

# **HOLY CROSS COLLEGE (Autonomous)**

**Nagercoil - 629 004, Tamil Nadu, India**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

**Accredited with A<sup>+</sup> Grade (CGPA 3.35 - 4<sup>th</sup> Cycle) by NAAC**

**An ISO 9001:2015 Certified Institution**



## **WELFARE MEASURE POLICY FOR STAFF MEMBERS**

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## Policy Statement

The welfare measure policy of the institution aims to provide a supportive and enriching environment for its staff members. The purpose of this policy is to address the diverse needs of the staff members, including financial support, health care, professional development, and work-life balance.

## Objectives

- To create a harmonious and conducive working environment for all the staff members
- To ensure the holistic growth and overall development of all the staff members.
- To adhere the employee welfare guidelines established by government statutory bodies.
- To ensure that all staff members feel valued, respected, and supported in their roles.
- To encourage transparent communication between staff and management.
- To provide opportunities for teaching faculty and administrative staff to acquire and enhance competencies throughout their service period.
- To organize team-building activities and social events to enhance solidarity and teamwork among staff members.

## Welfare Measures for Staff

The following are the various welfare measures provided by the Management for the staff:

- Interest-free salary advances to government employees (both teaching and non-teaching) until they receive their regular salary from the government.
- Provident fund for the employees up to a certain pay scale.
- E.S.I scheme for all self-financing staff.
- Transparent promotion criteria and career advancement pathways based on merit and performance.
- Dresses to all self-financing non-teaching staff members during the Christmas season as a gesture of appreciation and celebration.
- In house health care centre staffed with qualified medical professional.

- Health insurance coverage for all staff members, including their immediate family members.
- Regular wellness workshops and training programs focusing on health and well-being.
- Renewal programmes for spiritual growth
- On-campus fitness facilities along with fitness classes such as Yoga and Zumba.
- Regular medical camps and health check-ups.
- Extensive leave policies including maternity leave, sick leave, and personal leave to support work-life balance.
- Sabbatical leave for faculty to pursue research or further studies.
- In house creche facilities for the children of staff members.
- Well-equipped workspaces with modern amenities and comfortable environments.
- Access to up-to-date technology, including high-speed internet, computers, and specialized software.
- Community services and outreach programs through collaboration and partnerships with local organizations to support community development.
- Regular training sessions, faculty development programmes, professional development programmes, workshops, and seminars to enhance skills and professional growth.
- Recognize and reward staff achievements through annual awards, certificates of appreciation, cash award and public recognition.
- Seed money grants and funding opportunities for staff members involved in innovative research projects and patents.
- Innovation hubs and incubation centres to support staff-led innovative projects and startups.
- Collaborations with industry, academia, and research organizations for staff development.
- Financial aid for attending and presenting papers in National and International conferences and seminars.

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- Incentives for publishing books and research articles in peer reviewed journals.
- Eco-friendly infrastructure and facilities to create a sustainable work environment.
- Regular feedback mechanisms, such as surveys and suggestion boxes, to gather staff input on policies and workplace improvements.
- Involve staff members in decision-making processes and policy formulation.
- Canteen facilities for nutritious and affordable food and refreshment.
- On-campus banking facility for the employees.
- College buses and Government buses for safe and comfortable transportation to and from the college.

This policy aims to cover all essential aspects of staff welfare at Holy Cross College and will be updated regularly to meet the evolving needs of the staff. The welfare measure policy is implemented and reviewed periodically to ensure its effectiveness and relevance. A dedicated Welfare Committee is established to oversee the implementation and address any concerns or suggestions from staff members.

**Welfare Committee Members**

Secretary

Principal

Vice Principal



**PRINCIPAL**  
**Holy Cross College**  
**(Autonomous)**  
**Nagercoil - 629 004.**