

EMPLOYEE WELFARE POLICY



JORHAT KENDRIYA MAHAVIDYALAYA

KENDUGURI, JORHAT-785 010, ASSAM

Re-accredited by NAAC with Grade B**

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Ref : JKM

Date: _____

EMPLOYEE WELFARE POLICY

The College provides Welfare Schemes to create efficient, healthy, loyal and satisfied work for the Institution. The policy is applicable to all employees of various cadres including permanent staff, temporary staff, on contractual basis and on daily wages.

The Objectives of Welfare Policy:

1. To increase the standard of living of the working class.
2. To make the management feel the employees are satisfied about the work and working conditions.
3. Better physical and mental health to staff to promote a healthy work environment.
4. To recognize human values every person has his own personality and needs to be recognized and development.

Welfare Measures for Teaching and Non-teaching staff:

1. Increments:

Increment is given as per Government rules to all the staff appointed by the Government and University.

2. Pension and Gratuity benefits:

Pension and Gratuity benefits are provided to all the grant-in-aid staff as per government regulations as below:

1. The state government contributes its share towards General Provident Fund.
2. On attaining Superannuation the Government pays gratuity to the employee.

3. Other welfare schemes include the following provision:

1. Drinking water : At all the working places safe hygienic drinking water should be provided.
2. Facilities for sitting : In our institute, suitable seating arrangement are provided.

3. Latrines and Urinals; A sufficient number of latrines and urinals are provided in the office premises and staffroom premises and are also to be maintained in a neat and clean condition.
4. Canteen facilities: Canteen are to be provided by the administration so as to provide hygienic and nutrition food to the employees.
5. Lighting; Proper and sufficient lights are to be provided by the employees so that they can work safely during the night shifts.
6. Restroom : Restroom are provided to the employees with provisions of water supply, wash basin , toilets , bathrooms, etc
7. Personal healthcare : Regular health check-up (blood Pressure)
8. Maternity leave : Employees can avail maternity , paternity leave.
9. Child care leave; Employees can avail Child care leave.
10. Awareness programme : Awareness programmes for both teaching and non-teaching staff.
11. Free Wi- Fi : Free Wi-Fi and email addresses using the institutional domain name.
12. Gymnasium.
13. Celebration of festivals and national days.
14. Promotion from one level to another based on API Based PBAS System
15. Leave to engage in extension and community work.
16. Preference to children of teaching and non teaching staff for admission.
17. Leave to attend / Organized national/international seminar, workshops, conferences.
18. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. Program.
- 19 . Library with computer and internet facility.
20. Special programs on health and fitness, yoga and meditation.
21. Faculty members also play games like shuttle badminton , Table tennis and volley ball during free time.



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