

STAFF WELFARE POLICY

Staff welfare is integral to fostering a positive and productive work environment. Employee welfare encompasses a range of benefits, facilities, and services provided by the institution to enhance the well-being and satisfaction of employees. At Al Azhar College of Engineering and Technology (AACET), these measures aim to promote loyalty, gratitude, and voluntary commitment among employees.

Employee Welfare Measures

AACET is committed to providing the following welfare measures for its teaching and non-teaching staff:

- (a) **Provident Fund:** Contribution to the provident fund for all eligible non-teaching staff.
- (b) **ESI Benefits:** Provision of Employee State Insurance (ESI) benefits for eligible non-teaching staff.
- (c) **Service-Based Allowance:** Non-teaching staff completing 10 years of continuous service receive a monthly allowance of Rs. 1,500.
- (d) **Family Events:** Organization of annual family get-togethers (e.g., Iftar, Onam, Christmas) to foster interaction among staff members and their families.
- (e) **Festival Advances:** Provision of festival advances to all employees.
- (f) **Interest-Free Loans:** Availability of interest-free loans for staff members.
- (g) **Financial Aid:** Financial assistance for deserving cases based on merit and need.
- (h) **Admission Preference:** Priority admission for staff wards in AACET and its sister institutions.
- (i) **Fee Concession:** Fee concessions for children of staff members attending AACET and its sister institutions.
- (j) **Monetary Incentives:** Recognition of outstanding contributions by staff members through monetary rewards.
- (k) **Duty Leave:** Grant of duty leave for attending self-development programs.
- (l) **Transportation Facilities:** Provision of vehicle facilities for staff attending self-enrichment programs.

(m) **Fee Reimbursement:** Reimbursement of registration fees for faculty attending approved programs.

(n) **Health Card:** Discounted treatment for all staff at Al Azhar Medical College and Super Specialty Hospital

(o) **Welfare Committee:** Establishment of a Welfare Committee to oversee and implement welfare measures.

Implementation

The Welfare Committee at AACET is tasked with ensuring the effective implementation of these measures. The committee will:

(a) Regularly review and update welfare policies based on staff feedback and institutional requirements.

(b) Address grievances related to welfare measures promptly and equitably.

(c) Promote awareness among employees regarding the available welfare schemes.

Conclusion

The welfare policy at AACET reflects the institution's commitment to the well-being and professional growth of its employees. By fostering a supportive and inclusive environment, AACET aims to build a strong, motivated, and loyal workforce that contributes significantly to the institution's vision and mission.