

## STAFF WELFARE COMMITTEE

The Staff Welfare Committee is formed to work for the benefit and welfare of the general staff and provides a channel to interact with each other.

### Objectives:

- ❖ To arrange for extra-curricular activities for all members of the staff.
- ❖ To ensure favorable working environment for members of staff.
- ❖ To arrange for regular casual meetings for all staff.
- ❖ To mentor and orientate junior staff members of staff.
- ❖ To provide tea and coffee for the staffs during working hours.

### Procedure:

- ❖ The staffs are encouraged to give suggestions to improve the staff welfare measures provided by the management to all the staffs.
- ❖ The management provides welfare measures to all the staff by providing tea or coffee to all the employees during morning as well as evening session.
- ❖ The management provides lunch and refreshments to all the staff during events and programs organized by the institute.
- ❖ The management sponsors money every year for a one day picnic to the staff.
- ❖ The management provides refreshments in case the work time of the faculty is extended beyond the working hours.

### Responsibilities:

- ❖ Ensure favourable working environment for members of staff.
- ❖ Arrange for regular casual meetings for all staff.
- ❖ Mentor and orientate junior staff members of staff.
- ❖ Identify appropriate picnic destinations for staffs
- ❖ Provide refreshments for the staffs during working hours.
- ❖ Arrange for extra-curricular activities for all members of the staff.

### Frequency of Meetings:

Once every Semester

### Committee membership details:

Committee Role	Designation
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Chairperson	Director	
Convener	Director / Professor / Associate Professor (Academics/Administration)	
Members	2 Associate Professors 2 Assistant Professor 1 Non teaching clerical staff	
<b>Committee Members:</b>		
<b>Name</b>	<b>Designation</b>	<b>Role</b>
Dr. D.Nisar Ahmed	Director	Chairperson
Dr. Major. Zahid Hussain	Additional Director (Admin)	Convener
Dr. T.A.M. Hameed Kan	Associate Professor (Accreditation)	Member
Dr. S.G.Balaji	Associate Professor (Academics and R&D)	Member
Mrs. S.Sumiya	Assistant Professor	Member
Mr. M.Riaz Ahmed	Assistant Professor	Member
Mr. I.Faiz Ahmed	Senior Assistant	Member