



# STAFF WELFARE POLICY

## JESUS TRAINING COLLEGE, MALA THRISSUR, KERALA

An ISO 9001: 2015 certified Institution

Affiliated to University of Calicut, Recognized by NCTE



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One of the great concerns of the highest echelon, Catholic Dioses of Irinjalakuda and the management committee of the institution is to provide ample welfare measures to the staff of the institution. As a part of implementing a conducive environment and model work culture, they are always desirous to implement essential amenities to enhance the comfort of teaching and non-teaching staffs. The retention of employees for more than 29 years in a self funding institution itself is a testimony for this matter of concern. The major welfare measures are described separately under different heads.

## **Physical amenities for staff welfare**

- All faculty members are accommodated in spacious cubicles
- The cubicles have facilities for Computers, high speed internet connectivity and ample storage space.
- Non-teaching staff too accommodated in well-furnished work spaces with all amenities.
- Mess hall, separate for teaching and non-teaching staff were provided
- Other amenities like sanitation facilities, hot and cold water purifier, everyday refreshments, ample parking facilities, 24-hour power backup facility, identity card are also incorporated.
- The store provides essential eatables and stationary items in a reasonable rate and on credit.
- Costless Printing and photocopying facilities are also available in the office and library.
- The physical fitness center with basic equipment and the college ground provide adequate recreational facilities.

## **Welfare measures for emotional and mental health of staff**

- The chapel attached with the college act as a serene space for prayer and meditation
- The college organizes pleasure trips for Teaching and Non-Teaching staff annually.
- The staff is usually provided with different types of leaves like maternity leave, sick leave and medical leave.
- Flexible timings for pregnant and lactating staff.
- An active staff redressal mechanism is existing with a redressal committee.
- All festivals and important days are celebrated in the institution.
- Occasional medical camps are also conducted.

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## **Institutional measures for economic welfare**

- Attractive salary and occasional allowances are issued.
- Yearly salary increment is another felicity.
- Charity by means of money assets is provide to needy staff.
- A Contributory staff welfare fund is also maintained.
- Employee's State Insurance for staff under the determined salary threshold.

## **Welfare measures for professional development of staff**

- To equip the staff with professional competencies periodic faculty development and orientation programmes with technical sessions on relevant topics are conducted year wise.
  - Financial assistance is provided for paper presentation and publication.
  - The registration fee for seminars, workshops, membership fee in organizations are met by the institution.
  - Travel expenses for academic activities can be reimbursed.
  - Teachers attending professional development programmes or academic activities are provided with OD.
  - Study leaves for pursuing higher degrees and library assistance are also being offered for the staff.
  - The infrastructural facilities and ample ICT integration gives the staff adequate means to practice recent strategies in teaching learning process.
  - The educational journals and periodicals in the library canvass and help to update the latest developments in the educational scenario.
  - As an institutional policy, based on a performance appraisal system designed, the principal conducts a performance assessment of staff in every year and prepares a training calendar.
  - The staff are being endowed with an opportunity for introspection along with career development trainings and guidance scheduled by the institution.
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