



ST FRANCIS DE SALES COLLEGE

BANGALORE - 560 100

Staff Welfare Policy

Employee welfare is of key importance to the institution which includes improving the working conditions, efficiency, morality, economic betterment and the social status of the workers. Providing a better workplace will result in developing a better workforce for the institution which will aid in the betterment of the employees as well as the institution.

Objectives of the Policy:

- To provide better physical and mental health to the employees to promote healthy working conditions
- To create a stable workforce in the institution by providing welfare measures
- To provide welfare measures as to improve the standard of living of the employees
- To create a support system for the employees in case of emergency and critical conditions

Welfare Measures provided:

To boost the morale and quality of the workforce the following welfare measures will be provided for the teaching and non-teaching staff of the institution:

1. The provident fund for the employees who fall under the eligibility criteria as per government norms.
2. Medical Reimbursements for the deserving cases will be provided
3. Scholarships to the children of the faculty studying under the same umbrella of institutions will be provided
4. Festive bonus for the staff
5. Seed money for minor research projects and reimbursement of the registration amount for research activities.
6. An employee who completed 10 years of service will be honored and felicitated
7. Day care facility for the employees' kids
8. Emergency Medical support

9. Infirmary inside the campus
10. Annual increments according to the appraisal policies
11. Permission to use the infrastructure and Library for research activities
12. Educational leave and special leaves are available as per the leave policies
13. Providing a hygienic and comfortable working environment
14. Regular orientations for professional and personal development
15. Financial support in cases of emergency and in difficult times

The institution will support the employees in the best way possible and in addition to the said welfare measures, the needed will be provided from time to time to the employees to help in their overall growth.

If any question arises relating to the interpretation of this Policy, it shall be referred to the MANAGEMENT whose decision shall be final.

The Staff Welfare Policy was revised and approved in the Governing Body meeting of St. Francis de Sales Educational and Charitable trust on 02.05.2015.

Date: 02.05.2015

Place: Electronic City, Bangalore – 560100

President:



Fr. Jose Kumbalangi

THE GENERAL MANAGER
St. Francis De Sales College,
Hebbagodi, Electronics City Post,
Bangalore - 560 100.