



**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND
MANAGEMENT STUDIES**



STAFF WELFARE POLICY

With effect from the Academic Year 2008-2009 onwards

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES
HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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STAFF WELFARE

Bunts Sangha's Powai Education Committee has always been on the upfront for welfare of the staff members. These are some of the measures that have been followed since inception.

Objectives

Human Resources is an integral part of any organizations. Happy employees are the assets of an organization and contributes for the growth, development and excellence of an institution. In this context, both statutory and non- statutory employee welfare measures have been developed for both teaching and non-teaching staff of the college.

The details are given as below:-

- **The Employees' Provident Funds and Miscellaneous Provisions Act, 1952** (Act No. 19 of 1952) 4th March, 1952 An Act to provide for the institution of provident funds, pension fund and deposit-linked insurance fund is applicable to our Institution.

Every employees has to contribute 12% of basic salary (Basic + GP +DA) towards provident fund contribution on monthly basis. An equal amount of contribution is paid by the Institution towards the provident fund for each employee. Employees contribution is accounted for in the provident fund whereas 12 % of employers contribution is divided into 8.33 % towards pension scheme and 4% towards provident fund.

Employee is eligible to avail the benefit of pension under this scheme after attaining the age of 58 years if an employee has been contributing continuously for not less than 10 years towards PF fund.

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- **Gratuity Fund**

The Payment of Gratuity Act, 1972 Act No. 39 of 1972 [21st August, 1972.]

Payment of gratuity.- (1) Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years,-- (a) on his superannuation, or (b) on his retirement or resignation, or (c) on his death or disablement due to accident or disease: Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement: [Provided further that in the case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs, and where any such nominees or heirs is a minor, the share of such minor, shall be deposited with the controlling authority who shall invest the same for the benefit of such minor in such bank or other financial institution, as may be prescribed, until such minor attains majority.]

- **Tuition fee concession for wards**

Concession in tuition fees to wards studying in State board section of the Institution is a benefit extended to confirmed employees of the Institution. However contract employees who have completed 5 years of continuous service but are not confirmed can also avail this facility for their wards.

- **Group Medishield Insurance Policy**

Management has covered all teaching, non-teaching and contract employees under the Group Medishield Insurance Policy. Employees who are confirmed or have completed two years of service whichever is earlier will be covered under the policy. Contract employees who have completed two years of continuous service will be covered under the policy. A sum of Rs.2Lakh is given for the staff members.

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- **Seed Money**

To promote research culture in the campus seed money is provided for teachers and students for participating in and publishing research papers. A sum of Rs.3, 000/- per faculty per year is provided in order encourage research aptitude.

- **Recognition for completing their PhD**

Faculty member who completes PhD is felicitated on annual day of the college.

- **Encouragement for Minor and Major Research Projects**

Research Cell of the College takes initiatives and encourage faculty to take up minor /major research projects.

- **Training for Teachers**

IQAC facilitates annual training programmes for teachers to update and fine tune the knowledge of the teaching faculty.

- **Medical Centre with two full time nurses**

Medical centre is in place for medical emergencies faced by staff and students

- **Gymnasium**

Staff members are allowed to use Gymnasium facilities for building up good health on seventh floor

- **Payment of Salary through ECS Mode**

Salary of the staff is credited through ECS Mode on last day of every month

- **Employee Hardships Loan**

Employees are taken care during their time of hardship. Employee Hardship Loan policy is in place

- **Long Service Award**

Seniority of staff is rewarded through Long Service Award. Staff members who completes ten long years in the college are felicitated. Award is given to teachers during Teachers Day Celebrations

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- **Day-care Concession**

Institution has day care facilities on the ground floor. Faculty members are given concession in the fee for keeping their wards in the centre.

- **Promotion of Professional Growth**

Faculty members are encouraged to attend various types of training programmes for their professional growth such as Orientation programmes, Induction programmes, refresher courses and short term courses organized by UGC HRDC and PNMMMT. Teaching and non-teaching staff members are sent for other programmes organized by other colleges and organizations.

- **Employee Engagement**

Employee engagement is a vast construct that touches almost all parts of human resource management facets. To keep employees engaged and motivate them Human Resource department is responsible to organize following activities or celebrate following days for the staff members:

1. **International Women's Day**
2. **International Men's Day**
3. **Annual Employee Sports Day**
4. **Annual Induction Programme**
5. **Teachers Day Celebration**

The welfare measures provided by the institution both to teaching and non-teaching staff has resulted in their output, loyalty and sense of belongings to the institution.

Date: 24/10/2008

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