STAFF WELFARE POLICY

The institution with a proactive management provides various welfare measures to the staff members. Welfare measures for faculty aims to promote their well being and job satisfaction. Satisfaction of the employees is very important for the management and the Principal.

Objectives:

1. To ensure competitive salaries and benefits for faculty.
2. To provide opportunities for training, skill enhancement and career advancement
3. To acknowledge and reward outstanding performance and contributions
4. To provide retirement benefits

Some of the welfare measures are

A) ANNUAL INCREMENT

Annual increment is not automatic and is subject to financial performance of the institution and performance of employees with regard to fulfilling the assessment criteria like percentage of remedial coaching passes, feedback from the students in various courses and recommendation from the Principal and other performance criteria laid out by the college from time to time.

The Annual increase in pay is drawn from 1st of April every year, except when withheld as a punishment. This new system of increments will be one time for all employees instead of giving on different dates. This policy will facilitate for easy implementation of increment to all the employees in the month of April of every year.

B) NET / SLET and Ph.D INCREMENT

a) Incentive for PhD

An increment of Rs. 2,500 will be included in the salary after completing Ph.D

b) Incentive for M.Phil

An increment of Rs. 1,500 will be included in the salary after completing M.Phil

c) Incentive for NET / SLET

An additional amount of Rs. 1,000 will be included in the salary as an incentive for NET or SLET

d) Lump Sum incentive for acquiring higher qualifications:

Post-Graduation in relevant discipline by non-teaching Staff: entitles an incentive of Rs 1,000/- per month. Incentive shall be considered only if higher qualifications will make the staff more effective in the present or next higher assignment. The incentive is admissible only for higher qualifications acquired after induction into service. The incentive shall be based on qualification without any relation to increment or level/grade of the employee. However, granting of incentive is subject matter of management.

C) SERVICE INCREMENT AFTER 25 YEARS AND 30 YEARS

An employee after completing 25 years of service is eligible for an additional amount of Rs. 5,000 increment in the salary and after completing 30 years of service another Rs. 5,000 will be paid as increment

D) MATERNITY LEAVE

I. For insured employees covered under the ESI ACT- Maternity Benefit is covered under ESI benefits at the rate of full wage subject to contribution to ESI for a specified period. A period of 6 months leave will be granted

II. For employees not covered under the ESI ACT– Maternity Benefit is payable as per the Maternity Benefits ACT by the employer i.e for 3 months.

E) EARNED LEAVE

1) All regular teaching and non-teaching staff are credited with 5 ELs every year
2) Earned Leave availed is calculated considering the intervening holidays
3) Earned leave cannot be availed for half day.
4) Earned Leave cannot be combined with any other leave.
5) The Earned Leave can be accumulated up to a maximum of 90 days.
6) Earned Leave can't be sanctioned/availed not exceeding 30 days at a stretch, once in a year.

F) EPF

Provident Fund Contribution is applicable to the following:

- An employee who draws wages (Basic Pay+DA) less than or equal to Rs.15000 on joining college and does not already have PF membership at the time of joining.

- An employee who is an existing member of PF (i.e already holds a PF account from previous employment) at the time of joining the college.
- Contributions are payable to these employees at rates applicable on a maximum wage (Basic+DA) ceiling of Rs.15000

The employee has to fill the PF membership form with relevant details. The employee will be given PF Account Number in due course and all the correspondence is done by the employee with Regional Provident Fund Commissioner citing his account number for any references/information.

Employees who are already PF members in previous employment must produce certificate of membership from PF authorities, in case they are joining newly in the institution.

PF Contribution Rate:

By	Contribution Accounts			Administration Accounts	
	EPF	EPS	EDLI	EPF	EDLI
Employee	12%		0	0	0
Employer	3.67%	8.33%	0.5%	0.5% (w.e.f 01-06-2018)	0 (w.e.f 01-04-2017)

Exclusions from PF Contribution:

- An employee who draws wages (Basic+DA) of more than Rs15000 on joining and does not already hold PF membership at the time of joining college will not be under the purview of Provident Fund.
- An apprentice is not eligible for PF contribution.

G) EMPLOYEE STATE INSURANCE (ESI):

Employees State Insurance is a social security scheme and the provisions of the Act are extended to all the employees of the institution where in the gross salary of the employee does not exceed Rs.21,000/- per month.

Contribution Rate:

The employee's contribution rate (w.e.f. 01.07. 2019) is 0.75% of the wages (gross salary) and that of employer's is 3.25% of the wages (gross salary) paid/payable in respect of the employees in every wage period

Contribution Period:

There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

Contribution Period	Cash Benefit Period
1st April to 30th Sept.	1st Jan of the following year to 30th June
1st Oct to 31st March of the year following.	1st July to 31st December.

Note: An employee whose gross salary crosses the prescribed ceiling limit of Rs21000 p.m. at any time after commencement of the contribution period, would continue to be under the purview of the Act till the end of that contribution period. Prescribed rates on the total gross salary for the period will apply. The contribution can subsequently be stopped from the next contribution period.

H) GRATUITY ON SUPERANNUATION

Gratuity is paid to all employees who have put in a minimum of 5 years of continuous service in the college limited up to retirement age of 58 years. The Gratuity is calculated with the formula (Basic + DA) X number of years of service X 15 /26 days of last drawn gross salary.

A provision for Gratuity Fund must be made by the employer at the rate of 4.81% of (Basic Pay and DA) p.m. for every employee. Employer may obtain an insurance for liability for payment towards the gratuity from the Life Insurance Corporation of India or any other Insurance Company incorporated under the Company's Act, 1950

I) FREE EDUCATION FOR GIRLS OF EMPLOYEES WORKING

College provides free education to all the girl children of the employees

J) LOANS

Various loans like Education loan , Medical loan and Marriage loan will be given to the employees based on their salary at an interest rate of 7% per annum. The amount will be deducted in installments from the employee's salary for a period of one year.

K) FESTIVAL ADVANCE FOR NON-TEACHING STAFF

Festival advance will be provided to the non-teaching staff for Dasara, Diwali , Ramzan etc. based on the salary and it will be deducted in installments from their salary every month for a period of one year.

L) MEDICAL ALLOWANCE TO STAFF

The staff who's salary is more than Rs. 21,000 are not eligible for availing ESI facility. They will be paid Medical Allowance based on their gross salary *3.25%

PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001