

2021 – 2022

SANATAN DHARM COLLEGE
MUZAFFARNAGAR (U.P.) INDIA
Affiliated to Maa Shakumbhari University, Saharanpur



Employee Welfare Policy

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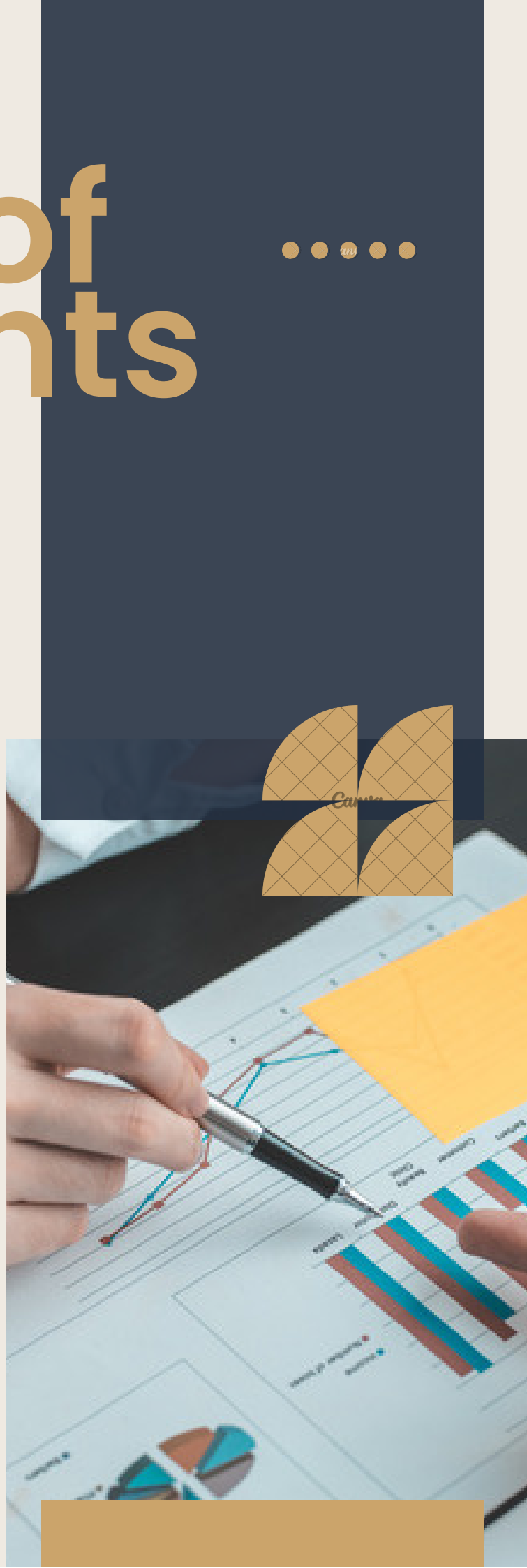
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From the Principal's Desk



Greetings to the dedicated and invaluable members of our workforce at S.D.P.G College, Muzaffarnagar! I am pleased to introduce our comprehensive Employee Welfare Policy, a testament to our commitment to your well-being and professional growth.

We recognize that our employees are the backbone of our institution, and their welfare is of utmost importance. Our Employee Welfare Policy serves as a guiding framework, outlining the measures and benefits in place to ensure a supportive, inclusive, and rewarding work environment.

Through this policy, we aim to foster a culture of employee well-being, satisfaction, and work-life balance. It encompasses various aspects of welfare, including health and safety provisions, professional development opportunities, work environment enhancements, and recognition and rewards programs. We acknowledge and appreciate your contributions through various recognition programs, incentives, and opportunities for career progression. Your dedication and hard work are valued and celebrated within our college community.

Let us collectively embrace the principles outlined in our Employee Welfare Policy and support one another in creating a positive and fulfilling work environment. Your feedback and suggestions are invaluable as we continually improve and refine our welfare initiatives.

(Sudhir Kumar Pundir)

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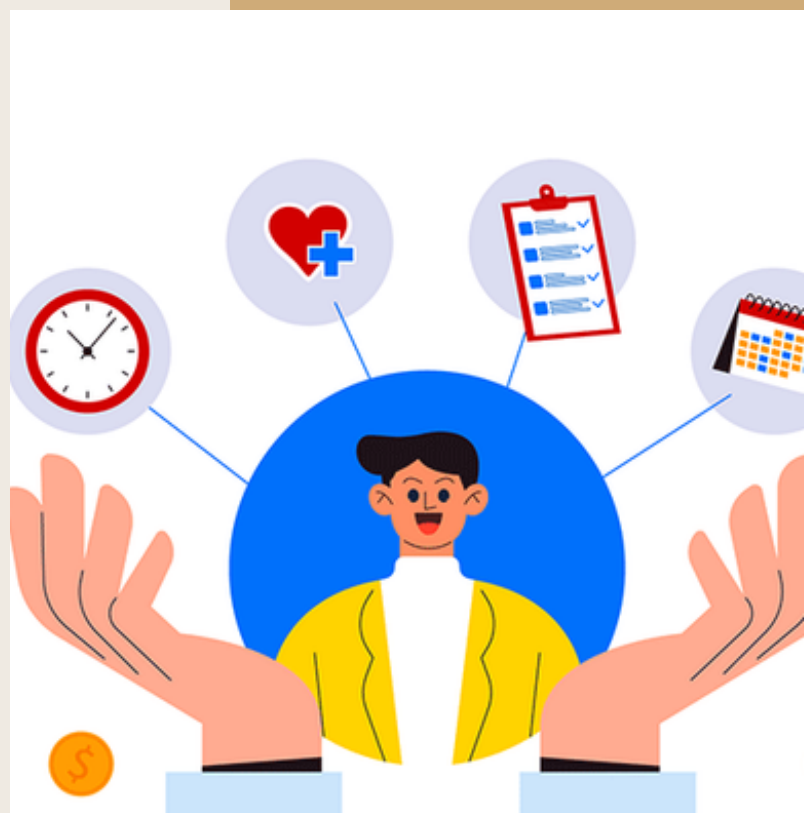
Employee welfare refers to activities undertaken for the comfort and intellectual & social improvement of the employees, over and above the salary paid. Welfare activities include various services, facilities, and amenities provided to employees for their betterment.

Objective

Employees' satisfaction with their workplace helps in increasing the efficiency of its employees. The policy has been envisaged to provide facilities, services, and benefits to the employees of the college. The Welfare activities ensure that employees have a comfortable and ethical working environment. Activities which are undertaken as a welfare measure not only enhance the morale of the employees but create a loyal and satisfied workforce for the College.

Scope

The Welfare Policy applies to all employees (teaching and nonteaching staff) of Sanatan Dharm College, Muzaffarnagar (UP)



STAFF WELFARE COMMITTEE (SWC)



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- The College has a Staff Welfare Committee which is constituted by the principal and includes convenors and members.
- SWC takes care of all the activities related to staff welfare.
- The College has always been keen on the overall development of the teaching and non-teaching staff.
- SWC aims for overall development of staff members by providing welfare entitlements.
- SWC works for the benefit and welfare of the entire staff and provides a platform to voice their concerns.





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ETHICAL MEASURES

- College ensures no discriminatory act be practiced in college campus.
- In case of any complaint, complainant is heard irrespective of his/her caste, gender, religion, ethnicity, race, sexuality.

GRIEVANCE MANAGEMENT

The employees are provided an environment in which they feel free to voice their opinions and thoughts and can report any unjust activity noticed in the College.





STATUTORY EMPLOYEE WELFARE

- College makes sure that all Labour Statutes that apply to college are followed. The college maintains all statutory records and ensures the timely filing of all returns to government offices.
- The Employees Provident Fund and Miscellaneous Provisions Act, 1952 - All the employees are eligible for provident fund contributions from the government. The college ensures the timely submission of all records related to GPF and CPF to the Regional office.
- As per the Gratuity Act 1972, all the teaching and non-teaching staff are paid Gratuity as per the rules.
- The Maternity Benefit Act, 1961 – All women employees are paid maternity leave as per entitlements. Eligible female employees are given maternity benefits and male employees are provided paternity leave as per entitlements.
- As per Honorable Supreme Court Guidelines 2002 college has a Women's Grievance Cell for prohibition of sexual harassment to protect the rights of the women employees.



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NON-STATUTORY EMPLOYEE WELFARE

- Financial assistance is provided to the employees in case of emergency.
- Employees are provided with indoor and outdoor games facilities.
- The college ensures a clean, safe, secure, and healthy working environment for its employees.
- The employees receive their salary on time.
- Financing for travel to and from workshops, conferences, and seminars,
- Leave for a Ph.D. coursework or study leave.
- Exceptional leaves like those for a serious illness,
- Faculty Development Programmes (FDP) for teaching staff.
- Administrative Development Programme (ADP) is organized for nonteaching staff.
- Bank and ATM facility is available within the campus for easy access.
- College campus have yoga centers, outdoor games, athletics, physical exercises, and indoor games for those who prefer something more physically active.



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