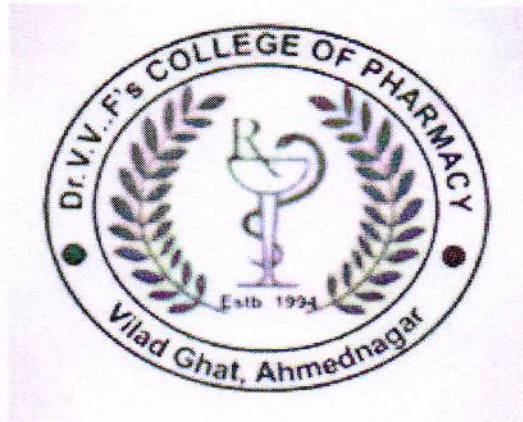


STAFF WELFARE POLICY

PREPARED BY



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF PHARMACY,
AHMEDNAGAR**

INTRODUCTION

This scheme provides welfare measure for teaching /non-teaching staff during the employment at the institute. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document emphasizes on policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of the management.

OBJECTIVE

The objectives of welfare measures are as follows

- To enhance the overall development of staff provinces of life
- To provide ample opportunities for welfare of staff (Financial/Medical/Personal)
- To provide opportunity to acquire higher education in continuation with service
- To provide facilities to carry out research/Ph.D coursework.
- To provide opportunities to excel academic/administrative excellence through various activities.

ELIGIBILITY

For full time teaching/Nonteaching staff of the institute.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

1. Employee Provident Fund-

Institute shall provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account. The employee can contact to institute accountant/Administrative staff for further details.

Also Gratuity benefit provided for retired staff.

2. Employee Group Insurance

The college has employee Group Insurance for both teaching and not teaching staff.

3. Facilities for carry Research work/ Acquire Higher Qualification

Teachers will get financial assistance for purchase of chemicals/glassware to perform their Ph. D research work in the college/and other research projects, for AVISHKAR research competitions. Teachers can use the equipment/instrument/library facilities to obtain higher qualification/carry Research Work.



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4. Leave

1. Leave is a privilege and not a right: it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. Leave application: The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangement/internal adjustment among the faculty members of his/her any other department to keep the students engaged.
3. No leave can commence unless it has been sanctioned :
Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action penal deductions.
4. Acceptance of alternate: Employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employee shall refrain from the same.
5. No leave will be sanctioned on telephone: Except in case of extra ordinary circumstances/sudden illness, etc. This shall however, be recognized immediately on joining the duty in writing.
6. Continued absence of more than fifteen days, or repeated irregularity without intimation of any kind may render an employee liable disciplinary action including termination of services besides penal deduction.

A) Kinds of leave :

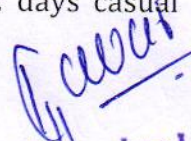
- a) Casual Leave (CL)
- b) Compensatory Off (CO)
- c) Medical Leave (ML)
- d) Earned Leave (EL)
- e) Extra Ordinary Leave/Leave Without pay (LWP)
- f) Duty Leave (DL)
- g) Study Leave
- h) Vacation Leave
- i) Maternity Leave
- j) Special Leave

a) Casual Leave :

Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules.

1. For teaching staff 15 days and non-teaching staff 12 days casual leave in one calendar year.



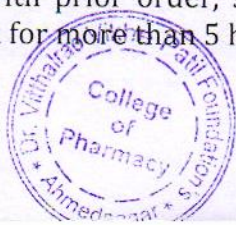

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2. Casual Leave can be enjoyed at proportional rate commencing from the beginning of the calendar year.
3. If any member of staff avails casual leave more than the proportionate, the leave may be considered as extra ordinary leave (i.e., leave without pay) by the sanctioned authority.
4. Not more than 3 days casual leave can be enjoyed at a time, to be extended to 5 days in most exceptional circumstances.
5. Total period of casual leave and holiday enjoyed at a time should not exceed 3 days. Only in exceptional circumstances casual leave can be extended to five days, if it is due.
6. Absence on a half working day should be treated as full day's casual leave.
7. Casual leave cannot be affixed or prefixed with Earned leave, Medical leave vacation.
8. Casual leave should not be availed without prior sanction and without making alternate arrangement of the work in consultation with HOD.
 - (a) Employee are expected to attend regularly as per the collage timings , if an employee comes more than 10 minutes late , he/she must sign the muster roll marking the time at which he/she reports for duty .
 - (b) If an employee comes more than 10 minutes late 3 or more timings during a month his/her casual leave accounts shall be debited at the rate 1 day's casual leave for 3 days late attendance.
9. If there is tendency to fritter away leave , the following steps may be taken against the person concerned :
 - (a) Refusal of casual leave, if it is believed that it is asked for without adequate ground.
 - (b) Treatment of absence as leave without pay when a person has remained absent without alternative arrangements for his periods/work.

b) Compensatory Off:

No compensatory off will be allowed for completion of academic work allotted to teaching staff members.

Employee if asked to work (except academic work) on Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have compensatory holiday, provided they work for more than 5 hours on that day.



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Compensatory holidays should not be accumulated more than three days at a time. No compensatory off will be permissible if he has an already 3 compensatory offs at his credit. Compensatory offs are to be enjoyed on full day basis (no half day compensatory off permissible).

Compensatory off should not be availed without prior sanction. Compensatory cannot be affixed and prefixed with earn leave/medical leave or vocation.

No compensatory off is allowed to carry over to the next calendar year.

No compensatory off is permissible for attending the remunerative work on Sundays or public holidays.

While asking for extra work (other than academic one), the competent authority should issue an office order in writing.

c) Medical leave :

1. All teaching and non-teaching staff members get medical leave for 10 days on commutation or 20 days on half of pay for each calendar year.
2. Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from doctor or a registered medical practitioner would be required in case where more than three days the person was sick.
3. Medical leave cannot be sanctioned between two holidays. (i.e., one side holiday, student) otherwise it will be counted in medical leave.
4. Employee applying for a medical leave should produce treatment certificate with their application and at the day of joining duty he/she should submit fitness certificate.
5. If the employee avails medical leave for more than one month, he has to produce fitness certificate from civil surgeon at the day of joining duty.

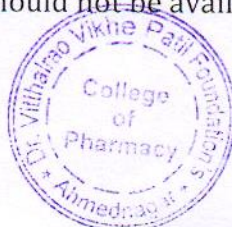
d) Earned leave :

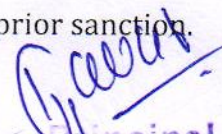
I) Teaching :

No earned leave for teaching faculty; however vacation can be converted to earned leave. The basis rate for conversion is one day for two consecutive days.

II) Non-teaching :

1. Earned leave is admissible to all non-teaching staff. (Excluding department technical staff). Employees should get earned leave for 30 days in each calendar year.
2. Earned leave can be accumulated up to 240 days.
3. Earned leave can be availed minimum 3 days at a time.
4. Earned leave cannot be affixed and prefixed with holidays or Sundays or C.L. from both sides.
5. Earned leave should not be availed without prior sanction.




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6. If a person is absent without prior sanction of leave or without making alternate arrangement, his absentee for the day will be treated as extra ordinary leave i.e. leave without pay.
7. If employee avails earned leave, no other type of leave will be sanctioned in continuation with earned leave. In the situation when earned leave is prefixed with holidays or Sundays, the leave immediately after holidays and Sundays will be treated as earned leave.

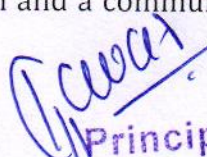
e) Extra ordinary leave/leave without pay :

1. For reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he may be granted, "Extra Ordinary Leave/leave without pay "at the discretion of the Principle/Director/Management subject to exigencies of service. Such leave shall not exceed 3 months in a calendar year at a time.
2. Maximum for 6 months, as above on medical ground where the staff has completed 3 years of continuous service
3. Maximum for 12 months, on medical grounds where the staff has completed 5 years of continuous service.
4. Maximum for 12 months, for undergoing treatment on TB, Leprosy etc. Where the staff has completed one year completed serve.
5. Maximum for 18 months for undergoing treatment on TB, Leprosy etc. Where the staff has completed one year completed service.
6. Maximum for 24 months for undergoing treatment on TB, Leprosy etc. Where the staff has completed one year completed service.

f) Duty Leave:

1. An activity of an employee which can bring recognition to the institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
 - a) To deliver academic lecture.
 - b) To work on behalf of the university/college.
 - c) To read/present a research paper in a conference/symposium of national /international level or to attend workshop/seminar.
 - d) To attend selection committee or other such like committee meeting provide they are convened by a statutory body /university recognized by the Government.
 - e) To inspect academic institution attached to a statutory body or a university recognized by the Government.
3. The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions :
 - There exist a written request from the competent authority.
 - The paper has been accepted for presentation and a communication to this effect received in writing.




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g) Study leave:

1. Leave for up to a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized institute.
2. Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the institute. He/she will be required to furnish a bond for that will serve the institute at least for a period of 3 years after return the study leave.

h) Vacation leave :

1. All teaching and non-teaching technical staff is entitled for summer and winter vacation in one calendar year as per the rules of university.
2. The vacation leave shall be got sanctioned in advance in writing as any other leaves.
3. The vacation period amongst the faculty members shall generally be staggered to ensure that the institute functioning is not hampered.

i) Maternity leave :

Maternity leave may be granted to a permanent female employee who have completed two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay for a maximum period of 90 days, subjected to production of medical certificate.

Medical Benefit: 50% medical benefit in investigation, surgery in foundations hospital
(Excluding medical expenses)

Medical policy: Medical policy for both teaching and non-teaching staff.

Concession in Tuition fees: 20 to 30% for the ward of staff members studying in the institute

Permission/Movements: Depending on urgency of the mater Principal/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

Women's grievances redressal Cell:

Institute constituted an Internal Complaint Committee/Women's grievance redressal cell to address issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.



(Handwritten Signature)
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Transport facility

The institute has transport department and ensures transport facility to teaching/Non-teaching staff. Employees can avail the transport facility for official work. The procedure to apply for transport facility is defined and employees should apply to avail the same.

Residential Facility for Non-teaching staff

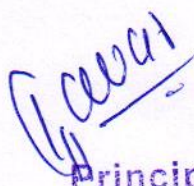
Institute management provides in campus residential facility to teaching and non-teaching staff. The allocated residential area is provided for staff with facilities like electricity/Water/garbage collection and common area cleanliness etc. The employees who want to avail residential facility shall make application for the same to the foundation office.

Festival Advance: Festival advance for Diwali occasion

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are will discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employee shall follow the procedure and apply through proper channel to avail the welfare scheme. The higher authority Principal/Director Technical Directors/ Secretary General shall provide the decision based upon eligibility criteria and norms of management. Any dispute or disagreement will be addressed by higher authority as per the norms and employees shall bind to the same.




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