

STAFF WELFARE POLICY

The institution believes that human resources are the most important asset of any institution. The management of the college has always been very pro-active for the staff of the institution. It has devised an elaborative plan for the employees of the college for their welfare. There are certain issues for which there is a common policy for all the institutions under the trust but there are certain areas for which some specific welfare measures have been initiated for the employees of Guru Nanak College, Budhlada. Some important welfare measures, taken by the institution for its employees are as under:

1. The staff members are entitled to avail 'Casual Leaves' as per Punjabi University, Patiala and Punjab Government norms. 'Vacation Leaves' for teaching faculty/non-teaching staff are given to them as per the 'Calendar' issued by Punjabi University, Patiala every year. 'Duty Leave' facility for attending workshops/conferences/seminars is also provided to the teaching and non-teaching staff members. They are given 'Medical/Earned Leaves' as per the norms of the Government of Punjab.
2. 'Paid Maternity Leaves' to the women employees are provided for a period of 24 weeks and 'Ex-India Leaves' as per Management norms.
3. The wards of the staff members are given fee concessions according to the norms of the institution.
4. The staff members have been covered under group insurance scheme.
5. They are offered loan from their provident fund account for various purposes in a very easy mode.
6. Timely payments of gratuity leave encashment and other retirement benefits are made to retiring staff members.
7. The teaching staff members are entitled to take the benefits for research/attending conferences etc according to the norms of the college.
8. Advance salaries are given to teaching and non-teaching employees in case of their marriage, marriage of their children or in case of severe ailment, etc.
9. The college staff is provided with the facility of availing the loan against CPF.
10. The staff members are also benefitted with the advantage of partial withdrawal from their CPF.
11. Free medical facility is provided at the College campus.
12. Health and fitness club is there in the College Campus for staff also.
13. Day care facility is provided for the children of the staff members.

