



MALWANCHAL UNIVERSITY, INDORE



STAFF WELFARE POLICY

Amendment: 2023

Created by: HR Department

Approved by: Registrar



STAFF WELFARE POLICY

1-INTRODUCTION: -

Realizing that the staff welfare measures are the key points to staff satisfaction and realization of mission and vision the staff welfare policy of Malwanchal University have been documented and implemented. The policy deals with all aspects of welfare. The employee represents the human resource factor in all constituent units. The university is committed to enhance motivation of employees through incorporation of staff welfare practices.

2- MISSION, VISION: -

The mission of the Staff Welfare policy is to actively listen, communicate and recognize staff needs the policy ensures staff is deeply connected to the vision and mission of University. The policy does so by promoting active participation, open dialogue, and collaboration between staff, faculty and University leadership.

3-PURPOSE: -

The purpose of the staff welfare policy of Malwanchal University is to ensure a healthy comfortable safe, secure and ethical working environment.

4-SCOPE: -

The Policy is applicable to all staff members of the University and Staff working in all the constituent units of the Malwanchal University.

5- OBJECTIVES: -

- To create a sense of recognition and satisfaction among the employees.
- To improve their productivity
- To improve the life of the working class.
- To bring about holistic development of worker.
- To provide healthy and favorable work environment
- To improve efficiency of workers and keep them content
- To develop a sense of responsibility and dignity amongst the workers.

6-POLICY STATEMENT: -

6.1- ORGANIZATION BELIEF: -

The Welfare schemes and activities develop satisfied and Loyal workforce there by leading to an excellent overall performance.

The efficiency of the employees is directly proportional to their physical, emotional and financial well-being.

The Image of organization depends on satisfied workforce. It enhances quality of various services offered.

The Organization believes in healthy relationship and is always open for communication with employees of all grades and respects their views.

6.1.1-FUNDAMENTAL OF THE POLICY: -

- No discrimination based on caste, religion and disabilities
- Gender Equity
- Total Transparency
- Confidentiality on private affairs of employees
- To Create staff awareness about their Welfare Measures
- Effective and timely Grievance Redressal

6.1.2- STAFF WELFARE COMMITTEE: -

Composition of committee

S.No.	Name of the Member	Designation
1	Mr. Roopesh Verma	Chairperson
2	Dr. Rajendra Singh	Member Secretary
3	Dr. Vijendra Singh	Member
4	Mr. Imran Mansorie	Member
5	Mrs. Deepshika Vinayak	Member

6.1.3-ROLES AND RESPONSIBILITIES:

- To ensure favorable working environment for all staff members
- Coordinating for caring facilities for staff.
- Plan for general welfare activities for Teaching, Non-Teaching and Administrative Staff.
- To build a healthy working environment and foster good relationship among the staff.
- Providing opportunities for attending various workshops, seminars symposiums and conferences.
- Plans and organize regular programs and activities for Faculty Development.
- Organize staff motivation and recreational activities
- Maintain the records of activities conducted and submit it to IQAC.

7- WELFARE MEASURES: -

The Institution has effective welfare measures for teaching and non-teaching staff and other beneficiaries.

The constituent units of Malwanchal University are committed for welfare measures of teaching and non-teaching staff and support staff. The welfare measures are extended to all without any discrimination on any ground. The welfare measures include –

1- CAMPUS ACCOMMODATION: -

There is provision of campus accommodation for Medical, Dental, Nursing, Paramedical and Pharmacy, Faculty and Non-Teaching Staff and Staff working in Malwanchal University. Separate Dean Bungalow are available. Each quarter is well furnished and well maintained. Facility Manager is appointed to monitor the management. The organization has extended free accommodation facility for all employees. The light and drinking water facilities are available in each block. The provision of housekeeping staff and security guard is provided.

2- TRANSPORT FACILITY: -

Transport facility is made available to teaching and non-teaching staff coming from Indore and nearby villages free of charge. The senior faculty is provided cars and for other staff buses are made available. Trained drivers maintain the time schedule every vehicle is checked by transport In-charge daily. The pollution control certificates have been obtained for each vehicle. Both A.C. and Non A.C. are available.

3- HEALTH CARE FACILITIES: -

Health care facilities are extended to each staff free of cost. Investigation and treatment facilities are provided in Index Group of Hospitals. In case of special investigation or surgery discount are provided to Employee. Such discounts are offered also to the family members of staff. Medicine and 3rd party charges will be borne by the staff as applicable.

4- COMMUNICATION FACILITY: -

Communication facility is provided to enhance better and timely communication to maintain the quality of services and to address emergency situations, free CUG sim card facility is available for all the staff member. Landline telephone facility is available in each institution and hospital.

Internet facility, Email facility, Mobile application.

5- FOOD FACILITY: -

The food facility is provided to Teaching and Non-Teaching Staff by canteens are running in institutes. It includes Breakfast, Lunch, Evening snacks and Dinner. Canteen In-charge, supervisors and dietitian monitors the quality of raw food material and cooked food as per NABH guidelines. The leftover food is utilized to feed the domestic animals of nearby village through a person authorized by panchayat. On Sundays and festivals days feast is arranged in all canteens. Periodic health check-ups of all food handlers are done periodically. It includes x-ray chest, skin examination, stool examination, vaccination status by CMO. Food license by the competent authority.

6- UNIFORM: -

Staff is provided two uniforms per year as applicable

7- LAUNDRY FACILITY: -

Laundry facility made available in campus.

8- SPORTS FACILITIES: -

Well-equipped GYM is available for faculty, staff and students. Physical fitness is necessary for overall well-being. Televisions are provided in each block. Well maintained gardens are utilized for morning walk. Various programs are organized on festival days such as Durga Puja, Ganesh Chaturthi. Faculty and staff participate in such program and get together.

9- FINANCIAL SUPPORT: -

Financial support is offered in form of advances. Interest free loan is provided if needed by the employee.

10- EDUCATION FACILITY: -

Upto 50% discount in fees of the group Institutions is offered to the Staff & Children of Staff. Also 50% discount is offered to the Children of the Staff in Mount Index International School run by Mayank Welfare Society.

