

STAFF WELFARE COMMITTEE POLICY

Purpose/Mission

As per the guidelines of UGC, The Staff Welfare Committee is formed to contribute to a greater success of the Institutional community by promoting a positive and supportive work environment and introduce welfare measures for benefits of staff members.

Objectives

- To keenly listen, communicate and recognize staff needs based on a foundation of the organization, faith, reason, service and community.
- The Committee shall ensure that the staff is deeply connected to the range of Institutional issues contributing to the success of organization while supporting and enhancing the growth, welfare, and best interests of staff/students, through productive leadership.
- The Committee does so by promoting active participation, open dialogue, and collaboration between staff, faculty and organization leadership.

Role and Responsibilities of the committee

- Ensure favourable working environment for all the staff members.
- Maintain high moral standards by looking after the needs of the staff
- Coordinate for benevolent facilities for the members of staff.
- Plan for general welfare activities for teaching and administrative staff.
- Build a healthy working environment and foster good relationship among the staff.
- Collect and compile databases of faculty and staff working in the campus.
- Maintenance of relevant records
- Settle staff disputes that harm the harmony of campus life.
- To provide opportunities for attending various workshops, seminars, symposiums, and conferences conducted by various institutions and agencies in and outside the state.
- Organise staff motivational / recreational activities such as, Navratri Garba event, Other cultural programs/activities, Felicitations/Recognitions, Picnics, etc.
- To Plan and organize regular programs and activities for the Faculty Development Programs (FDPs) / Faculty Improvement Programmes (FIPs) and Staff (Administrative) Development Programs.

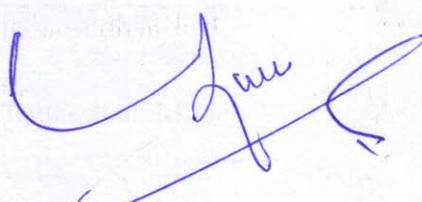
- Help staff members in times of illness and difficulties. Our sister organization is giving specific concession to medical bills to staff and their first degree family members, as per terms.
- See that the staff members uphold the Staff Code of Ethics and Rules and Regulations framed in the Staff Notebook.
- Represent the staff and forward cases of complaints and grievances of staff to the Management Committee.
- Maintain minutes of the meetings and submit a report of the activities each semester to the Management Committee.
- Providing nutritional food/breakfast to staff/students in house canteen on no profit no loss basis and providing courtesy tea in the morning to all staff members.

Members of Committee

Dr. Rupesh Vasani	Chairperson	Education
Ms. Neelima Shah	Coordinator	Management
Dr. Ramanjyot Shrivastava	Member	Education
Dr. Bhavna Soni	Member	Education
Dr. Kinjal Advharyu	Member	Education
Mr. Manish Patel	Member	Education
Mr. Samir Shah	Member	Education
Mr. Madhusudhan Joshi	Member	Non-Teaching
Ms. Chaula Shah Mudaliar	Member	Non-Teaching

Procedure and Meeting/Records

The committee will meet at least once in a quarter to discuss the introduction of new staff welfare measures and implementation and sufficiency thereof of the laid down policy. The committee convener will maintain a diary for the same and submit findings/reports thereon to the Management for looking into.




Mrs. Neelima Shah
General Manager