



UNI TRUST SURAJBA MAHILA ARTS COLLEGE

(Managed By : Sardar Vallabhbhai Samajseva Trust)

New Shorock Mill Road, NADIAD - 387 001. (GUJARAT)

Ph No. 0268 - 2566555, 2565425

utsmahilaarts@yahoo.in www.mahilaarts.org "NAAC" Accredited Grade : "B"

Re-Accredited "B" with 2.92 CGPA

Ref No :

Date

POLICY FOR STAFF WELFARE

Objective:

It is necessary to design a basic policy outlining the College's approach to Staff Welfare. While there are several laws and regulations, these do not constrain the College from going beyond, and there are times when the executives need a more fundamental guideline.

"Prevention is better than cure"

It is better to undertake welfare measures for the staff, so that they know:

- ✓ College considers their well-being crucial in performance of their activity for achieving the goals of the College, and a harmonious working environment in the College
- ✓ How to avail of these welfare measures

so that they are free from tensions, contributing to creating and maintaining an environment conducive to learning, growth, development and enrichment of lives.

Mechanism:

21. There are clear laws prescribing the Rules, Codes and processes for staff welfare. These must be strictly adhered to, along with regulations and instructions from authorities like Government, UGC, university etc.

22. Even when laws allow greater flexibility in framing these, the following issues must be addressed fully and transparently:

- a. Clear and explicit identification of the schemes, policies and processes
- b. Fairness in the following processes:
 - i. Communication of the schemes, policies and processes – through documents handed over to the persons, through College Notice Boards, website etc.
 - ii. Implementation of the same, and proposals for modification in the Rules and Codes



(2014/15: 1655)

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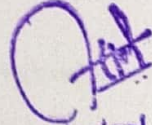
Date

- iii. Communication of issues that arise in implementation, and proposals for modification in the Rules and Codes
- iv. Addressing disciplinary or action issues
- c. Transparency in all activities
- d. Integrity and accountability

Final Outcome Expected:

It is expected that all the groups of the College community shall contribute to formulating policies, schemes and processes so as to provide peace of mind to the employees about their ability to meet unforeseen exigencies, as also to meet requirements not envisaged by lawmakers or those specific to the organizational situation, thereby being able to contribute their best to the interests of the College, thereby helping the College achieve its objectives, and improving the working environment.




Principal
U.T.S. Mahila Arts College
NADIAD.