

DINSHA PATEL COLLEGE OF NURSING, **NADIAD**

ACADEMIC YEAR: - 2023-2024

NATIONAL ASSESSMENT AND ACCREDITATION PROJECT **(NAAC)**

1. **Title of the committee:** Staff Welfare Committee

2. **Details of committee members:**

SR. No	Name of Member	Designation in committee
1.	Mrs. ArpitaVaidya	Chairman
2.	Ms. Mohini Bariya	Secretary
3.	Mr.Kailash Nagar	Member
4.	Ms.Mansi Patel	Member
5.	Ms.Rimpal Vaghela	Member
6.	Mr.Niral Patel	Member
7.	Mr. Swapnil Makwan	Member
8.	Ms. Divya Goswami	Member

3. **Objective of Committee:**

- 1) To Providing a bridge of understanding, support and guidance between the staff and management
- 2) To Honoring staff member efforts and achievements.
- 3) To plan for general welfare activities for, teaching and administrative staff
- 4) To make positive differences in staff member lives by focusing on working conditions, pay, benefits and equity.
- 5) To solve issues/problems of staff.
- 6) To Explore and propose opportunities for staff personal and professional development.

4. Strategies/Policies for attainment of objectives

Definition

- “Campus” means campus of Dinsha Patel College of nursing, Nadiad, “Employee “means every person in the employment of the DPCN to which these guidelines are applicable, including any teaching/non-teaching staff or officers, temporary, part time, honorary and visiting persons, visiting faculty members engaged in any duties by whatever designation called and also employees employed on a short vacancy, casual or project basis.
- “Staff welfare measures” refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages

5). Policy content and guidelines:

- The Institution has always been keen on the overall development of the teaching and non-teaching staff and abides by their welfare. Staff Welfare Committee aims for overall development of staff members by applying different welfare schemes.
- This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other.

Policy statements

The following welfare measures are available for all teaching and non-teaching staff working in the constituent institutions

1. Self development programs and higher education

The institution facilitates faculty participation in programs for professional development, organized by the Institute and also provides encouragement and motivation for higher education.

2. Leaves

- **Casual Leave (CL)**

Teaching staff are eligible for 12 days of casual leave as per academic year.

- **Medical Leave**

The sanction of medical leave will be considered by the management in view of individual case.

- **Maternity Leave**

Maternity leave eligible to the female employee working more than 1 year with the institute. It shall be granted for a maximum period of 90 days/ 3 months with half payment. Payment will be released after joining respective duty timely as per rules and regulation. Such sanction is restricted to two confinements only.

- **Study Leave**

A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the institute on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond. Faculty member can utilize or can convert their vacation leave into study leave.

- **Vacation leave**

The vacation staff members are permitted to avail a total of 25 days of vacation by rotation in a year. During summer vacation, a staff member can avail 15 days with prior permission. During Diwali vacation, a staff member can avail 10 days with prior permission. This is further subject to the condition prescribed at the time of declaration of vacation (summer and Diwali).

- **Non Vacation Staff**

The following members of staff are not eligible for vacation. They are declared as non vacation staff:

- a. Principal and Vice Principal (Principal and vice principal will get 25 days of compensatory Leave as per academic year.)
- b. The administrative staff and other non teaching staff

- **On Duty leave**

For encouraging the faculty towards research and development, the management permits the employees to attend national and international conferences, seminar and workshops by sanctioning them duty leave.

Further it also reimburses the registration fee and required transport allowances for attending two seminars per faculty in a year.

On duty leave will be given as following:

- Conference/seminar/ workshop : 07 days
- As an Examiner(Internal & External) : 10 days

3. Subsidized health care

The institution facilitates 50% of discount in medicine & health care at parent hospital to the employees.

4. Employee provident fund

Keeping in view the future safety of employees, the institute contributes specific amount towards PF

of an employee as per PF rules.

5. Loan facility is available for institute staff through MMS

The college tries to get loans from such financial institutions as Banks by standing guarantee for house loan and education loan to the teachers and employees for their children.

6. Ambulance and doctor

The institution has parent hospital with 24*7 availability of doctor and ambulance.

7. Uniform to non- teaching staff

The institute provides college uniform to non teaching staff like peon and driver.

8. Accommodation

The institution facilitates staff quarters in the campus for staff.

9. Transport facility

The institution provides transportation facilities to students and staff for any academic activities and clinical postings.

10. Grievance and Appraisal system for increment and promotions

- Institute will maintain transparent system of grievance handling. Every employee will have the right to voice any complaints they face, seeking the solution.
- Institute will carry out unbiased yearly appraisal for increments and promotions.

Operational Mechanism:

A. The Employee Welfare Committee will deliberate matters concerning working conditions and the general welfare of all LCCC employees.

B. A written request by any employee or group concerning working conditions or general welfare, which requires deliberation by the staff Welfare Committee, should be given to a committee member, who, in turn, will forward the request to the chairperson. The chairperson will then present this request to the committee for deliberation. At the invitation of the committee, an individual or group may be invited to present the request orally. Following deliberations, the staff Welfare Committee will vote on the proposal and then will send a written response to the individual or group making the request. In addition, a written recommendation will be forwarded to the Principal/ Director in a timely manner. Action by College management will be requested.

C. The proceedings of each meeting of the staff Welfare Committee will be recorded. Minutes will be read and approved at the following meeting.

D. Meetings will be limited to not more than hours unless a time extension is voted on and approved by a majority of the staff Welfare Committee voting members. staff Welfare Committee will meet at least every three month on 1st date of Month.

Meetings:

- The meeting agenda will be linked to the objectives of Staff welfare committee annual action plan. However, the committee will also assess the current needs and develops the agenda accordingly.
- The committee will meet on every 14 date in each month. The chair of the committee may convene additional meetings, as he/she seems necessary.
- A minimum of 5 members of the committee will be present for the meeting to constitute a quorum.

Responsibilities /Plan of Activities:-

- Help staff members in times of illness and difficulties.
- See that the staff members uphold the Staff Code of Ethics and Rules and Regulations framed in the Staff Notebook.
- Settle staff disputes that harm the harmony of campus life.
- Represent the staff and forward cases of complaints and grievances of staff to the Principal/Director.
- Administer the Staff Welfare Fund and ensure its proper use.
- Organize Welcome/ Farewell parties for the faculty
- build a healthy working environment and foster good relationships among the staff
- Collection and compile database of faculty and staff working in the campus.
- provide opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state
- plan and organize regular programs and activities for the development of faculty and administrative staff
- Maintenance of relevant records

Review of policy:

The chairperson is authorized to make recommendations to the college about changes in the policy.

The policy will be reviewed after 5 academic years

6. DISTRIBUTION OF WORK:

Members:

- Work accordingly to fulfill the objectives
- To searching issues

Secretary:

- To making agenda on every 14 of each month
- Planning accordingly policy
- Resolve the problems related Staff welfare
- Forward to the chair person

Chair person:

- Guide to Secretary and whole group members.
- Give their suggestion
- Solve the problems/ Issue related to Staff welfare
- Evaluation of team work
- Communicate and reporting to Principal/Director

Distribution of work among members

- Members have to give prior intimation and information for upcoming meeting agenda.
- Whatever important discussion done in meeting each member has to write into their academic diary.

7. List of records to be maintained in committee:

- Agenda and minutes of the meetings register
- Monthly report
- Circulars
- Bills
- Application of employees