



J.J. College of Arts and Science (Autonomous)

Re-Accredited by NAAC with "A" Grade in 3rd Cycle
Affiliated to Bharathidasan University – Tiruchirappalli
J.J. Nagar, Sivapuram Post, Pudukkottai – 622 422

POLICY DOCUMENT FOR WELFARE MEASURES

POLICY DOCUMENT FOR WELFARE MEASURES FOR TEACHING AND NON-TEACHING EMPLOYEES

The employees are the chief asset in any establishment. It is they who full fill its vision and mission. All infrastructures will prove futile if the employees are dissatisfied or non-cooperative. So all institutions should have a sound policy to ensure the wellbeing of the employees. Our College has a highly humane policy of ensuring the welfare of its employee both teaching and non-teaching. There are many welfare schemes assiduously managed by the Trust, so that the employees are able to achieve a work-life balance and tide over the emergencies in day-to-day life.

Objectives

- ♣ To ensure the welfare of all employees so that they achieve job satisfaction and a sense of involvement with the institution
- ♣ To free employees from minor financial and other worries wherever possible
- ♣ To enable employees to achieve a proper work-life balance
- ♣ To earn employee-loyalty and cultivate a culture of efficiency through mutual help

Implementation

1. The Management is regular in paying monthly salaries, granting annual increments, offering incentives for the acquisition of higher qualifications, participation in Seminars, Conferences etc. and making publications.
2. Advances are made to employees during festivals which are recoverable in easy instalments.
3. Special advances are granted to those in need for marriage, childbirth, parental illness are other domestic contingencies.
4. Lady-staff are granted maternity leave with or without pay depending on length of service in the institution. They are also permitted to extend the leave without pay for even one or two years.
5. Medical leave is granted to the staff. All of them are under group insurance and are issued a card that enables them to get specialised medical care at Karpaga Vinayaga Medical College, Chennai, (a sister institution of the Trust).

6. The leave rules are liberal and due consideration is given to family exigencies.
7. Those who get selected for refresher/orientation/in-service courses and those desirous of attending Seminars/Conferences etc in peer institutions are granted leave on duty.
8. The non-teaching staff are also encouraged to take up Skill Development Courses in and outside the Campus.
9. The wards of employees are granted fee concessions in the College as well as the other institutions run by the Trust.
10. Staff were given elastic working schedules, when needed.

Outcome

1. This policy has helped staff-retention.
2. It has helped the staff to perform at their peak efficiency.
3. It contributed to work-life balance
