

## Employee Welfare Policy

Prepared by IQAC, Tingkhong College

Year: 2021

## The employee welfare policy includes the following:

- a) **Financial Aid:** The college authority and teachers' unit always come forward to extend financial assistance to the staff members in case of urgency. All the non-teaching staff of the college has been entitled to benefits as per Assam State government guidelines.
- b) **Biometric attendance and identity card facilities:** The institute provides automatic attendance of employees through biometric attendance system and ID card facility to all its employees.
- c) **Monitoring committee:** The institution has monitoring committee for any sexual harassment to all its employees.
- d) **Maternity & child care leave:** The institution also provides paternity, maternity & child care benefit as per the State Govt. Rules & Regulations to all its eligible employees.
- e) **Auditorium facility:** The institution also provides space for the auditorium to its employees on the events of their celebration.
- f) **Free Wi-Fi services:** The institute has a central Wi-Fi facility and Internet Modem is provided for the Arts section, computer lab, library and in the office room. Both the teaching & non-teaching staff can avail free internet facility during their working hours.
- g) **Water Purifier facility:** Water purifiers are installed in the different areas of the college which facilitates the teaching staff, non-teaching staff and students of the college.
- h) **Canteen Facility:** A full-time canteen provides refreshment to all the staffs at nominal rates. The canteen serves traditionally cooked fresh and healthy food to cater the needs of staffs as well as students. No junk food is served considering the adverse health outcomes.
- i) **Gym Facility:** The College has a well-equipped gymnasium facility. The gym helps the staffs as well the students to maintain their physical fitness.
- j) **Teacher's common room:** There is the provision of general common room apart from the departmental teachers' common room for the teaching staffs for their refreshment. The office room of the non-teaching staffs is partially air-conditioned.

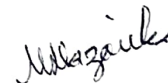
### Implementation of the Policy

This Policy is adopted on 2<sup>nd</sup> May, 2021. The Welfare Policy is implemented through college website portal and the orientation is provided to the newly joined employees when required. The management head of the institute i.e., the Principal is the custodian of this policy. This policy is reviewed by the college administration periodically and updated when it becomes necessary.



IQAC Coordinator  
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Tingkhong



Principal i/c  
Tingkhong College

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