



**Mahatma Gandhi University**  
**Priyadarsini Hills P. O.**  
**Kottayam, Kerala - 686560**

**(Re-accredited by NAAC with A Grade)**

**Staff-Welfare Policy**

## Staff-Welfare Policy

NameofthePolicy/Guidelines	StaffWelfarePolicy
<b>ShortDescription</b>	Policy and guidelines on welfare measuresapplicable toteachingandnon-teachingstaff
<b>Scope</b>	This policy is applicable to all faculty members and non-teaching staff of the University.

### **Introduction: Definitions**

1. UniversityreferstoMahatma GandhiUniversity.
2. “Staff welfare measures” refers to the various services, benefits and facilities offeredto the employees by the employer. It includes anything that is done for the comfortandimprovementofemployeesandisprovided overandabovethesalary/wages.

### **Policy statements**

Thefollowingwelfaremeasuresareavailableforallteachingandnon-teachingstaffworkingintheconstituentinstitutions&establishmentsofMGU.

#### **1. Retirementbenefits:**

- a) **ProvidentFund:** EmployeesareeligibleforProvidentFundbenefitsasperthe provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952”and the scheme framed thereunderbythe Govt.of Indiafrom timeto time.
- b) **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of “Paymentof GratuityAct, 1972”andtherulesframed there under.
- c) **Pension:** Employeesareeligibleforpensionbenefitsasperthe provisionsoftheKSR Part III.

#### **2. Family Benefits:**

- a) **GIS :-**Group Insurance Scheme facility are provided in the permanent employees and teachers.
- b) **SWF:** Staff Welfare Fund facility are provided in the permanent employees and teachers.
- c) **PersonalAccident Insurance Scheme:**All employeesarecoveredunder PersonalAccidentInsurance scheme whereby the immediate family/nominee of the employee will beeligible for an assured sum of Rs.1 lakh in case of death or permanent total disabilitywhile inservice.

**3. Health care benefits:**

- a) **Medicare benefits:** State Government has provided MEDISEP facility to all employees for the medical treatment to the employees and their dependents.
  - b) **Medical awareness** programme to employees and Teachers have been provided during the pandemic situation.
  - c) **Health Centre:** Two Resident Medical Officers services are available at university health center in all working days from 9 am to 5 pm to the teaching and faculty members of the university. Casualty medicines are also provided from the health center.
  - d) **Maternity leave benefit:** Women employees are entitled to 180 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days. And also Paternity leave 10 days have been entitled to male employees.
- 4. Earned Leave encashment:** Non-teaching employees are credited 33 earned leave (EL) per year which can be accumulated up to a total of 300 numbers and that can be encashed at the time of retirement.
- 5. Conveyance facility:** University provided bus facilities to employees and students in subsidized rate from the major points to the university headquarters.
- 6. Canteen:** The canteen offers good food at subsidized rates. This also applied to faculty and staffs.
- 7. Employees Co-Operative Society:** MGUECS provided various services to the employees of the university.
- 8. Quarters facilities:** - All categories Employees are offered quarters facilities in the University Campus as per the order of preference.
- 9. Post office:** MGU Campus post office is offered various services to the employees and faculty members of the university.
- 10. Bank and ATM :** State Bank of India has offered various service of employees and students.
- 11. Akshaya Center :** Akshaya center has provided various online facilities such as DTP, editing, printing and binding etc to employees and faculty members of the university.
- 12. Fitness Centre :** fitness center and GYM facilities are provided separately for male and female employees of University.
- 13. Faculty Club:** for a gathering and an entertainment, a faculty club facility is offered exclusively for the faculty members of the university.
- 14. Training :** MGU Human Resource Development Cell (HRDC) is offering on the job training to all categories of employees to strengthen the official duties in the office.
- 15. Facilities for differently abled :** A buggy van and wheel chair facilities are provided

exclusively for differentially abled employees of the university. Differently abled friendly toilet facilities are provided in the various places of the MGU campus exclusively for differently abled employees of the universities.

**16. Sports and recreation activities:** Many clubs such as cricket club, football club, badminton court and cultural forum such as samsakara, recreation club etc. are actively working in the campus for the entertainment activities of the employees and teachers. A good furnished stadium is available in the University campus for various sports activities for employees.

**17. Free WIFI facilities:** free wifi facilities are enabled in whole campus of the university.

**18. Internal Complaint Committee:** A powerful committee is working for the redressal of internal complaints among the employees and faculty members of the University.

**19. Drinking Water :** at all the working places safe hygienic drinking are provided.

**20. Creche:** Creche facility is available in the campus for day care of children of the employees.

**21. Loan facility for employees for the following reasons:** Loan facilities are provided to the class four employees for the marriage of their daughters.

**22. Academic support measures for teaching staff:**

**a. Deputation to conferences/seminars/workshops:**

Financial support for employees attending seminars/ conferences/ workshops/academic meets etc, including payment of registration fee, hotel stay and travel expenses at national and international destinations. The absences shall be considered as Special Casual leave.

**b. Study leave:**

Employees are deputed for higher studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution. Study leave shall be on full pay or partial pay basis.

Prevention of vacation facilities are also provided to the faculties members of the University for promoting their research/academic outcomes.

**c. Sabbatical leave:**

Faculties are eligible for Sabbatical Leave for one or more of the following purposes:

- i. to conduct research or advanced studies/training in India /abroad;
- ii. to write textbooks, standard works and other literature;
- iii. to visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/Institutions of excellence to gain

practical experience in their respective fields or deputation from the University;

- iv. Any other purposes for the academic development of the staff as approved by the Board.

**23. Reimbursement of membership fees of professional bodies:** Faculty members are offered reimbursement of membership fees for recognized academic/professional bodies/associations as per the University Order

**24. Seed Money:** Seed money is offered to newly recruited faculty members for setting up of their Lab facilities/Research as per the University Orders.

**Joint Registrar-I (Admn.)**

Dated 30.05.2022.