



JSS STU EMPLOYEE WELFARE POLICY-2021

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JSS Mahavidyapeetha
JSS Science and Technology University
JSS Technical Institutions' Campus
Mysuru- 570006

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JSS Science and Technology University, Mysuru

Policy Details

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Reviewed By	IQAC coordinator
Approved By	Registrar
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Policy review and amendment History

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19-01-2021	Ver 1.0	-	-

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1.0 Preamble

JSS STU recognizes that the most valuable asset is the dedicated and talented team of employees. JSS STU believes that a thriving workforce is the cornerstone of a successful and sustainable organization. Hence, their well-being and satisfaction are of paramount importance to the organization. Therefore a dedicated policy is drafted for prioritizing the welfare of the employees.

2.0 Statement

JSS STU is committed for empowering employees to achieve their personal and professional goals while contributing to the success of the organization.

3.0 Purpose

The primary purpose of this policy is to create a work environment that promotes employee health, happiness, and overall quality of life ensuring the physical, mental, and emotional well-being of its employees.

4.0 Objectives

JSS STU has designed this policy to create a positive and supportive work environment that fosters employee happiness, productivity, and retention.

The primary objectives of the policy are:

1. To offer opportunities for skill development, training, and career growth, ensuring that employees can achieve their professional goals within the organization.
2. To promote and maintain a safe and healthy working environment, reducing the risk of accidents, injuries, and health-related issues.
3. To create a diverse and inclusive workplace where all employees feel respected, valued, and have equal opportunities for growth and advancement.
4. To establish effective communication channels that allow employees to voice concerns, provide feedback, and seek assistance when needed
5. To support employees in achieving a balance between their work responsibilities and personal lives

5.0 Scope

This policy is applicable to every full time regular employee of JSS STU.

6.0 Key Aspects of the Policy

6.01 Statutory Provisions

JSSSTU acknowledges the importance of statutory benefits and is committed to providing all employees with their entitled benefits under the Provident Fund Act (1952), Employee State Insurance Act (1948), Payment of Gratuity Act (1972), and Maternity Benefit Act as per statutory norms. Additionally, JSSSTU will adhere to service rules concerning leave, emoluments, gratuity, ESI, and other related benefits.

6.02 Non-Statutory Provisions

General Measures:

JSS STU shall promote a supportive work environment and enhance employee well-being through various initiatives, including:

- i. Establishing a staff council or committee to facilitate employee feedback and address concerns.
- ii. Extending university transport facilities beyond regular working hours.
- iii. Providing subsidized lunch facilities in the hostel mess.
- iv. Offering flexible working hours for employees with special needs (differently abled, lactating mothers, etc.).
- v. Conducting annual health checkups for all employees.
- vi. Organizing annual sports and cultural activities for employees.
- vii. Providing a separate reading room in the library.
- viii. Offering employee Children Quota seat reservations under the management category as per prevailing university rules.
- ix. Providing nominal-rate transport facilities to and from the workplace.
- x. Offering free on-campus daycare services for employees' children.
- xi. Granting sabbatical leave for academic development purposes, such as research, writing, or gaining practical experience.
- xii. Ensuring a separate parking lot for faculty members.
- xiii. Career and Professional Development Measures:

JSS STU is committed to nurturing and enhancing the professional growth of its employees by providing:

- i. Special casual leaves to attend professional development programs.
- ii. Financial support for attending workshops, seminars, and conferences.
- iii. Financial support for organizing professional development programs.
- iv. Admissible leave for pursuing higher studies.
- v. Incentives for publications, patents, and consultancy services.
- vi. Well-structured faculty/staff development programs for continuous skill and knowledge enhancement.

- vii. Encouragement for faculty to participate in faculty exchange programs.
- viii. Sponsorship for faculty to deliver guest lectures at other institutions.
- ix. Reimbursement of professional body membership fees.

Faculty/Staff Appraisal Measures:

Promotions will be based on merit and eligibility, following the service rules of the university. JSSSTU shall implement:

- a) A performance-based appraisal system for annual increments.
- b) A career progression scheme based on the API score following UGC and AICTE norms.
- c) Selection processes in compliance with the norms and regulations set by AICTE/UGC/GoK for upward progression.

Health and Wellness Measures:

JSS STU is committed to the health and well-being of its employees by providing:

- a) Mediclaim and group medical insurance facilities.
- b) Access to a gymnasium and sports facilities.
- c) On-campus medical facilities to address employee medical emergencies.
- d) Periodical sensitization programs on health and wellness.

Peer Mentoring Measures:

- 1. Senior most faculty shall be identified as peer mentor group in each department.
- 2. Peer Mentors shall be identified by competent authority from time to time
- 3. Peer Mentors shall be assigned a group of junior most faculty
- 4. Peer mentors shall mentor the respective mentees in academic and administrative activities.
- 5. Peer mentors shall track the progress of their mentees and record the same.

Financial Assistance Measures:

JSS STU shall provide financial assistance through:

- a) Festival advances for non-teaching staff.
- b) Access to cooperative society credit facilities.
- c) Women Welfare Measures:

Prevention of Sexual Harassment (POSH) Measures:

To ensure a safe and inclusive environment for women employees and students, JSSSTU shall:

- a) Maintain an Internal Complaint Committee/Women's Grievance Redressal Cell.
- b) Establish a Prevention of Sexual Harassment (POSH) Committee.
- c) Create a secure physical and social environment to prevent sexual harassment.
- d) Conduct periodic sensitization programs on various aspects related to women's well-being.

- e) Organize self-defense programs for female students.
- f) Follow "The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013" for necessary action in cases of sexual harassment.

Other Welfare Measures for Women:

JSSSTU will further support women's well-being by:

- a) Granting maternity leave as per service rules.
- b) Celebrating International Women's Day and felicitating women achievers.
- c) Conducting awareness programs on women's health and hygiene.
- d) Providing sanitary pad dispensers and incinerators in hostels and common rooms.
- e) Ensuring equal participation from female staff in all areas.
- f) Creating an environment of gender equality with enhanced security measures and counseling.

Awards and Recognitions

JSS STU shall recognize and celebrate the contributions of its employees by organizing:

- a) Felicitation for superannuated employees.
- b) Annual felicitation programs with awards and recognition in various categories, including research, consultancy, academics, extension, and administration.

Breach of This Policy

Any suspected violations of this policy should be reported immediately to the Helpdesk. In case of a breach, disciplinary actions may be taken following the university's disciplinary procedures.

Revisions to Policy

The university reserves the right to revise the terms of this policy at any time. Updates will be available on the university's website.

Contact Us

- If you have any queries in relation to this policy, please contact:

Policy Framework and Development Committee Details

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