

## STAFF WELFARE POLICY

The Welfare policy is designed to assure the well being & satisfaction of employees. This comprehensive policy aims to provide supportive and conducive work environment, promoting physical mental & emotional health whole fosters a strong sense of belonging to the institute. There are certain issues for which there is a common policy for all the institutions but there are certain areas for which some specific welfare measures have been initiated for the employees of S.D Kanaya Mahavidyala, Mansa. Some important welfare measures taken by the institution for its employees are as under:

1. The staff members are entitled to avail 'Casual Leaves' as per Punjabi University, Patiala and Punjab Government norms. 'Vacation leaves' for teaching faculty/non teaching staff are given to them as per the 'Calendar' issued by Punjabi University, Patiala every years.' Duty leave' facility for attending workshops/ conferences/seminars is also provided to the teaching and non teaching staff members. There are given ' Medical /Earned Leaves ' as per the norms of the Government of Punjab.
2. 'Paid Maternity Leaves' to the women employees are provided for a period of 24 weeks and 'Ex'-India Leaves' as per Management norms.
3. The wards of the staff members are given fee concessions according to the norms of the institutions.
4. They are offered loan from their Provident Fund account for various purposes in a very easy mode.
5. Timely payments of gratuity leave encashment and other retirement benefits are made to retiring staff members.
6. The teaching staff members are entitled to take of benefits for attending conferences etc according to the norms of the colleges.
7. Advance Salaries are given to teaching and non teaching employees in case of their marriage, marriage of their children or in case of severe ailment etc.
8. The college is provided with the facility of availing the loan against CPF.
9. The staff members are also benefited with the advantage of partial withdrawal from their CPF.



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