



LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : director@hiray.org.in

LBH/ICA/809/2022

7/6/2022

Policy document

Policy Title: Welfare measures Policy		
1.	Administrative Policy Number (APN): MCA/APN/03	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2020
5.	Approved by:	Core Committee and Management
6.	Responsible Authority	IQAC Coordinator and HR
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Welfare measures for teaching and non-teaching staff Institution has the following welfare measures:

i) Provident Fund:

All regular employees of the Institute are entitled to the Employees' Provident Fund Scheme under the provisions of the Employees' Provident Fund and Misc. Provisions Act, 1952, and the related pension scheme of 1995, provided they have completed their probationary period successfully.





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All the faculties and the staff members after completion of their probation are eligible for EPF scheme. The management contributes 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employer's contribution to the EPF Scheme.

ii) Gratuity:

After the completion of five years' service in the College staff members are eligible for Gratuity payment at the time of separation.

iii) Maternity benefits:

Maternity leave may be granted to married female permanent employees who have completed probation for a period of not exceeding 3 months at a time during her confinement (both pre-natal and post-natal periods put together). The full salary will be paid for the said maternity leave period. However, the maternity leave can be clubbed with earned leave or vacation leave or sick leave. The competent authority reserves the right for granting extension for such leave.

iv) Sick Leave (on medical grounds):

All employees who have completed probation period are eligible for 10 days (in case of teaching staff) and 8 days (in case of non-teaching staff) in a calendar year on medical ground. Unavailed sick leaves shall be accumulated to the next calendar year. Employee must submit Medical Certificate if he / she avails more than 3 days sick leave at a time.

v) Compensatory leave:





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At the discretion of the Head of the Institution, an employee may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty. The unveiled compensatory leaves during the year lapse at the end of year.

vi) **Accessible Psychological Counselling Services:**

Psychological counselling and workshop sessions are provided for all staff members which is beneficial for their well-being and overall job satisfaction. It shows that your organization values the mental health and personal development of its employees. Counselling services are easily accessible to all staff members with an in-house counsellor. Multiple options for employees to seek counselling, such as in-person sessions, teletherapy, or online resources. The importance of confidentiality and privacy when it comes to counselling sessions. Assure employees that their personal information and discussions will remain confidential, which will encourage them to seek help without fear of judgment or repercussions.

vii) **24-hour power back-up:**

24-hour power back-up system in place is an asset for any organization. It helps ensure uninterrupted operations, mitigates the impact of power outages, and enhances overall productivity. Regular maintenance and testing of the power back-up system ensure its reliability.

By implementing a robust 24-hour power back-up system and ensuring proper maintenance and planning, the institute minimizes the impact of power outages and maintains smooth operations even during unexpected disruptions.

viii) **Wi-Fi facility:**





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S24-hour Wi-Fi facility on campus provides valuable resource that enhances productivity, communication, and convenience for students, faculty, and staff. Our campus has a robust and reliable network infrastructure capable of handling the expected traffic and user demand. This includes the necessary routers, access points, switches, and back-end systems to provide a seamless and high-quality Wi-Fi experience.

ix) Workspace:

A well-equipped workspace is provided for all staff members.

x) Computing facility:

All sets of advanced computers with up-to-date technology are provided on campus.

xi) Cafeteria

A cafe is provided on campus with complimentary morning tea for teaching and non-teaching staff.

xii) Identity cards: for all staff members

Providing identity cards for all staff members to help identify staff members and distinguish them from visitors or unauthorized individuals. To provide a visual means of verifying an employee's affiliation with the organization. This contributes to overall security by allowing easy recognition of authorized personnel within the workplace.

xiii) Uniform for supporting staff.

Providing uniforms for supporting staff to create a consistent and professional image for supporting staff members, reinforcing the





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organization's brand identity. A uniform can help distinguish staff members
from other individuals and project a cohesive and unified appearance.

- xiv) Welfare would keep on updating as per the need of the
time.

Prof. Vikram Patalbansi
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