



MACFAST[™]

Igniting wisdom since 2001

WELFARE POLICY



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



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EMPLOYEE WELFARE MEASURES

Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST) established in 2021 recognizes all its employees as the most valuable resource and that welfare of both teaching and nonteaching staff is vital for achieving its vision and mission. The college has developed a policy frame work for providing a caring and supportive working environment which is inevitable for empowering the staff members.

Employee welfare measures refers to the various monetary and nonmonetary benefits and facilities offered to the employees in addition to their salary and wages

The following are the welfare measures available for the employees.

Retirement Benefits:

Provident Fund: Employees are eligible for Provident Fund benefits as per the provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 as amended up to date and the scheme framed thereunder by the Govt. of India from time to time.

Gratuity: Employees are eligible for gratuity benefits as per the provisions of "Payment of Gratuity Act, 1972" and the rules framed there under.

Health care benefits:

(a) **E.S.I:** Employees are eligible for medical benefits as per the provisions of the "Employees State Insurance Act, 1948" and the rules framed there under.

(b) **Medicare benefits:** Employees not covered under ESI are provided Subsidized health care of 50% of the medical expenses of the employee or their immediate family members.

(c) **Free medical check-up.** All employees are offered a free medical examination Once in every year.

Maternity leave:

Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), twice during her entire service, based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

Free conveyance facility:

All employees can avail free conveyance from and to various places in the buses owned by the college.

Free accommodation and subsidized food.

Employees are offered free accommodation on priority basis and food at subsidized rate.

Fee concession for the children of the employee

The children of the employees studying in the college are eligible for 50% of concession of tuition fee.

Increments for additional Qualification:

The faculty members who upgrade their educational qualification with doctoral degree are eligible for additional increments.

Salary Advance for employees

The employees are given advance salary on request for meeting the unexpected contingencies.

Academic support for teaching staff:

Deputation for attending conferences/ seminars/ workshops:

Financial support, including registration is reimbursed to the faculty members attending seminars/ conferences/ workshops etc. and their absence in the college are treated as on duty.

Financial Support for publications:

Faculty members are given incentives for publishing research articles in indexed journals, text books and book chapters and text books with ISBN up to Rs. 25000 per faculty per year.

Sabbatical leave:

Employees are eligible for Sabbatical Leave for the following purposes:

For doing research leading to Ph.D.

For visiting industrial concerns and Higher education institutions of excellence

Any other purposes for the academic development of the faculty members Sabbatical Leave shall not exceed one year at a time inclusive of vacations.

Reimbursement of membership fees of professional bodies:

Faculty members are offered reimbursement of membership fees of recognized academic/ professional bodies.

