



BISHOP HEBER COLLEGE (AUTONOMOUS)
Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4
Recognized by UGC as "College of Excellence"
Tiruchirappalli – 620 017

HEBER EMPLOYEES WELFARE POLICY

BACKGROUND

Bishop Heber College, is a religious minority institution aided by the Government and functioning under the Autonomous Stream since 1966. The Institution envisions to provide quality higher education affordable to all students. Welfare of the Staff and students is of Prime importance to the Institution.

1. Purpose

The purpose of this policy is to promote healthy working environment, to improve employee morale, to strengthen employer-employee bonding and to enhance their job satisfaction.

2. Scope

This policy is applicable to all employees of the institution across all cadres including Teaching Staff, Non-Teaching staff and support staff working in Bishop Heber College (Autonomous), Tiruchirappalli-620017.

3. Policy

This policy is in accordance with the welfare and well-being of all the employees working in our College.

4. Welfare Measures - Categories

The management of Bishop Heber College (Autonomous) ensures that the benefit of all the welfare measures under statutory and non-statutory schemes of the institution is made known to and made accessible to all of its employees - academic and administrative. Towards this, the management allocates a fund called Heber Employees Welfare Fund (HEWF) and Professional Development Support Scheme (PDSS).





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The following are the provisions available under the different categories:

4a. Statutory Welfare Measures

- Employee Provident Fund (EPF)
- Employee State Insurance (ESI)
- Maternity Leave
- Medical Leave

4b. Non-Statutory Welfare Measures

- Group Insurance Scheme
- Wedding Leave for Management Staff
- Flexible Working Hour for Staff with Special needs
- Reduced Teaching Hours in workload for Staff in Administrative roles
- Corpus Fund to meet-out the salary during emergency

4c. Professional Development Support Scheme (PDSS)

- Seed Money for Research (Minor Research Projects sponsored by the Management)
- Reimbursement of Registration and Travel Expense for Attending Leadership Training Programmes, Conferences/ Workshops etc.,
- Financial Assistance for Thesis Submission
- Cash Awards to the Research Guides for their ward's completion of the thesis
- Appreciation Incentive to Research Supervisors
- Cash Incentives for publishing in the peer reviewed indexed Journals, Patents and IPR
- Staff Exchange Programmes
- Leave on Loss of Pay (LLoP) to pursue PhD/PDF/ Advanced Studies





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4d. Financial Assistance under Loans and Advance payments

- Fee Concession for Staff's Children
- Salary Advance Scheme / Interest free Festival Loans
- Loan by Thrift and Credit Society

4e. Financial Assistance for Medical Emergencies

- Free consultation at College Health Care Centre
- Financial assistance for Medical Issues / Treatment of needy staff
- Reimbursement of Medical expenses based on the circumstance of employee.

4f. Awards and Recognitions

The staff members are acknowledged with Awards and recognitions under the following Categories

- Awards for Best Faculty Researcher (Arts and Science Disciplines)
- Newly awarded Ph.D. holders honoured in the College Day
- College Day – Faculty members honoured for Patent, Book Publication/ Organizing funded conferences
- College Day - Faculty members honoured for qualifying in UGC/CSIR-NET & SET examinations
- College Day – Staff honoured for 100% Attendance
- Retirement function held for retiring staff
- Wrist Watches as a take-home memorabilia presented to teaching, non-teaching and support staff who put in 25 years of meritorious service.
- Faculty members who contribute for Nation Building through Community Extension Services are honoured
- Faculty members who render consultancy services are honoured
- Financial Assistance to Family Members of Faculty who demised during their period of service





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4g. Career Advancement Support

- Free Capacity building trainings and orientation programmes for Teaching and Non - Teaching staff at different levels.
- Workshop on facilitating ICT tool usage for effective teaching-learning and Learning Management System (LMS)
- Workshop on Office Automation System and Tools
- Free Access to ICT facilities, Laboratories, E-Studio and Library facilities of the Institution
- Leave on Other Duty (OD) for attending Seminars, Conferences and Workshops etc.,

4h. Infrastructure Facilities

- Pure Drinking RO water
- Fully Air-conditioned Gymnasium
- Fully Air-conditioned State of the art Indoor stadium
- Free Wi-Fi, Free email addresses in the institutional domain name
- ATM facility, Bank, Post-office, Car Parking Lots, Cafeteria facility, Staff Discussion Rooms, Common Room for Men, Lounges for Women and Feeding Room
- Stationary, Printing Press
- Dining & Lodging Facilities for Men and Women
- Auditorium and Conference Hall Bookings done for conducting Family functions / ceremonies of Staff Members at a nominal cost during Holidays/ Non-working hours.
- Photocopy Centre
- Ramp & Elevator facilities in all the blocks
- Differently abled friendly rest rooms





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4i. Miscellaneous Welfare Measures

- Uniform for Security, Class IV Staff and Helpers in Dining Hall at free of cost
- Food at free of cost for Class IV Staff and Security Personnel – Three meal a day
- Tea and Refreshments for Office Staff
- Gifts to Staff and their Children during Christmas Celebrations
- Gift to Staff on Teacher's Day
- Celebrating Days of Importance : Teachers' Day
- Fellowship Lunch for Staff during occasions
- Christmas Family get-together Dinner for the staff and their families
- Staff Retreat – Teaching and Non-teaching
- Fellowship Tours for Teaching, Non-teaching, Deputy and Sub-Wardens of hostels.
- Yearly Sports Competitions for all the staff during College Sports Day
- Special Medical Camps/Check-ups for all Staff/ Health Screening Camps.

CONCLUSION

The purpose of College employee's welfare policy is to develop personality of the workers to make a better workforce. Welfare schemes it creates efficient, healthy, loyal and satisfied labour force for the organization. Providing such facilities make their work life better and leads to good standard of living.




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