



SREE NARAYANA NURSING COLLEGE

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Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

A.P. Nurses & Midwives Council Letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. N.T.R. University of Health Sciences, A.P. Vijayawada.



STAFF WELFARE POLICY

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STAFF WELFARE POLICY

Objectives:

1. **Enhancing Employee Satisfaction:** Improve job satisfaction and morale through various welfare programs.
2. **Promoting Work-Life Balance:** Encourage a healthy balance between work responsibilities and personal life to reduce stress.
3. **Supporting Health and Well-Being:** Offer health programs, mental health resources, and wellness activities to improve overall employee health.
4. **Encouraging Professional Development:** Provide opportunities for skill development and career growth.
5. **Ensuring Safety and Security:** Maintain a safe work environment and provide resources for employee safety and security.
6. **Facilitating Open Communication:** Promote transparent communication channels to ensure employees feel heard and valued.

Scope: The staff welfare measures encompasses a comprehensive range of initiatives aimed at promoting employees' physical, mental, and emotional well-being, enhancing work-life balance, fostering professional development, and creating a supportive and inclusive workplace culture.

All employees of Sree Narayana Nursing College are entitled to the following welfare measures

1. Maternity leave for female employees
2. Subsidized canteen facility

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3. Accommodation facility
4. In campus childcare facility (Creche)
5. Paid conference leave
6. Birthday celebrations
7. Time offs
8. Access to fitness center
9. Access to Padma UshanFragaria Memorial Central (PGMC) Library
10. Faculty tour
11. Family Health Care Scheme
12. School concession
13. Employee Provident fund Scheme
14. ESI Scheme
15. Gratuity Scheme

1. Maternity leave for female employees

All teaching and non-teaching faculty are entitled to 60 days of maternity leave after completion of 2 years of continuous service in the institution. For nonteaching staff the benefits of ESI scheme shall be availed for Maternity leave benefits. Young mothers who stay nearby the campus are allowed to take care of their children during break time.

2. Subsidized canteen facility

All employees of Sree Narayana Nursing College are entitled to a 10% reduction in charges at all canteens in the college Campus. The employees can also avail credit pay facility at the outpatient canteen. The employee should start an account in the outpatient canteen register and will be assigned a specific page number in the register under specific category. The


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employees can pay their canteen dues on a monthly basis according to the credit system. The employee shall obtain a no due certificate from all the canteens while resigning from the job.

3. Accommodation facility

Subsidized accommodation inside the campus hostel is provided at a minimal rate of Rs.400/- per month can be availed by female teaching faculty if needed.

4. In campus childcare facility (Creche)

There is a play school for kids, within the campus. It is provided at a nominal rate for employees of Sree Narayana Nursing College.


5. Paid conference leave

Policy: The institution implements financial support to teaching faculty and decides to make the following policies and procedures:

- Participation in CNE / seminar / Conference / Workshop / Webinar/ short term course / Training Programme / Membership in Professional bodies: Faculty participating in CNE/seminar/Conference/Workshop/Webinar will be provided with a maximum of Rs.1500/per year as the registration fees and provide a maximum of 5 days of duty leave.
- **Paper/Poster presentation:** Faculty presenting paper / poster in State/ National / International Seminar / Conference / Workshop /Webinar will be provided with a financial assistance of Rs 1000/per year.
- **Publication in indexed journals:** Publication of the research projects in indexed journals will be provided financial support ofRs.3000/per year.
- **Research Grant:** Provision of Rs.25000/- cash award as an endowment for the faculty who has been selected as the best research performer based on the criteria.

To claim the sanctioned amount: Reimbursement of the amount will be only carried out only after the faculty submits the application form along with the brochure, participation certificate, and receipts/bills of the payment. In case of sanctioning extra amount besides from the above said can be permitted after discussion with the authority.

6. Birthday celebrations


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Each teaching and non-teaching staff birthday is celebrated as common get together. The employee's birthday will be intimated by Office Superintendent to the Academic Coordinator and the employee will be personally wished by the Academic Coordinator on their birthday.

7. Time offs

A register is maintained in the principal office for the faculty to record the extra hours of duty they have done for accreditation or other college related activities. The register will be personally monitored and verified by the Principal and one day duty off will be allotted after completion of 8 hours of extra duty. The faculty is entitled to take 2 hours permissions in a month after getting prior approval from the Principal.

8. Access to fitness center

Interested faculty can utilize the Gymnasium facility present in the campus with a concessional rate of Rs.150/month.

9. Access to Padma bushan Fr.Gabriel Memorial Central (PGMC) Library

All faculty are entitled to utilize the central library for referencing and advanced search engine like Ovid


10. Faculty tour

Every year both teaching and non-teaching faculty undertakes one day picnic along with their family members, Principal, Academic Co-ordinator which will be partially sponsored by the Management. Religious sisters have special tour facility with management other than common faculty tour.

11. Family Health Care Scheme

Under Family care scheme each employee is eligible for registering 10 (9 + 1) family members for concessional treatment (10% at Sree Narayana Nursing College).

12. School fee concession


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School fee concession is provided for the children of employees' from 10% to 50% of total tuition fees.

13. Employee Provident fund Scheme

All non-teaching faculty with basic salary less than 15000/- is eligible for Provident Fund.

14. ESI Scheme

All teaching and non-teaching faculty with wage limit less than 21000/- is eligible for ESI benefit.


15. Gratuity Scheme

All teaching and non-teaching staff except on contract basis, on termination of employment after 5 years of continuous service due to retirement will be eligible for gratuity.

B. Kalpana

VERIFIED BY

V. Jayantha
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