



MARKAZ ARTS AND SCIENCE COLLEGE

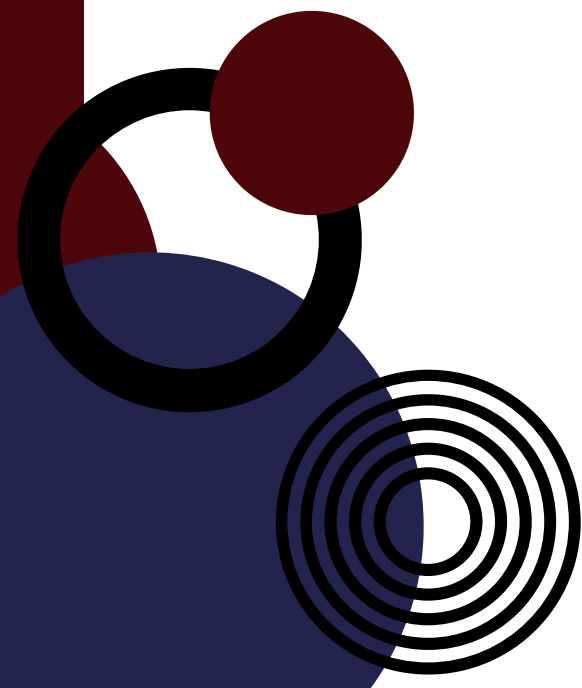
(Affiliated to the University of Calicut)
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POLICY DOCUMENT

STAFF WELFARE POLICY

STAFF WELFARE

Staff welfare refers to the holistic approach an institution takes to ensure the health, happiness and overall well-being of its employees. Markaz Arts and Science College is committed to care and support its employees so as to enable them to develop and optimize their full potential.



STAFF WELFARE

POLICY DOCUMENT

The objectives

- To ensure that the welfare needs of its staff members are met with
- To provide opportunities for attaining academic and administrative excellence
- To apply for all employees in the institution
- Following are the important welfare measures that are implemented for the well-being of their staff
 - 1.To provide training and orientation for teaching and non-teaching staff on a regular basis.
 - 2.To provide seed money for attending seminars or presenting paper and for publishing papers and books
 - 3.To provide duty leave for all academic purposes like attending seminars, acting as resource person, attending board of studies meeting and attending university examinations.
 - 4.To allow 15 casual leave for teaching and 20 casual leave for non-teaching staff annually. Maternity leave are also granted.
 - 5.To provide salary advance and interest free loans on request.
 - 6.To give EPF and ESI benefits to deserving employees.
 - 7.To grant salary increment on annual basis and based on the staff appraisal report.