

Standard Operating Procedures (SOP) for Staff Welfare Policy

1. **Orientation and Training Programs:**
 - The HR department will organize orientation programs for new staff members and annual training sessions for all staff.
 - A schedule of training programs will be prepared and communicated at the beginning of each academic year.
2. **Professional Development Allowance:**
 - Staff interested in attending workshops or conferences must submit an application to the HR department at least one month in advance.
 - The HR department will review applications and provide allowances as per the guidelines.
3. **Leave Application Process:**
 - Staff members must apply for casual, special, or maternity/paternity leave through the online leave management system.
 - The application will be reviewed and approved by the Head of the Department (HoD) and forwarded to the HR department for final approval.
4. **Interest-Free Loan Application:**
 - Staff members seeking an interest-free loan must submit a formal request to the HR department, along with necessary documentation.
 - The HR department will review the request and disburse the loan based on salary eligibility.
5. **Grievance Redressal Process:**
 - Staff members with grievances should submit their complaints in writing to the Grievance Redressal Cell.
 - The Cell will review the complaint and provide a resolution within 15 working days.
6. **Health and Wellness Programs:**
 - The HR department will organize annual health check-ups, wellness workshops, and fitness programs.
 - Staff members will be informed of upcoming wellness events through the college's internal communication channels.
7. **Day Care Center:**
 - Staff members wishing to enroll their children in the day care center must register with the center's administration.
 - The center will maintain a record of all enrolled children and provide daily updates to parents.
8. **Accommodation and Cafeteria Subsidy:**
 - Staff members requesting accommodation in the campus must apply through the HR department.
 - The HR department will coordinate with the administration to allocate rooms and provide necessary amenities.
 - Subsidies for cafeteria meals will be automatically applied to staff ID cards.

This Staff Welfare Policy for KFASC is designed to create a supportive environment for all staff members, ensuring their professional and personal well-being. The policy and SOPs are tailored to meet the needs of the college's faculty and staff, contributing to a positive and productive workplace.



(Signature)
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