



Karnala Sports Academy's

BARNS COLLEGE OF ARTS, SCIENCE & COMMERCE

Affiliated to Mumbai University

शासन मान्यता - शासन निर्णय क्र. एन.जी.सी. २००८ (२५५/८) मशि - ३
मुंबई विद्यापीठ संलग्नता / मान्यता - २/४९८८/२००९ दि. २५ नोव्हेंबर २००९

Ref. No. :

Date :

STAFF WELFARE POLICY

The institution has a Staff Welfare Policy for welfare of staff in different aspects like health, safety, professional development etc.

Health and Safety :

- Ensure a secure and good work environment for all faculty members.
- Provide information on health and safety procedures.
- Offer resources for health support.

Work-Life Balance:

- Encourage flexible work arrangements when possible.
- Provide options for leave, including vacation days, sick leave, and comp off.

Professional Development:

- For professional development of staff, college supports different training and development opportunities for staff to develop their skills in their careers.
- Offer guidance on professional development resources which contain workshops, seminars, and courses.
- Encourage assorted and comprehensive work environment, free from discrimination and harassment.

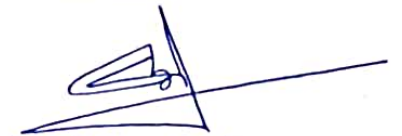
Communication and Feedback:

- Establish open channels of communication between staff and management.
- Support a humble, collaborative, and comprehensive work environment that nurtures creativity and productivity of staff members.
- Ethical and Professional Conduct:
- Establish strategies for moral and professional behavior within the institution.

The Leave Policy

Different types of Leaves are provided such as Casual Leave, Earned Leave, Medical Leave and Maternity Leave.





I/C Principal

KSA, Barns College of Arts, Sci & Comm

Add. : Plot No.7, Sector 16, Behind HOC Colony, New Panvel (W). Phone : 022 - 2746 4432, 7506371144, 9819515011

Email : ksabarnscollege@rediffmail.com

Website : www.barnscollege.org



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STAFF WELFARE

The institution takes care of welfare of its employees.

It has following staff welfare and Performance appraisal systems for teaching as well as nonteaching staff :

- **Employer Contribution to Provident Fund** : The employees of college get Provident Fund facility. The institute contributes an equal amount to the provident fund of teaching as well as non-teaching staff.
- **Annual Increment**: Annual increment is given to the employees –Teaching as well as Non-Teaching staff - of the institution.
- **Earned Leave**: Employees are given a facility of Earned leave of 40 days.
- **Maternity Leave** is given to the ladies staff.
- **Medical Leave**: In addition to Casual leave and Duty leave, Medical leave is also given to the Employees of the institution.
- **College Uniform for Non-teaching staff**: The institute provides Uniform for non-teaching staff.
- The institute provides **refreshment** to teaching and non-teaching staff during any event organized in the college for employees.
- **Health Check-up camps** – The institute organizes health check-up camps for teaching & Non-Teaching Staff
- **Travelling Allowances**: Travelling allowances are given to the staff who attends workshops, seminars, Faculty Development Programmes etc.
- **Financial assistance for Workshop & Seminar**: The institute supports financially to the faculty members to attend and participate in various National and International Conferences/ Seminars/ Workshops etc.
- **Health Awareness & Sanitation**: Health Check-up, Blood Donation Camps, HIV Awareness, Covid 19 Awareness Programs were conducted. All precautionary measures were taken during Covid 19 Pandemic by increasing number of procuring Oxymeters, Sanitizers, Temperature Guns, Hand wash and maintaining physical distance
- **Fees Concession**: The College also cares about employees wards. Preferential admissions to ward of employee are given. Concession in admission fees is given to the wards of non-teaching staff of college.
- **Organize training programs** : The college organized training programs for teaching and non-teaching staff i.e. Computer Literacy, Communication Skill Development, Stress Management, Administrative Documentation, Yoga Training Programme.



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