

EMPLOYEES WELFARE POLICY

KAKOJAN COLLEGE



IQAC, KAKOJAN COLLEGE

Policy Adopted on 27/06/2018

Purpose:

To maintain and develop a balanced atmosphere, a positive mindset and a qualitative change in the lives of both the teaching and non-teaching staff of the institution.

Introduction:

In any institution/ organization a balanced and healthy working atmosphere is the key to enable the employees to provide their best within the working hours towards achieving the institutional goals set through vision and mission of the institution. A harmonious working relationship between the authority and the employees is very essential for an institution to achieve the participatory governance in different working areas. Besides the Government Policies and facilities, Kakojan College has formulated its Welfare Policy for both the teaching and non-teaching staff to ensure the well-being of its employees. It has also formulated its grievance redressal mechanisms to mitigate any grievances that might arise during working hours to ensure the quality of working life among the employees.

The Policy:

Kakojan College is committed to provide all the possible welfare facilities and benefits to its all eligible employees including both teaching and non-teaching staff. Following are the various welfare measures available at Kakojan College to ensure a quality working life among its employees.

First Aid Facilities:

The institution provides First Aid Centre to ensure emergency first aid to the employees and students when needed during working hours. First Aid Facilities include first aid materials, Blood Pressure machine, Stethoscope, thermometer etc. The institution take help from Kakojan Primary Health Centre (PHC) which is adjacent to the college for further process.

Canteen Facility:

The institution has a canteen for the employees and students. The canteen provides refreshment drinks, snacks and meals to the faculties, non-teaching staff along with the students. The canteen facilities are fully utilized by both the teaching and non-teaching staff during the working hours of the college.

Facilities of Common Room/ Departmental Room:

The college has a Common Room and Departmental Rooms for each Academic Department. The institution has also separate Common Rooms for both boys and girls students.

Mutual Benefit Fund:

The institution has a Mutual Benefit Fund both for teaching and non-teaching staff. This Mutual Benefit Fund is created with an aim to financial help at the time of need and financial crisis of the staff.

Professional Development Facilities:

For the Professional Development of teaching and non-teaching staff, the IQAC of the college organises seminars, workshops, webinars, Faculty Development Programmes for teaching staff and administrative Skill development programmes for non-teaching staff. Through these programmes, the faculty members get an opportunity to learn about different skills, to pursue research work and publication of research papers, new e-learning tools, developing e-contents etc. the non-teaching staff get opportunity to learn about various administrative skills, finance and accounts matters, academic work, operating new laboratory equipment and basics of computer skill etc.

Appraisal Facilities:

Members from both teaching and non-teaching staff shall be encouraged on their academic excellence such as obtaining higher degrees. Faculty members shall be felicitated for achieving Ph.D. Degrees while in service and other outstanding performances. Non-Teaching staff shall be encouraged by felicitating for their dedicated service to the institution.

Reading Room Facilities:

Kakojan College has Central Library with a reading room facility which is utilised by both teaching and non-teaching staff.

Social Relations:

The institution organize staff trips (Picnic), farewell to retired faculties, employees, get together organised for teaching and non-teaching staff on special occasion, performing various functions as and when required to maintain a good congenial relations among employees.

Facilities for Women Staff:

The institution has Centre for Women's Studies (Women Cell). The centre observes and organizes different workshops, webinars etc to strengthen the women employees. The institution also has Gender Sensitization Committee to aware the rights of women and also Girl Students.

Digital Facilities:

Kakojan College has digital facilities for its teaching and non-teaching staff. All Academic Departments have computers including Office, IQAC, Examination Room and library. Any employee of the institution can avail the facilities like photocopy, printing, typing, doing online works etc as and when required.

Free Wi-Fi Services:

The institution has leased line facility under BSNL for Wi-Fi services. Both the teaching and non-Teaching staff can avail free internet facilities during working hours.

Biometric Attendance, I-Card Facilities:

The institution provides automatic attendance of the employees through Biometric attendance system. Identity cards are provided to all its eligible employees.

Monitoring Committee:

The institution has strict monitoring committees such as Internal Complaints Committee (ICC) to monitor any sexual harassment to all its employees. It has also Environment Management Committee to maintain an eco-friendly environment.

Maternity and Child Care Benefit:

The institution also provides maternity and Child Care Benefits as per the State Government Rules and Regulations to all eligible employees.

Uniform:

The institute shall provide uniform to its Grade IV employees.

Distress Facilities:

The teachers, employees and students of the institution shall provide financial aid in emergency and distress situation to its students, staff, alumni and neighbouring poor people.

Enforcement and Implementation:

The policy is adopted on 27/06/2018. The Welfare Policy is implemented through policy manuals and information by the authority of the institution to the newly joined employees or as and when required. The authority of the institution, i.e. the Principal is the custodian of this policy.

Monitoring and Review:

Kakojan College has its own monitoring system to ensure the smooth functioning of the policy in the institution. This policy shall be reviewed periodically for its sustainability and updated as and when necessary.

This policy is adopted on 27/06/2018.

R Bordoloi
27/6/2018

(Dr. Ruprekha Bordoloi)

Principal
Kakojan College

Principal
Kakojan College
Jorhat, Assam

Archana Bhattacharjee

(Dr. Archana Bhattacharjee)

Co-ordinator, IQAC
Kakojan College

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam