

MAHER – STAFF WELFARE POLICY

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Preamble

Meenakshi Academy of Higher Education and Research (MAHER) recognises its employees as its most valuable assets and acknowledges the fact that the welfare of the staff is pivotal in achieving the vision and mission of the university. MAHER is committed towards providing a harmonious and caring environment to all of its staff members which will in turn drive them to develop and deliver their best potential at work.

The stewardship of MAHER is based on the principles of good administration, empathy, integrity and dedication, all directed towards a single unfaltering goal of delivering an effective service towards the community, thereby maintaining public confidence on the proficiency of this institution. Success of an institution and a happy staff fraternity undeniably go hand in glove. A supportive and caring work environment for the staff members reflects in the productivity of their duties which in turn leads to substantial professional development of the institution. A teaching or a non-teaching staff who feel their personal needs being valued will surely do their best in the execution of their duties.

MAHER continuously strives to provide the necessary amenities to all its employees and in turn looks forward to an energized and fruitful work force which will ensure attraction and retention of competent staff, students and other titles to the portfolio of MAHER.

The Staff welfare policy of MAHER and the purpose, scope, objectives, and guidelines are detailed in this Standard Operating Procedure to provide assistance and operational guidelines to follow and enable well-being of its employees during their tenure of service and even after it.

Staff Welfare Policy

MAHER constantly supports benefit and well-being of the staff members by providing them with financial assistance and other resources during their service in the university.

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MAHER continually strives to empower its faculty member by bestowing upon them the necessary support for them to live a fair and healthy social life.

MAHER ensures that the staff welfare policy conforms to all the guidelines laid down by the government statutory bodies in regards to protecting and preserving the rights of its employees and their welfare.

1. Purpose

The purpose of this Staff Welfare Policy and Guidelines documented in this Standard Operating Procedure is to provide guidance for designing and developing of welfare policy for all teaching and non- teaching staff members of MAHER and its constituent colleges.

This procedure shall provide the scope, overall framework, rules and regulations within which the staff welfare activities shall have to be performed by the management of this institution.

2. Scope

This is a MAHER wide Staff Welfare Policy and implementable across all disciplines of MAHER and its constituent colleges.

3. Objectives

- Creating a harmonious and conducive work environment for effective functioning of all the staff members across all campuses of MAHER.
- Providing required support through policy framework and guidelines.
- Ensuring high level of efficient and effective support system to meet the requirements of the staff.
- Ensuring compliance of the guidelines by the government statutory bodies.

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- Making MAHER a competitive and lucrative place for work capable of attracting and retaining competent staff.
- Streamlining the administrative functioning of staff welfare issues.
- Conducting development training and refresher program for teaching and non-teaching staff.
- Providing insurance and subsidised medical care to all the staff members of the institution and their family.
- Forming staff welfare committees in various disciplines of MAHER.
- Forming grievance cell for addressing grievances/difficulties of the staff members.
- Providing the necessary tools and infrastructure required for execution of duties by the employees.

4. Custodian of Policy

This Staff Welfare Policy shall be implemented by the Staff welfare committee (SAW) headed by the Vice Chancellor, MAHER to assist, advise and supervise matters related to staff welfare within MAHER and its constituent colleges. SAW comprises of Pro Vice Chancellor, Registrar as member secretary and Heads of each constituent colleges.

The responsibility for effective implementation and updating of the Policy shall be carried out by the Staff Welfare Committee (SAW), MAHER.

5. Staff Welfare Policy and Procedure/Guidelines

1. The teaching and non-teaching staff members of all the constituent colleges of MAHER is covered under the E.S.I scheme.
2. Provident Fund is provided to all the employees up to a certain pay scale.

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3. The staff members are covered by a life insurance policy. In case of an unfortunate event of passing away of an employee due to unforeseen circumstances during the tenure of his/her service, a sum of Rs. 1,00,000 (Rupees One Lakh only) will be given to the legal heir of the deceased.
4. A paid maternity leave of 3 months period is granted by the university.
5. On duty leave is granted to the employees in case of scientific presentation in National or International conferences, other university examination, paper evaluation in the university.
6. Seed money is provided for research projects to the eligible faculty members of MAHER to encourage and promote research activities.
7. Partial or complete reimbursement of publication money is given to the staff members to encourage increased quality research and article publication in reputed journals.
8. Staff members are commemorated with incentives and awards for dedicated years of service, exemplary publication records, teaching activities etc.
9. If a faculty member receives notable awards or state/national honours, they will be given a token amount of money as appreciation from MAHER or may even be awarded a promotion based on the importance of the accolade received by them.
10. Bank, ATM and Extension services are made available inside the institution campus.
11. Interest free loans are granted to the employees in need.
12. Medical insurance is provided to all staff members of MAHER. Superior quality of treatment is provided at a subsidised rate to the employees in the hospitals/clinics of the constituent colleges of MAHER.
13. First relatives of the employees are provided with quality treatment at a lower cost.
14. Festival advances and bonuses are given to the staff members.
15. All the campuses of MAHER are equipped with staff quarters at an affordable/concessional cost. The professors are provided with three-bedroom apartments, Associate and Assistant Professors are provided with a two-bedroom apartment while the non-teaching staff are provided with a one-bedroom apartment.

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16. Three sets of uniform is provided to the non-teaching staff according to their designations at free of cost.
17. Transport facility is made available to the staff members, especially to the ones coming from a long distance.
18. Regular and periodic increment and promotion is given to the staff members.
19. Admission of children of employees is given in the constituent institutions of MAHER group on a priority basis. A concession of fees is given to those wards.
20. Free access to internet and Wi-fi is provided in the department and in the library in every campus.
21. Individual air conditioned cabins for the HODs and a spacious staff room with a chair and table with locker is provided to each faculty members.
22. Gym facilities are made available for staff in all campuses of MAHER.
23. Yoga sessions with trained experts are available for all staff membersto uplift their spiritual and mental well-being.
24. Staff members are encouraged to maintain a good health by participating in indoor and outdoor sport activities.
25. An on-campus Psychologist/ councillor is available at all times for all the staff members to attend to their mental health and professional stress.
26. Skill development courses are organised for non-teaching staff members to continuously upgrade their skills.

6. Staff welfare Governance

The overall management of staff welfareis coordinated by the Staff welfare committee (SAW). The committee contains members of teaching faculty members from all constituent colleges of MAHER as well as representatives from the non-teaching staff members, and a lay person to present his/her perspective. The policy is updated and revised from time to time by the committee in discussion with the management of MAHER. Each Institution Staff Welfare Committee is coordinated by HOI or the nominations from each institute.

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In a nutshell, MAHER is continuously striving its best to ensure the well-being of its staff members and their families in every possible way.

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