6.3.1 – Welfare Measures for Teaching and Non-Teaching Staff

The institution has established a comprehensive and effective Employee Welfare Policy for both teaching and non-teaching staff, aligned with statutory norms and guided by principles that emphasize **financial security, employee well-being, professional growth, and holistic care**.

1. Financial Security

The institution ensures financial protection and long-term stability for its employees through structured statutory and institutional provisions:

- Provident Fund, Gratuity, and Pension benefits are provided as per applicable statutory regulations and denominational wage policies.
- The Working Policy explicitly incorporates provisions for Provident Fund, Gratuity, and Retirement Plans, ensuring sustained financial security.
- Employees are eligible for various allowances such as Leave Travel Allowance, Petrol Allowance, and Laundry Allowance.
- Denominational provisions further support Travel Allowance, Motor Vehicle Reimbursement, and Laundry Allowance.
- The institution facilitates financial assistance through education loans and marriage loans, strengthening employee financial resilience.

2. Employee Well-being

The institution prioritises the physical, mental, and social well-being of employees through comprehensive support systems:

- Mediclaim/health insurance coverage is provided for employees and their families.
- The Working Policy includes Medical Expense Support and Hospital Employee Medical Assistance, ensuring access to quality healthcare.
- Fully paid maternity leave and additional leave benefits are extended to employees.
- Employees are entitled to leave provisions as per the Employees' Leave Policy, promoting work-life balance.

3. Professional Growth

The institution actively promotes academic excellence, skill enhancement, and career progression among its staff:

- Financial support is provided to faculty pursuing higher education.
- The policy includes provisions such as Professional Growth Allowance and support for independent study leave.

- Incentives are offered for research publications in reputed journals.

- Financial assistance is extended for participation and paper presentations in national and international conferences.

4. Holistic Care

The institution adopts a holistic approach to employee welfare by addressing broader life needs and creating a supportive work environment:

- Tuition fee concessions are provided for employees' children in institutional schools and colleges, reflecting a commitment to educational support.
- Staff quarters are made available at concessional rent under structured house occupancy policies.
- The institution provides well-equipped workplace infrastructure, including dedicated cabins, Wi-Fi-enabled workspaces, and 24-hour power backup, ensuring a conducive and efficient working environment.

The institution demonstrates a structured, policy-driven, and value-oriented approach to employee welfare by integrating statutory compliance with denominational guidelines. These measures collectively ensure **financial stability, employee well-being, professional advancement, and holistic support**, thereby fostering a motivated, secure, and productive workforce aligned with institutional goals.

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