



**Amala**  
COLLEGE OF NURSING  
ACCREDITED BY NAAC WITH A GRADE

# AMALA COLLEGE OF NURSING

## AQAR (2022-2023)



### CRITERION 6 – Governance, Leadership and Management

#### Key Indicator 6.3– Faculty Empowerment Strategies

**Metric No. 6.3.1 The Institution has effective welfare measures for teaching and non- teaching staff**

**SUBMITTED TO**



**National Assessment and Accreditation Council**

# AMALA COLLEGE OF NURSING

*(An undertaking of Amala Cancer Hospital Society)  
Amala Nagar P.O., Thrissur-680 555, Kerala, India.*



**REVISED POLICY DOCUMENT ON THE  
WELFARE MEASURES FOR TEACHING  
AND NON-TEACHING STAFF**

*All employees of Amala College of Nursing are entitled to the following welfare schemes.*

**1. Maternity leave for female employees**

All teaching and non-teaching faculty are entitled to 60 days of maternity leave after completion of 2 years of continuous service in the institution. For non-teaching staff the benefits of ESI scheme shall be availed for Maternity leave benefits. Young mothers who stay nearby the campus are allowed to take care of their children during break time.

**2. Subsidized canteen facility**

All employees of Amala College of Nursing are entitled to a 10% reduction in charges at all canteens in the Amala Campus. The employees can also avail credit pay facility at the outpatient canteen. The employee should start an account in the outpatient canteen register and will be assigned a specific page number in the register under specific category. The employees can pay their canteen dues on a monthly basis according to the credit system. The employee shall obtain a no due certificate from all the canteens while resigning from the job.

**3. Accommodation facility**

Subsidized accommodation inside the campus hostel is provided at a minimal rate of Rs.400/- per month can be availed by female teaching faculty if needed.

**4. In campus childcare facility (Creche)**

There is a play school for kids, within the compound of Amala Institute of Medical Sciences. It is provided at a nominal rate for employees of Amala College of Nursing.

## 5. Paid conference leave

**Policy:** The institution implements financial support to teaching faculty and decides to make the following policies and procedures:

- **Participation in CNE / seminar / Conference / Workshop / Webinar / short term course / Training Programme / Membership in Professional bodies:** Faculty participating in CNE/seminar/Conference/Workshop/Webinar will be provided with a maximum of Rs.1500/per year as the registration fees and provide a maximum of 5 days of duty leave.
- **Paper/Poster presentation:** Faculty presenting paper / poster in State / National / International Seminar / Conference / Workshop / Webinar will be provided with a financial assistance of Rs 1000/per year.
- **Publication in indexed journals:** Publication of the research projects in indexed journals will be provided financial support of Rs.3000/per year.
- **Research Grant:** Provision of Rs.25000/- cash award as an endowment for the faculty who has been selected as the best research performer based on the criteria.

**To claim the sanctioned amount:** Reimbursement of the amount will be only carried out only after the faculty submits the application form along with the brochure, participation certificate, and receipts/bills of the payment. In case of sanctioning extra amount besides from the above said can be permitted after discussion with the authority.

## **6. Birthday celebrations**

Each teaching and non-teaching staff birthday is celebrated as common get together. The employee's birthday will be intimated by Office Superintendent to the Academic Coordinator and the employee will be personally wished by the Academic Coordinator on their birthday.

## **7. Time offs**

A register is maintained in the principal office for the faculty to record the extra hours of duty they have done for accreditation or other college related activities. The register will be personally monitored and verified by the Principal and one day duty off will be allotted after completion of 8 hours of extra duty. The faculty is entitled to take 3 hours permissions in a month after getting prior approval from the Principal.

## **8. Access to fitness center**

Interested faculty can utilize the Gymnasium facility present in the campus with a concessional rate of Rs.150/month.

## **9. Access to Padmabushan Fr.Gabriel Memorial Central (PGMC) Library**

All faculty are entitled to utilize the central library for referencing and advanced search engine like Ovid

## **10. Faculty tour**

Every year both teaching and non-teaching faculty undertakes one day picnic along with their family members, Principal, Academic Co-ordinator which will be partially sponsored by the Management. Religious sisters have special tour facility with management other than common faculty tour.

### **11. Amala Family Care Scheme**

Under Amala Family care scheme each employee is eligible for registering 10 (9 + 1) family members for concessional treatment (10% at Amala Institute of Medical Sciences).

### **12. Annual Health Checkup and immunization**

All non-ESI faculty are entitled for free annual checkup at the Arch clinic and Hepatitis B Vaccine is provided by the management free of cost to all teaching faculty.

### **13. Employee Provident fund Scheme**

All non-teaching faculty with basic salary less than 15000/- is eligible for Provident Fund

### **14. ESI Scheme**

All teaching and non-teaching faculty with wage limit less than 21000/- is eligible for ESI benefit.

### **15. Gratuity Scheme**

All teaching and non-teaching staff except on contract basis, on termination of employment after 5 years of continuous service due to retirement will be eligible for gratuity