

REGIONAL



COLLEGE

LILONG CHAJING (IMPHAL-WEST), MANIPUR
(Permanently affiliated to M.U. Included in 2(f) & 12(b) of U.G.C. Act.)

STAFF WELFARE POLICY

Introduction

The Staff Welfare Policy of Regional College is designed to foster a supportive, healthy and productive work environment for all employees. Recognising that the well being of our staff is paramount to the success and efficiency of our institution, this policy aims to enhance job satisfaction, promote physical and mental health and provide opportunities for professional and personal growth. By implementing comprehensive welfare measures, we strive to create an inclusive and engaging workplace when every staff member feels valued and motivated.

This policy outlines the various benefits and support system available to our teaching and non-teaching staff, ensuring that their needs are met and their contributions are acknowledged.

Objective

1. To promote a healthy, safe and supportive working environment.
2. To enhance staff morale and job satisfaction.
3. To ensure the physical, mental and emotional well being of staff.
4. To provide opportunities for professional and personal development.

Scope

This policy applies to all teaching and non-teaching staff employed in our college.

Monetary Welfare Measures:

- Insure regular disbursements of salary for all employees.
- Financial support for faculty and staff training skill upgradation, attending conferences, workshops, FDPs, refresher and orientation courses.
- Admission fee concessions for students are provided to the wards of the staff members.

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- Maternity benefit is provided for 6 (six) months with salary.
- On teacher's day, gifts are provided to the teaching and non teaching staff members.
- Festival Advance/ loans are provided to the staff members on request.
- Annual increment for faculty and staff.
- Financial assistance for staff are provided for medical emergencies.
- Health care facilities are also taken care of by appointing a doctor on campus.
- Provision of Canteen facilities at subsidised rate.

Non-Monetary Welfare Measures:

- Programmes are organized for staff to rejuvenate themselves.
- Casual leave, Earned leave and Medical leave, Study leave facility.
- Leave on other duty (OD) for attending Seminars, Conferences, Workshops, SWAYAM – NPTEL, NET/SET Examinations, doctoral Committee meeting, Thesis submission and Viva-voce examination pertaining to Ph.d.
- Leave on other duty for delivering invited lectures/examination related work in other colleges.
- Provision of leave to engage in extension and community work.
- Xerox Centre
- Pure Drinking R.O. water.
- Wi-Fi facility with a speed of 110 Mbps.
- Retired staff members are felicitated and honoured for their services to the institution.
- Providing adequate administrative support to reduce the workload on faculty.