



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE



CRITERION - 7

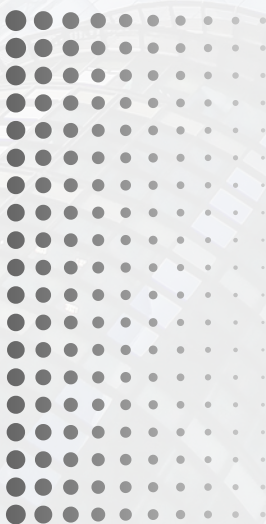
INSTITUTIONAL VALUES AND BEST PRACTICES

7.2 Best Practices

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Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

7.2.1





Soundarya Educational Trust (Regd.)
SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
(Recognised by Govt. of Karnataka & Affiliated to Bangalore University)
Accredited by NAAC with "B+" Grade

STAFF WELFARE POLICY

Soundarya Institute of Management and Science was established in the year 2007. It is determined to provide quality higher education to the rural, semi urban and urban people. It is self-financed institution with all necessary amenities to attend the contemporary standards.

Objective

- ✚ To enhance conducive workforce in the organization
- ✚ To empower the employees on the contemporary changes
- ✚ To extend hand to the needy employees
- ✚ To develop the value system in the organization

Scope

It covers the entire staff of the Soundarya institute of Management and Science, Bengaluru

Policy

Focuses on the need based of the Teaching, Non-teaching, and menial staff of working in the Soundarya institute of Management and Science, Bengaluru

Welfare Measures and Categories

The management of the Soundarya Group of Institutions is committed to welfare of staff members of the institution. The Welfare measures are categories into Statutory, non-statutory and the same made accessible to its employees - academic, administration, towards this the Management allocates the fund under **Soundarya Welfare Fund** and Professional Empowerment Support.

The following are provision available under different categories

Statutory Welfare Measure

- ✚ Employee Provident Fund (EPF)
- ✚ Employee Deposit Linked Insurance (EDLI)


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✚ Employee State Insurance (ESI)

- ✚ Maternity Leave
- ✚ Paternity Leave
- ✚ Medical Leave
- ✚ Gratuity

Non -Statutory Welfare Measures

- ✚ Group Insurance
- ✚ Health Insurance in association Sparsh Hospital, Yeshwantpur Branch Bengaluru.
- ✚ Special concession to get diagnostic services at Soundarya Diagnostic Centre
- ✚ Flexible Working hours for staff with Special needs.
- ✚ Reduced Teaching hours in workload for staff in administrative roles
- ✚ Corpus Fund to meet -out the salary during emergency
- ✚ Wedding Leave
- ✚ Fee relaxation for the children of Employees
- ✚ Special leave for employees on the demise of family members up to five/ eleven days
- ✚ Casual leave encashment

Professional Empowerment Support

- ✚ Seed money for research/ Minor research projects
- ✚ OOD and reimbursement to Professional Empowerment Support like. FDP, Conference, Workshops, Orientation, Refresher off the campus
- ✚ Perquisite support to pursue PhD/ PDF and enhance the qualifications
- ✚ Incentives on publications of research papers in peer reviewed Journals, Patent, IPR, and Books

Financial Assistance

- ✚ Interest free loan up to 50k for period of one year
- ✚ Salary in advanced
- ✚ Free health care consultation
- ✚ Financial Support for Medical emergency
- ✚ Support to the family of the employee who demise during the service


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Awards and Recognition

- ✚ Award of the best researcher
- ✚ Felicitation to newly PhD awardee, NET and SET
- ✚ Honour for Patent, Book publication, sponsored conferences and fund raising
- ✚ Retirement / Farwell function
- ✚ Felicitation to the staff for serving 5 years (Teacher's Day)
- ✚ Honouring the community extension services
- ✚ Honouring the consultancy services rendered

Infrastructure facilities

- ✚ ATM and online banking
- ✚ Car parking lot
- ✚ Photocopy facilities
- ✚ Stationary
- ✚ Recreation Hall
- ✚ Guest House
- ✚ Conference Hall
- ✚ Conventional / Community Hall for the domestic purpose of the employees with the nominal coast

Other facilities

- ✚ Uniform for menial and security
- ✚ Free food facilities for Class D employees
- ✚ Refreshment for employees


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Gifts on Teacher's Day

- ✦ Fellowship lunch during academic Break / Excursion
- ✦ Family get - together occasion for the employees

Thus, the core objective of the staff welfare policy is to empower the members holistically for the betterment of the organization and the families in general. It also motivates to retain the employees and create efficient workforce in the organization.

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