

MCK Staff Welfare Policy

One Team, One Dream



MARIAN COLLEGE
KUTTIKANAM
(AUTONOMOUS)

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Establishment:	8 May 2012
Last Amended:	23 May 2013
Date Last Reviewed:	19 Oct 2018
Responsible Officer:	Principal in collaboration with HODs/ Director or Dean of School

1. Purpose of the Policy

The purpose of this policy is to promote a healthy working culture and environment that caters to the emotional and social wellbeing of teaching and non-teaching staff through a supportive, caring team approach.

2. Rationale of the Policy

MCK management recognize that all its employees as the most valuable resource and the welfare of all staff members and the development of their full potentials are essential for achieving the College's vision and mission. The staff members devote their time and energy to the organization and deserve as much support as the college can realistically provide. Staff whose individual needs are being met, who feel valued and are supported or cared for will be more effective in their role.

Staff welfare, however, is a joint responsibility and the members of staff are expected to contribute and participate effectively. This policy therefore, gives highlights on the benefits and provisions the MCK staff enjoys as well as their expected responsibilities.

The following are the highlights of the staff welfare activities/provisions:

- 15 Casual Leaves and 10 Commuted leaves for all staff
- Maternity and Paternity leaves as per government norms
- Personal Loans & salary advances on specific request
- Sports and recreation facilities



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- e) Leave for higher studies – The application has to be submitted to the Manager in proscribe format along with supporting documents through the Principal
- f) Financial support/substitute teachers to complete PhD work – Specific request has to be made to the principal indicating the progress of the PhD work. The substitute teacher facility can be availed during the last six months of the PhD work. The financial support facility can be availed for the publication of research findings.
- g) Medical facilities – The staff can avail the medical support facilities available in the campus free of cost
- h) Staff-Hostels – The staff are entitled for subsidized food and accommodation in the campus. The family accommodation facility will be provided in the campus on the basis of seniority.
- i) Festival allowance will be provided on the decision made by the staff welfare committee.
- j) Tours – The college will organize separate annual tours for Teachers Ministerial staff, and housekeeping staff, all the expenses will be met by the college management
- k) Participation in national/international seminars, FDPs, workshops & refresher courses with financial support. To avail this facility the staff has to intimate the principal before attending the programme in the prescribed format indicating financial implications. The foreign travel facility can be availed by the teachers once in five years subject to the availability of funds. In the case of establishing linkages, a teacher may be provided with financial support for than once in five years.
- l) Support to family members
 - a. Scholarships and recognition for meritorious family members
 - b. Preference in admissions based on the admissions submitted through Management Quota
 - c. Soft loans – The staff has to submit an application to the management to avail this facility.
 - d. Summer camps for children – The camps will be announced by the extension department during the summer vacations and the staff has to apply for admission to their ward for such programmes.
 - e. Day care facility – Marian staff has to apply the Creche in charge for admission of their ward.
- m) Academic support facilities
 - a. Free Wi-Fi
 - b. Liberal book lending schemes for staff in the Library
 - c. Computers laptops in the Department,



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- d. Incentives for book and article publication – the specific schemes will be announced by the research committee and the teachers have to submit applications to the research committee along with supporting evidence
- e. Reimbursement of Cost of Text Books purchased by Faculty
- n) The college follows well defined promotion and increment norms and this can be verified by the staff.
- o) Annual orientation and training for academic and ministerial staff – the mode of training and topics will be decided by IQAC
- p) Subsidies for food and accommodation – All the house keeping and security staff are entitled for free food from the college mess. They need to intimate the mess manager to avail this facility. All the staff are given food at a subsidized rate from the college mess. Depending on the availability, the staff can also be entitled for the single accommodation facility available in the campus at a subsidized rate. Those who want to avail this facility need to apply to the administrator of the college. Allocation will be made on the basis of seniority.
- q) Membership in professional and civic bodies- The college will reimburse the membership fee paid by the teachers in professional bodies with an upper sealing of Rs. 1000.
- r) Uniforms for supporting staff and security – The security and house keeping staff are entitled for free uniforms.
- s) Parking facility – The staff will be provided with separate covered parking facility in the campus.
- t) College bus – The college bus service will be free for all the staff
- u) Clear policy for consultancy and corporate training is in place which ensures additional income for staff through consultancy
- v) Studio Marian's facilities can be used by the staff for video content creation with out any fees
- w) Free Medical check-up and basic medical facilities are available in the campus
- x) Retirement- The retiring staff are honored with a felicitation meeting and appropriate gifts
- y) Recreation Facilities- The Staff Recreation rooms have board games, TV, and provisions for making Tea/Coffee. These facilities can be availed during lunch break and intervals. The college fitness training center also has a timeslot allotted for college staff.
- z) Post box- The College has arranged a post box inside the campus in association with the postal department.



Principal