

# **MUSALIAR COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **POLICY ON STAFF WELFARE**

### **Preamble**

1. Welfare of an employee is a method of earning the loyalty and gratitude from them. Employee welfare is comprehensive term including various benefits, facilities and services offered by the employer. Welfare facilities enable the employee to have more satisfying life.

### **Purpose**

2. The purpose of Employee welfare is to enrich the quality of the life of the employees and keep them happy and contented so that the organisation also gets benefitted by their voluntary commitment.

### **Employee Welfare Measures**

3. Various welfare measures are instituted by Musaliar College of Engineering and Technology for non-teaching and teaching staff. Following are the welfare measures:

- (a) Provident Fund for the non-teaching staff.
- (b) ESI benefits for the non-teaching staff.
- (c) All non-teaching staff on completion of 10 years continuous service are given a monthly allowance of Rs1500.
- (d) Family get-together for all staff members once in a year (Iftar/Onam/Xmas) for better interaction with family members of staff.
- (e) Festival advances to employees.
- (f) Interest free loan to all staff.
- (g) Financial aid to deserving cases.
- (h) Preference for admission to the wards of staff at MCET and sister institutions.
- (i) Fee concession for the children of staff at MCET and sister institutions.
- (j) Monetary incentive for staff for outstanding contributions.
- (k) Duty leave to all staff for attending self-development programs.
- (l) Vehicle facilities for staff attending self-knowledge enrichment program.
- (m) Reimbursement of registration fee for faculties attending selected programs.
- (n) A Welfare Committee is constituted to take care of welfare measures of staff.
- (o) Marriage Gifts for staff and wards of staff.