



Shri Shivaji Education Society, Amravati's

DR. PANJABRAO DESHMUKH NURSING INSTITUTE

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Ref. No. PDNI/ /20

DATE : / /20

Staff welfare measures
Dr. Panjabrao Deshmukh Nursing Institute, Amravati

STAFF WELFARE COMMITTEE

(Policy and Procedure)

Employee welfare refers to the various services, benefits, and facilities provided by an employer to ensure the well-being of their employees, both inside and outside the workplace. These measures go beyond basic wages and salaries and aim to improve the physical, mental, and social conditions of employees. Employee welfare is crucial for creating a motivated, efficient, and satisfied workforce, ultimately benefiting both the employees and the organization.

Therefore, Dr. PDNI Amravati has constituted "Staff Welfare Committee" during 2015 to provide various services, benefits, and facilities for the faculty and non-teaching staff, and avenues for career development. Besides intellectual and professional development, the committee also offers financial and health securities for its employees. The management ensures the wellness of its employees and enable them to optimize their potential.

1. Aim

- To create a positive and supportive work environment, enhancing employee satisfaction, and promoting overall well-being.
- To ensure the wellness of employees and enable them to optimize their potentials.

2. Objectives

- To establish policy and procedure for staff welfare measures.
- To provide financial benefits to the employees through various welfare schemes.
- To provide non-financial benefits to the employees through various welfare schemes.

- To encourage and support ongoing education and training through workshops, seminars, and other training and development courses.
- To offer counseling services, both personal and professional, to support staff well-being through Employee Assistance Programs (EAPs).
- To review the action taken based on minutes of previous meeting and to make necessary suggestions and recommendations.
- To hold regular meetings as per policy.
- To maintain records, registers, and other relevant documents related to staff welfare measures.

3. Committee: It shall mean “the members of staff welfare committee” constituted by the institute. The composition of

- Chairperson (head of the institute) – 01
- Secretary (any senior teacher) – 01
- Member (teacher Representative) – 02
- Member (representative from non-teaching staff) – 03
- Member (representative from labor union) – 01

4. Staff welfare measures: It shall mean the action to be taken by the institution to provide welfare services to its employees from time to time. The welfare measures may be financial and non-financial.

- The financial welfare includes; salary and wages, insurance, retirement benefits, festival advance, credit cooperative society, staff welfare fund, etc.
- The non-financial welfare includes; health and safety, work-life balance, recreational facilities, transportation, canteen, skill development and training, education, recognition and rewards, regular health check-ups, etc.

5. Tenure of committee: The duration of staff welfare committee shall be of life-time from the date of its inception.

6. Meetings: It shall mean the meeting convened by the chairperson of staff welfare committee, Dr. PDNI from time to time.

7. Chairperson: It shall mean "the head of the institution", of Dr. PDNI Amravati as a chairperson to the staff welfare committee.

8. Secretary: It shall mean "any nominated senior teacher" of Dr. PDNI Amravati as a secretary to the staff welfare committee.

9. Member: It shall mean "any employee" of Dr. PDNI Amravati, of any class from teaching or non-teaching staff as a member to the staff welfare committee.

10. Notice of meeting: Secretary of the committee shall issue the notice or circular of meeting, at least one week prior, with date, time and venue.

11. Quorum: The presence of to 2/3 of members shall be necessary to conduct meeting of staff welfare committee.

12. Frequency of meeting: The committee shall hold meeting once in a month, or whenever required. Special meeting would be called after giving notice of 3 days to discuss the change of members, to add, alter goals of committee, specific subject related to staff welfare measures etc.

13. Procedure to hold meeting

Secretary of the committee shall consult the chairperson to fix a date, time & venue to convene meeting. The Secretary shall make necessary arrangement to hold the meeting. The proceedings of meeting shall be recorded, and the minutes shall be circulated to all members of committee with tentative date of next meeting.

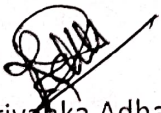
14. Functions

- Establishing policy and procedure for staff welfare measures.
- Providing comprehensive health insurance coverage for employees and their dependents.
- Conducting regular health check-up camps and wellness programs.
- Offering loans or financial aid during emergencies or for personal reasons.
- Implement salary advance schemes.
- To supporting ongoing education and training through workshops, seminars, and other training and development courses.
- Encouraging staff to attend conferences and participate in relevant professional development activities.

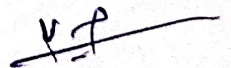
- Offer counseling services, both personal and professional, to support staff well-being through Employee Assistance Programs (EAPs).
- Providing resources for managing stress and maintaining a healthy work-life balance.
- Implementing an employee recognition program to acknowledge and appreciate staff achievements.
- Offer performance-based incentives and bonuses.
- Organizing social events, team-building activities, and recreational programs.
- Creating spaces for relaxation and collaboration, such as break rooms or common areas.
- Ensuring a safe and secure work environment.
- Providing training on safety protocols and emergency procedures.
- Conducting regular surveys to gather feedback and address concerns.
- Establishing communication channels for open dialogue between staff and management.
- Providing childcare resources / day care centres.
- Reviewing the action taken based on minutes of previous meeting and to make necessary suggestions and recommendations.
- Holding regular meetings as per policy.
- Maintaining records, registers, and other relevant documents related to staff welfare measures.

Date: 01.12.2015

Place: Amravati



(Ms. Priyanka Adhau)
Secretary, Staff welfare committee
Dr. PDNI, Amravati



(Dr. Veda Vivek)
Chairperson, Staff welfare committee
Dr. PDNI, Amravati