

# POLICY DOCUMENT

*for*

## Empolyee Welfare



**B.H. COLLEGE, HOWLY**

HOWLY - 781316  
BARPETA, ASSAM



*Prepared by*

**IQAC**

**B. H. College, Howly**

# **POLICY DOCUMENT**

*for*

## **Employee Welfare**

**B. H. COLLEGE**

**HOWLY – 781316  
BARPETA, ASSAM**

*Prepared by*

**IQAC**

**B. H. College, Howly**

## **Employee Welfare Policy**

The college provides staff welfare scheme as per government and college norms to make the staff sound and efficient for betterment of the institution.

### **Education:**

- Preference to children of staffs for admission

### **Career Development /Progression of the Staff:**

- Allow the teaching staff to participate in Refresher course, Orientation Program, and Short Term Course
- Encourage the teaching staff of the college for pursuing Ph.D
- Encourage the teaching staff of the college for undertaking Research Project
- Allow the teachers to participate to in Workshop, Seminar and Conference
- Encourage the teachers to organise Workshop, Seminar and Conference
- Incentives for research publication in Scopus Journal
- Autonomy in academic matters
- Technical training to teaching and non teaching staff

### **Salary and Increment:**

The staffs are given monthly Salary and annual increment by the State Government

### **Leaves provided:**

The staffs are provided following leaves as per government and UGC norms

- Casual Leave
- Sick Leave
- Maternity Leave
- Paternity Leave (Not yet declared)
- Medical Leave
- Earned Leave
- Study Leave for Faculty Development Program
- Leave for undertaking Research Project as per UGC norms
- Special leave on endorsement by the authority

### **Financial Assistance:**

- Staff Credit Cooperative Society created to help the staff for constructing house, medical treatment and other emergency situation up to rupees 12,00,000/- at concessional rate of interest
- Staff unit opened for teaching and non teaching separately for providing financial assistance at the time of medical treatment of employees and marriage of daughter of employees

- Jobs on compensation ground to family members of non teaching staff

#### **Other Benefits:**

- Residence to Superintendent of Boys' Hostel and Girls' Hostel
- Canteen Facility for taking Snacks and Lunch
- Gymnasiums
- Indoor sport facility
- Day care facility for children of staff
- Participation in sports event in different functions of college
- Parking facility for vehicle of employees
- The staff s are allowed to use ICT infrastructure and Library for enhancing knowledge and creativity

#### **Medical and Health:**

- Financial arrangement at the time of hospitalisation of staff
- Free annual medical check up
- Maternity benefits for women employees
- Created a MOU with renowned Hospital of Gauhati for medical treatment at concessional rate.

#### **Activation**

Committee of drafting the Policy of B.H. COLLEGE Employee Welfare Policy is-

Dr. B.C. Pathak, Principal

Dr. Rabinjyoti Khataniar, Coordinator of IQAC

Dr. Bidyut Jyoti Bhattacharjee, Member of IQAC

#### **IMPLEMENTATION AND REVIEW:**

The policy was implemented on 28 April, 2017, as per recommendation of the hon'ble Governing Body of B. H. College, Howly.

The policy is subject to periodic review by the concerned authority.



(Dr. Rabinjyoti Khataniar)  
Coordinator, IQAC  
B.H.College, Howly




(Dr. B.C. Pathak)  
Principal  
B.H.College, Howly



### **IMPLEMENTATION AND REVIEW :**

The policy was implemented on 28 April, 2017, as per recommendation of the hon'ble Governing Body of B.H. College, Howly  
The Policy is subject to periodic review by the concerned authority.



(Dr. Rabinjyoti Khataniar  
Coordinator, IQAC  
B.H. College, Howly



(Dr. B.C. Pathak  
Principal  
B.H. College, Howly

