

Welfare Measures for Employees

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1. PREAMBLE

The LEAD College of Management, has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staff reflects on the output and selfless contribution towards tremendous growth of any Institution. LEAD is a clean and friendly, environment-friendly institution that enable its staff to perform their work in healthy and favourable environment.

2. APPLICABILITY

This policy is applicable to all teaching and non-teaching staff members of the institution

3. OBJECTIVES

- To enhance the level of morale of employees and thus increase the rate of turnover in the workforce.
- To achieve the institution progress through human capital in healthy, motivated and committed way

4. INSTITUTIONAL WELFARE MEASURES POLICY FOR EMPLOYEES

Welfare Measures provided to **Employees (Teaching & Non-Teaching)** by LEAD College of Management

1. LEAD College of Management ensures salary for every staff on regular basis.
2. **Salary Advance Scheme:** If an employee needs money in an emergency period, the institution provides financial support as salary advance.
3. **Salary Increment:** Salary of every employees are increased on regular basis after analysing their performance appraisal.
4. When the institution recognized that a particular employee is efficient or capable of doing assigned duty, the institution provides increment.
5. In every year, a specific amount of bonus is given to Non – Teaching staff during the period of festival seasons like Onam, Vishu, etc.
6. If a staff is facing any kind of problems, the college will provide aids to employees without considering of financial loss of the Institution.
7. College provides ESI treatment facility to Non- Teaching staff, who have low monthly salary.

8. Employees Provident Fund scheme is applicable to all staff. Faculty will be entitled to Employees Provident Fund 1800/-(12%% of 1500/-) will be deducted from the salary and similar amount is deposited by the college too. For non teaching staff (CPF) - 12% of 6500/- of the salary - employees share - 780/- is contributed to PF account.
9. Medical insurance is provided to Teaching staff. Medical Insurance up to 1 lakh rupees shall be provided for the employees and their families. Medical assistance for hospitalization
10. College provides Food (6 days Non-Veg) and Accommodation to staff at free of cost.
11. College provides Tea and Snacks to staff during working hours.
12. Drinking water facility is available.
13. The distribution of work among employees is decided according to employee's mental and physical capabilities.
14. Regular increment and Promotion is given to employees.
15. Provides enough workspace to all staff for executing their duty.
16. A separate air-conditioned cabin / space/ room is allocated to all staff for keeping their files, books, etc.
17. Enough reprographic support is provided to staff for executing their assigned duty.
18. Institution conducts several training problems and FDP's to teaching staff for acquiring knowledge in the fields like academics and skill development.
19. Institution also provides training programmes to Non- Teaching staff on various day to day performance enhancement topics.
20. Appreciation from the part of Institution helps staff to execute duty in a positive way.
21. College provides transportation facility to staff.
22. Institution provides marriage gift for employees.
23. Institution critically evaluates the progress of work done by the employees for the smooth functioning of the Institution.
24. The Budget of Utilized against salary of Faculty (115.17L), Staff (54.51L), Staff welfare expenses 3.24L, Staff medical insurance 1.16 L , EPF & ESI 24.50L and 40K for Staff Tour.
25. Module breaks of students are holidays for faculty members too
26. Annual & occasional tours for employees and common celebration of festivals.
27. Free **Wi-Fi** and email addresses using the institutional domain name
28. Gymnasium
29. Washing and Ironing clothes at **free of cost**
30. **Performance appraisal** for career progression of the faculty

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