

EMPLOYEE WELFARE POLICY

The following welfare measures are available for all teaching and non-teaching staff working at Holy Grace Academy of Management Studies.

1. Retirement benefits

a) Provident Fund: Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed thereunder by the Govt. of India from time to time.

b) Gratuity: Employees are eligible for gratuity benefits as per the provisions of "Payment of Gratuity Act, 1972" and the rules framed there under.

c) Health care benefits:

(a) E.S.I: Employees are eligible for medical benefits as per the provisions of the "Employees State Insurance Act, 1948" and the rules framed there under.

(b) Medicare benefits: Employees not covered under ESI are provided health care facilities at the Medical Clinic at the Institute, free of charge.

d) Conveyance facility: All employees can avail subsidised transportation facility from and to various parts of the city in the official college buses.

e) Free / Subsidized food and accommodation: Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free / subsidized rent basis. Employees are entitled for free / subsidized breakfast and lunch from the college canteen.

f) Academic support measures for teaching staff:

a. Deputation to conferences/ seminars/ workshops: Financial support for employees attending seminars/ conferences/ workshops/ academic meets

etc, including payment of registration fee, hotel stay and travel expenses at national and international destinations. The absence shall be considered as Special Casual leave.

b. Study leave: Employees are deputed for higher studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution. Study leave shall be on partial pay / loss of pay basis.

c. Sabbatical leave: Employees are eligible for Sabbatical Leave for one or more of the following purposes:

- i. to conduct research or advanced studies/ training in India /abroad;
- ii. to write text books, standard works and other literature;
- iii. to visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/Institutions of excellence to gain practical experience in their respective fields or deputation from the University;
- iv. Any other purposes for the academic development of the staff as approved by the Board. Sabbatical Leave shall not exceed one year at a time inclusive of vacations. Academic staff shall, during the period of Sabbatical Leave, be paid full salary and allowances as admissible, if he/she is not a recipient of financial assistance from any other source.

d. Reimbursement of membership fees of professional bodies: Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations up to Rs.2000 per financial year
