



K. M. E. Society's

G. M. Momin Women's College

Affiliated to University of Mumbai,
Re-accredited by NAAC with 'B++' Grade (3rd Cycle), ISO 21001:2018 Certified

Staff Welfare Measures Policy for Teaching and Non-Teaching Staff

Introduction:

G. M. Momin Women's College is proud of its teaching and non-teaching staff and values their dedication and contribution towards fulfilling its educational mission.

To promote the well-being and job satisfaction of staff, the institution has initiated, formulated and established the Staff Welfare Measures Policy aimed at outlining the benefits and initiatives available to our staff, including maternity leave, healthcare, Participation, presentations and publication in conferences, loans, recognition, and staff picnic.

1. Maternity Leave:

Female employees are entitled to paid maternity leave according to government regulations. Job security and the option to return to the same or an equivalent position after maternity leave are ensured.

2. Healthcare:

The Health Care Center provides medical consultation services to all teaching and non-teaching staff. The college-employed doctor is available to diagnose and treat common medical conditions during specific hours.

3. Paid Leave for Participation, Presentation and Publication in Conference:

Faculty members are eligible for paid leave to attend conferences, workshops, and seminars, subject to specific guidelines. We cover conference registration fees and travel expenses as per college policies.

4. Loan Facility:

We offer a loan facility to assist staff members with personal or professional financial needs, including housing, education, or emergencies.

Loan terms, interest rates, and repayment options are defined.

5. Appreciation Certificates:

Outstanding staff members are recognised based on student performance, institution contributions, or exceptional service.

6. Registration Fees for Non-Teaching Staff:

Registration fees for workshops, training programs, and professional development courses relevant to non-teaching staff roles and career growth are covered.

Guidelines and approval procedures for fee reimbursement are specified.

7. Staff Picnic:

To foster a sense of community and relaxation, the institution organises an annual staff picnic.

8. Superannuation and Farewell Party:

Staff members reaching the superannuation age are felicitated with a farewell party to celebrate their dedicated service to the college.

The college arranges and sponsors the farewell party, allowing colleagues and management to express their appreciation towards the retiring staff, member or faculty.

The college covers the cost of the picnic, including transportation and refreshments.

9. Uniform Provision for Non-Teaching Staff:

Non-teaching staff members have a standardised uniform for a professional and cohesive appearance.

The college handles the procurement of uniforms, ensuring quality and comfort.

General Principles:

Equal Opportunity: All staff members, regardless of their role, are eligible for and have equal access to welfare measures.

Confidentiality and Privacy: Employee requests related to maternity, health issues, and financial assistance are handled with strict confidentiality.

Periodic Review: The policy is subject to regular review and updates to adapt to changing needs, legal requirements, and budget constraints.

Communication: The policy details and the process for availing benefits are clearly communicated to all employees.

Non-Discrimination: Welfare measures are provided without discrimination based on gender, race, religion, or other protected characteristics.

Budget Allocation: An appropriate budget is allocated to sustain welfare measures and benefits.

This policy promotes a supportive and inclusive environment for our teaching and non-teaching staff. We are committed to their well-being and job satisfaction and encourage staff members to provide feedback to help us continually improve our welfare measures.



PRINCIPAL

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