

## **SDCRI Policy Documents on Staff Welfare Measure**

### **1. Statement**

Surendra Dental College and Research Institute, Sri Ganganagar, is committed to providing a compassionate, transparent, and conducive working ambiance for all its employees, thereby enabling them to act to their fullest potential in the interest of the organization and society.

### **2. Goal**

To provide clear directives for staff welfare measures, outlining the employer's and the employees' responsibilities.

### **3. Responsibilities of Employer**

3.1 The institution is aware of employment laws and regulations enforces and abides by them.

3.2 The institution emphasizes a transparent professional relationship and communication with its employees.

3.3 There will not be any discrimination based on gender, religion, race, or disabilities.

3.4 It ensures that all Staff are provided with equal opportunities at the workplace.

3.5 It provides an effective grievance redressal mechanism.

3.6 It offers confidential support to its employees whenever needed, and identifies practical solutions with effective counseling.

3.7 It provides appropriate liaison with external organizations and oblique institutions in the interest of its employees.

### **4. Responsibilities of the employee**

4.1 All staff members should be concerned with their welfare at the workplace.

4.2 They should be aware of the administrative hierarchy to redress their problem.

4.3 They should also be responsible for the welfare of their colleagues at the workplace.

4.4 The employee will cooperate with any endeavor undertaken by the institution in the interest of the stakeholders.

## **5. Welfare measures include**

5.1 Leave

5.2 Campus accommodation

5.4 Health care facilities at subsidised rate

5.5 Financial support

5.6 Re-creational facilities

5.7 Research and training opportunities

5.8 Appraisal link incentives

5.9 Daycare facilities for children of staff

## **6. Monitoring and review**

The said policy will be monitored and periodically reviewed by BOM