



Nirmala Memorial Foundation College of Commerce and Science

**Permanently Affiliated to University of Mumbai
Accredited by NAAC, ISO 9001-2015 Certified
Recognised under section 2(f) & 12(B) of the UGC Act 1956**

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

6.3.1 - B

Staff welfare policy



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Staff Welfare Policy

(For Full-time Teaching staff)

Introduction:

The college is committed to promoting the welfare and well-being of its non-teaching staff. This policy outlines our approach to ensure a supportive and inclusive work environment.

1. Health and Safety:

- Ensure a safe and healthy working environment for all staff
- Implement safety procedures and first aid facilities
- Provide a wellness centre with counselling facility for wellbeing of staff

2. Work-Life Balance:

- Promote a healthy work-life balance
- Define clear working hours
- Encourage the use of leave entitlements to maintain work-life balance.

3. Compensation and Benefits:

- Regularly review and adjust salaries to keep them competitive.
- Incentives as decided by management.

4. Equal Opportunity and Diversity:

- Promote an inclusive and diverse environment
- Encourage diversity in hiring and promotions

5. Communication and Feedback:

- Establish regular communication channels to keep staff informed about relevant college policies and initiatives.



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6. Leave Policies:

- Allow various types of leaves (casual leave, vacations, maternity/paternity leave) and the process for applying for and utilizing them.

9. Recreation and Wellness:

- Organize recreational events like Diwali parties, picnics, and other social gatherings.
- Set up a wellness center to promote staff well-being.
- Arrange workshops and seminars for personal and professional development.

Issued on: 06/07/2022

Approved by:

I/C PRINCIPAL

**NIRMALA MEMORIAL FOUNDATION
COLLEGE OF COMMERCE & SCIENCE
KANDIVALI (EAST), MUMBAI - 400 101.**





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Staff Welfare Policy

(For Non-teaching staff)

Introduction:

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1. Health and Safety:

- Ensure a safe and healthy working environment for all staff
- Implement safety procedures and first aid facilities
- Provide a wellness centre with counselling facility for wellbeing of staff
- Medical insurance coverage for staff members, including dependents, up to Rs.2,00,000/-

2. Work-Life Balance:

- Promote a healthy work-life balance
- Define clear working hours
- Encourage the use of leave entitlements to maintain work-life balance.

3. Compensation and Benefits:

- Regularly review and adjust salaries to keep them competitive.
- Provide interest-free loans of up to Rs. 300,000 for non-teaching staff, with EMI terms decided by staff and approved by management.
- Emergency hospital bill payments by management.
- Ganpati and Diwali allowances.
- Incentives as decided by management.

4. Equal Opportunity and Diversity:

- Promote an inclusive and diverse environment
- Encourage diversity in hiring and promotions
- Wards of staff receive free education in the college



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