




# **MALWANCHAL UNIVERSITY, INDORE**



## **Staff Welfare Policy**

**Year - 2021-22**

	<h1>Staff Welfare Policy</h1> <p>2021-2022</p>	Document No.- MU/SWP/01/2021
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# MALWANCHAL UNIVERSITY, INDORE

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## **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:-**

### **VISION:**

Malwanchal University sets the standard for high quality sciences and liberal arts education. We impart world class knowledge, training and professional experience to students and professional interested in making a career in Health and Technical Sciences, and other subjects related to humanities. For this, we are committed towards creating and sustaining the conditions that enable students to experience an unparalleled educational journey that is intellectually, socially and personally transformative and wedded to human values.

### **MISSION:**

The mission of Malwanchal University is to provide quality education and training in all its courses with the state of art infrastructure. We educate the citizens and citizen-leaders of our society. We do this through our commitment to the transformative power of education.

Beginning in the classrooms with the exposure to new ideas, new ways of understanding and new ways of knowing, students embark on a journey of intellectual transformation. Our systematic working of constituent units ensures good working conditions and helps students and staff in their academic performance. We expose our students to rural and urban societies so that they may interact at the ground level and relate their education and expertise with the need of the society. For this, we encourage their frequent interactions with the world outside the campus. From this we hope that our students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests and learning how they can best serve the world.

## **3-PURPOSE:-**

The aim 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 working in constituent units of the Malwanchal University and employees of university itself.

#### **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 activities create satisfied 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:-**

The mission of the staff welfare committee is to actively listen, communicate and recognize staff needs based on the university mission and vision.

### **Composition of committee**

<b>S.No</b>	<b>Name of the Member</b>	<b>Designation</b>
1	Mr. Roopesh Verma	Chairperson
2	Dr. Vijendra singh	Members
3	Imraan Mansorie	Members
4	Mrs. Deepshika Vinayak	Members
5	Dr. Rajendra Singh	Member Secretary

### **6.1.3-ROLES AND RESPONSIBILITIES**

- To ensure favorable working environment for all staff members
- Coordinate for benevolent 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 –

#### **7.1- 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 Banglows 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.

### **7.2- 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 Incharge daily. The pollution control certificates have been obtained for each vehicle. Both A.C. and Non A.C. are available.

### **7.3- HEALTH CARE FACILITIES:-**

Health care facilities are extended to each staff free of cost. Investigation and treatment facilities are provided in Index Hospital. In case of special investigation or surgery discount are provided. Such discounts are offered also to family members also of staff.

### **7.4- EDUCATION FACILITY TO CHILDREN OF STAFF:-**

The education facility is provided by Mount Litera Zee School founded under aegis of Index group near the campus. Fifty percent discount is given on tuition fee towards of faculty and staff. Bus and Food facility is provided. Trained teaching staff looks after the overall development.

### **7.5- 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 mobile sim facility is available for faculty and staff up to support staff. Landline telephone facility is available in each institution and hospital. The landline phone facility is available to patients as well IT department looks after the Maintenance of phone services.

### **7.6- FOOD FACILITY:-**

The food facility is provided to teaching and non-teaching staff by Messes are running in organization. It includes morning tea and breakfast, lunch, evening tea and dinner. Mess 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.

### **7.7- UNIFORM:-**

Staff is provided two uniforms per year.

### **7.8- LAUNDRY FACILITY:-**

Laundry facility made available in campus.

### **7.9- RECREATION AND FITNESS 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.

### **7.10- LEAVES:-**

Different kinds of leaves are provided as per requirement of the staff. They include Causal leave, earned leave, maternity leave, special leave for attending conference and trainings, and Medical leave and summer vacations based on eligibility criteria.

### **7.11- FINANCIAL SUPPORT:-**

Financial support is offered in form of provident fund and advance. Interest free loan is provided if needed by the employee.

### **7.12- RESEARCH AND TRAINING FACILITIES:-**

These facilities are available in each constituent units of Malwanchal University. Faculty is encouraged to utilize the same.

## **8-IMPLEMENTATION:-**

The welfare policy is implemented and monitored by the committee. The suggestions from all the stake holders are incorporated to improve the policy.

## **9- RECORD KEEPING:-**

The record of all measures taken is maintained.