



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC. Recognized by UGC

AISHE-C-42763

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Phone: 9508440233/6207249298 Email: sxcmdanr@gmail.com website: www.sxcm.co.in

STAFF WELFARE POLICY

At St. Xavier's College, Mahuadanr, the welfare of our teaching and non-teaching staff members is of utmost importance. We believe that the well-being and satisfaction of our staff directly correlate with their dedication and contributions to the institution. As part of our commitment to staff welfare, the college has implemented a comprehensive set of measures and benefits designed to support and enhance the lives of our valued employees.

I. Financial Welfare Measures

Provident Fund: All eligible employees have access to the provident fund scheme.

Gratuity: Staff members become eligible for gratuity benefits after completing ten years of permanent service.

Conference Support: Financial assistance is provided for attending both National and International Conferences.

Duty Leave for Research: Faculty members are granted duty leave for presenting research papers at National and International Conferences.

Ph.D. and NET Support: Duty leave is facilitated for staff pursuing Ph.D. coursework/examinations, with increments provided upon completion.

Annual Salary Increments: Staff members receive annual salary increments.

II. Employee Recognition and Engagement

Teacher's Day Celebrations: Teaching and non-teaching associates receive tokens of appreciation on Teacher's Day.

Annual Staff Trip: The college organizes an annual staff trip, with financial expenses covered by the management.

Maternity Leave: Maternity leave is granted in accordance with government regulations.

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Technological Support: Desktop computers and Wi-Fi connectivity are provided for all faculty members.

Staff Sports and Games: Annual sports and games events are organized for staff participation.

Well-Being Facilities: Facilities such as a sick room, canteen, and staff amenity center are available.

Employee Provident Fund (EPF): EPF benefits are extended to staff members.

Resource Person Opportunities: Faculty members are encouraged to act as resource persons.

Biometric Attendance System: An automated biometric system is employed for attendance and leave management.

Xerox Facilities: Subsidized Xerox services are available on campus for staff and students.

Farewell Programs: Impressive farewell programs are organized to honor retiring staff members.

Medical Camps: Free medical camps with basic medicines are arranged periodically.

III. Professional Development and Support

Training and Development: Teaching and non-teaching staff are encouraged and assisted in attending faculty training, refresher courses, and orientation programs to enhance their skills.

Access to Facilities: Staff members have access to the institute's auditorium, conference hall, library, and sports facilities for personal events.

Career Development: Career development programs are conducted to support the growth of both teaching and non-teaching staff.

IV. Miscellaneous Welfare Initiatives

Grievance Redressal and Internal Complaints Committee: The college has proactive mechanisms for addressing staff grievances and ensuring a safe environment.

Support for Supporting Staff: Domestic staff members receive two sets of uniforms annually.

On-Campus Accommodation: Staff quarters are available within the college premises.


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Computer Basics Course: A crash course in computer basics is provided for supporting staff.

Campus Amenities: Both teaching and non-teaching staff have access to security services, identity cards, photocopy services, sports facilities, and a multicultural campus environment.

Festival Celebrations: The college celebrates various festivals together, fostering inclusivity.

Infrastructure and Facilities: All college blocks have access to drinking water, elevators, and designated parking areas for staff.

Health and Fitness: Staff members can utilize the gym, internet services, and free Wi-Fi on campus.

Library Access: Both teaching and non-teaching staff have library privileges.

Equal Benefits: All employees are treated equally in terms of receiving organizational benefits.

Earned Leave: Faculty members can accumulate earned leave and encash it at the end of their service.

Punctual Salary Disbursement: Salaries are disbursed promptly each month via bank accounts.

Recognition of Excellence: Exceptional research work and high-quality publications are recognized and appreciated.

Ph.D. Enrollment: Non-doctoral staff members are encouraged to enroll in Ph.D. programs.

Faculty Development Programs (FDP): Regular FDPs are conducted to enhance faculty skills.

In summary, St. Xavier's College, Mahuadanr, is dedicated to ensuring the happiness and well-being of its staff members, fostering a thriving and supportive work environment.


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