanction of subsidy amount is subject to producing the receipt / invoice of purchase.

### 9. Zero Tolerance Policy:

The welfare of the staff is ensured through complying with "Zero Tolerance Policy" in the institution. According to this policy, the Institute does not entertain religious / racial / gender discrimination, eve teasing and / or

any kind of verbal or physical abuse or misbehaviour. Any incidents of the violations are dealt very seriously.

### **10. G-Suite E-mail IDs with Institutional domain name :**

G-Suite e-mail addresses using the domain name of the institution are provided to the staff members which enable them to avail extended benefits and privilege for their official and personal use of Google services.

### **11. Health Care benefits through MoU with Pinnamane Institute of Medical Sciences and Research Foundation:**

All the staff members of the Institute are entitled to avail exclusive health care benefits as per the terms and conditions under the Memorandum of Understanding (MoU) with Pinnamane Institute of Medical Sciences and Research Foundation.

### **12. 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. Dedicated parking space allocated and reserved for the staff two-wheeler/four-wheeler inside the campus guarded by full-time Security person
2. Use of college internet Wi-Fi facilities.
3. Use of Lift facilities for barrier free movement on the campus.
4. Use of Computer Laboratories for special purposes.
5. Use of Canteen and Reprographic facilities available on the campus.
6. Use of Library and Reading Room facilities to facilitate personal/acquire higher education/research work.
7. Descent Department Staff Room with separate space and other amenities.
8. Use of Common Staff Rest room with First-Aid facility.
9. Installation of CCTVs at strategic locations to ensure safety on the campus.

### **13. Empowerment and welfare through Staff Welfare Association:**

The Staff Welfare Association endeavours to render a bond of solidarity amongst the staff of the college thereby bequeath facilitation as obligatory and to deliberate arenas upon the up-gradation and amelioration of its members. The membership is confined to all the full-time employees inclusive of teaching and non-teaching fraternity. The Association functions under the chairmanship of the Principal and its activities are coordinated

## Staff Welfare Policy

---

by the designated Secretary. All the members contribute annual membership fees to strengthen the association. Its activities are governed by the periodic staff meetings.

The welfare initiatives and activities undertaken by Staff Welfare Association include the following:

1. Conduct of Academic / Professional / Spiritual discourses for the enrichment of the staff
2. Organize Health awareness oriented camps or sessions.
3. Farewell and felicitation on superannuation/ discontinuing service for better prospects.
4. Matrimonial Felicitation
5. Participation in sweet and sour events of the social life of staff members.
6. Extend support to staff members afflicted with dire circumstances or financial crisis.
7. Host social gatherings by Staff on special occasions.
8. Organize Staff outing and Recreational excursion.
9. Make collective representations on behalf of the staff to the concerned authorities.
10. Extend total support through enthusiastic initiatives towards the development of the college.

### **14. Welfare through In-house Professional Development and Administrative Training initiatives:**

As a quality enhancement initiative, the Institute through its Internal Quality Assurance Cell (IQAC) periodically organizes in-house academic programmes for the professional development of the teaching faculty and administrative training programmes to upgrade skills and knowledge of non-teaching staff members. Experts in the domain are invited to facilitate the same.

### **15. Staff Appreciation Day:**


Under the quality enhancement initiative of the Internal Quality Assurance Cell (IQAC) and also with a view to appreciate and recognize the staff members who have demonstrate outstanding achievements through their vital contributions for greater success of the self and to the college community at large, Staff Appreciation Day is organized



## Staff Welfare Policy

---

annually. Staff Excellence Awards are presented in their recognition and honour.



(Dr.M. RAMESH)  
PRINCIPAL