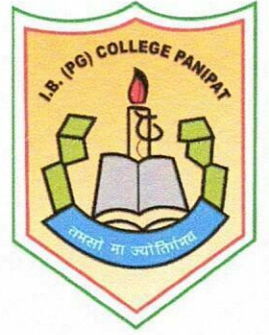


# I.B.(PG) COLLEGE, PANIPAT



## Staff Welfare Policy of I.B. (PG) College, Panipat

**Address: -**

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

**E-Mail:** [principalibcollege@gmail.com](mailto:principalibcollege@gmail.com)

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## Staff Welfare Policy

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## 1 Introduction:

For an employee to fulfil all requirements, and support themselves and their family, they require additional motivation and assistance. Welfare measures and financial security benefits aim to supplement employees' wages by offering them additional facilities and advantages. These measures encompass various forms of social security, such as insurance, provident funds, gratuity, maternity benefits, and retirement benefits etc. Employee welfare is beneficial to the employee, employer, and society at large, as it creates a conducive and favorable environment for them to carry out their work in a healthy manner.

This policy is applicable to all faculty and non-teaching staff of I.B.(PG) College, Panipat. It became effective after getting approved by the Governing Body of I.B.(PG) College. The Chief Officer of this policy is the Principal.

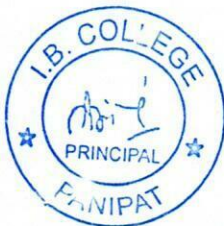
## 2 Objectives:

Once the policy is formulated and made visible, it ensures that employees are well-informed about the welfare measures, leading to the following benefits:

- Enhancing the quality of life for the working class.
- Facilitating the comprehensive development of workers' personalities.
- Recognizing the objectives and advantages of employee welfare measures and social security benefits.
- Identifying the laws and regulations that mandate welfare measures and security benefits.
- Providing welfare facilities within the organization's premises (intramural).
- Offering welfare facilities outside the organization's premises (extramural).
- Promoting voluntary welfare amenities.

## 3 Policy statements

The following welfare measures and benefits are available for all teaching and non-teaching staff working in I.B.(P.G.) College, Panipat.



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## 3.1 Retirement benefits:

- 3.1.1 Provident Fund: Under the regulations outlined in the "Employees Provident Funds and Miscellaneous Provisions Act, 1952," employees are entitled to Provident Fund benefits. The government of India periodically establishes schemes in accordance with this act.
- 3.1.2 Gratuity: In accordance with the "Payment of Gratuity Act, 1972," employees are eligible for gratuity benefits. The rules established under this act determine the criteria for gratuity entitlement.

## 3.2 Health care benefits:

- 3.2.1 E.S.I: Employees are entitled to medical benefits in accordance with the regulations outlined in the "Employees State Insurance Act, 1948" and the corresponding rules.
- 3.2.2 Comprehensive health check-ups are provided free of charge to all employees.

## 3.3 Maternity leave benefit:

As per the Maternity Benefit (Amendment) Act, 2017, women employees are granted 182 days of full-term maternity leave, which includes both pre-natal and post-natal leave. This entitlement can be availed twice during the entire service period. In case of a miscarriage, maternity leave can be taken for up to 42 days.

## 3.4 Earned Leave encashment:

Teaching and non-teaching employees in aided positions are eligible for earned leaves. Teaching employees receive 10 earned leave (EL) days per year, while non-teaching employees receive 30 EL days per year. These earned leaves can be accumulated up to a maximum of 240 days.

- 3.5 **Qualification Allowance:** Employees who enhance their educational or professional qualifications while in service are eligible for additional increments as a result.

## 3.6 Interest free loan facility for employees for the following reasons:

- 3.6.1 Marriage of self
- 3.6.2 Marriage of children
- 3.6.3 House construction
- 3.6.4 Wheat Loan
- 3.6.5 Purchase of Vehicle etc.





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## 3.7 Academic support measures for teaching staff:

- 3.7.1 Deputation to conferences/ seminars/ workshops: Financial assistance is provided to employees who attend seminars, conferences, workshops, academic meets, etc., both nationally and internationally. This support includes covering registration fees, accommodation expenses, and travel costs. The period of absence for attending such events is treated as Special Casual Leave or Academic Leave.
- 3.7.2 Study leave: Employees are granted study leave to participate in short-term training programs that are relevant to their respective departments and beneficial to the institution. During this period, the employee is granted Duty Leave.


## 3.8 Reimbursement of membership fees of professional bodies:

Faculty members are provided with the facility of reimbursement for membership fees of recognized academic or professional bodies and associations. This support enables faculty members to actively engage in and contribute to their respective academic or professional communities.

## 4 Summary

The college provides various employee welfare measures and benefits, including:

- ✓ An interest-free loan scheme for employees.
- ✓ Financial assistance to teachers which includes duty leave, registration fees, travel allowance, daily allowance, and membership fees.
- ✓ Free Wi-Fi access on the campus.
- ✓ ESI (Employee State Insurance) and PF (Provident Fund) facilities.
- ✓ Maternity leave benefits for eligible employees.
- ✓ Medical facilities and aid, including partnerships (MoUs) with corporate hospitals that offer concessions on OPD services and tests.
- ✓ Provision of uniforms for Group IV employees.
- ✓ Support for the family of deceased employees.
- ✓ On-campus ATM and banking facilities.
- ✓ Interest-free wheat loan for employees.
- ✓ Advance salary disbursement to staff in case of delays in receipt of funds from the government.

  
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I.B. (PG) College, Panipat  
Welfare Policy