



JIBANTALA ROKEYA MAHAVIDYALAYA

Affiliated to University of Calcutta | ESTD.: 2007

📍 P.O.- Mallickati, P.S.- Jibantala,
Pin- 743502, Dist.- South 24 Parganas

🌐 www.jibantalarokeyamahavidyalaya.in
@ jmrokeya@gmail.com

President: **Saokat Molla**

Principal & Secretary: **Dr. Anup Maji**

Ref. No.

Date:

Staff Welfare Policy

The statutory welfare measures at Jibantala Rokeya Mahavidyalaya include the following:

- **Drinking Water:** Provision of safe, hygienic drinking water.
- **First Aid:** Readily accessible first aid kits for minor accidents.
- **Washrooms:** A sufficient number of well-maintained, clean washrooms in all sections.
- **Canteen:** Availability of a canteen providing hygienic and nutritious food for employees.
- **Lighting:** Proper and sufficient lighting to ensure safe working conditions.

The non-statutory welfare schemes include:

- **Duty Leave:** Provision for duty leave for career advancement of both teaching and non-teaching staff.
- **Anti-Harassment Measures:** Guidelines as per ICC rules to protect employees from any form of harassment, ensuring proper action and protection for the aggrieved employee.
- **Leave for Parenthood:** Maternity and adoption leave for employees.
- **Professional Development:** Assistance for employees to attend seminars abroad to enhance their skills.
- **Holiday Leave:** Puja holidays for both teaching and non-teaching staff, as per the Higher Education Department's order.
- **Child Care Leave:** Maternity leave and child care leave for women employees.
- **Provident Fund:** Provident fund for all employees.
- **Career Development Leave:** Duty leave for faculty to attend seminars, conferences, FDP, and other courses for career development and institutional quality enhancement.
- **Staff Training:** Organized training sessions to hone skills and acquire new skill sets.
- **Festival Advance/Bonus:** Provision of festival advance or bonus for both teaching and non-teaching staff.

Dr. Anup Maji
Principal
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