



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli - 620 002.

Dr. Mrs. S. VIDHYALAKSHMI, M.Sc., M.Phil., B.Ed., Ph.D.,
Principal

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SIGC EMPLOYEES' WELFARE POLICY

The institution considers the welfare of the staff and students in all its plans and activities.

Objective:

To provide a healthy work environment, to achieve happiness in work life, to boost employee morale & security, to promote bonding, and to enhance their satisfaction.

Scope:

The policy applies to all employees of the institution across all cadres including teaching, non-teaching, administrative, hostel, and support staff.

Policy:

This policy ensures the welfare and well-being of all employees working in the institution.

The following are the provisions of the Policy:

Statutory Welfare Policy:

EPF, ESI, Maternity Leave, and Medical Leave will be provided and Gratuity for all employees who have worked for at least 5 years when they leave the college.

Non-Statutory Welfare Policy:

- The Group Insurance Policy will be extended to all staff members
- Special leave will be sanctioned to staff for wedding, medical treatment, and completing their Ph.D., with special recommendations by the Principal.
- Reduced teaching hours in workload for Staff in Administrative roles.
- Corpus Fund to meet the salary during an emergency.

Financial Assistance Policy:

- Financial Assistance for Medical treatment based on context.
- 50% fee will be waived for wards of staff studying in the college.
- One-third concession in bus fare when they avail college bus.
- Financial assistance for faculty attending International conferences held in other countries.

Professional Development Support Scheme:

- Rs. 6000/- as an allowance to all staff who have cleared NET/ SET/ SLET / completed Ph.D
- Seed money for research by Management
- Cash awards for publication in care-listed journals, patents, and IPR
- Reimbursement of Registration and Travel expenses for attending Conferences, Workshops, Seminars, and FDPs.
- Leave on Loss of Pay (LLOP) to pursue Ph.D. / PDF / Advanced Studies.

Awards and Recognitions:

Awards are given as a token of recognition to staff for

- Best Performance as a Department (for Science and Non-Science Departments)
- Newly awarded Ph.D. holders will be honored on College Day.
- Faculty members are honored for Patent, Book Publication, and organizing funded conferences/workshops/seminars.
- Retirement functions are arranged for retiring staff.





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Career Advancement Support:


- Free capacity-building programs and orientation programs for teaching and non-teaching staff.
- Workshops and seminars for using ICT for teaching-learning.
- Workshops for writing research papers, patent registration, and improvement of quality of research.
- Workshops on Office Automation and tools and Internet-based applications.
- Free access to the internet, library facilities, labs, and any other facilities of the institution.
- Leave on Other Duty (OD) for valuation, attending seminars, conferences, workshops, etc.

Infrastructure facilities:

- RO water
- Free internet, email in the institutional domain, access to G-Suite for teaching & evaluation, and Live Streaming events.
- Access to ATM, Bank, Post-box, Parking area, cafeteria, meeting area, and transportation for college purposes.
- Subsidized meals in the hostel mess and cafeteria.
- Stationery and Printing press.
- Ramp and elevator facilities in all blocks.
- Differently abled-friendly restrooms.

Miscellaneous Welfare measures:

- Festival bonus for non-teaching, administrative, and hostel staff.
- Free uniform for non-teaching, hostel, and support staff.
- Food at cost for security, drivers, and hostel staff.
- Tea and refreshments for office staff.
- Staff entertainment programs.
- Gifts to non-teaching, administrative, and support staff during Pongal and Diwali celebrations.
- Calendars, Diaries, and Special Gifts before New Year.
- Free Dinner before New Year.
- Gift Hampers on Women's Day, Teacher's Day, etc.
- Yearly sports competitions for all staff during College Sports Day.
- Medical camps, check-ups, health screening, and health awareness programs for staff on special occasions
- The institution is always concerned about the well-being of its workforce. It aspires to satisfy its employees to lead a happy life with a good standard of living.


PRINCIPAL
Shrimati Indira Gandhi College
Tiruchirappalli-2.

