

STAFF WELFARE POLICY

Prepared By

Matoshri Education Society

(MES)



INTRODUCTION

This scheme provides welfare measures for teaching /non-teaching staff during employment at Matoshri College of Pharmacy and Research, Nashik. This document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of Matoshri Education Society's 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 carryout research/Ph. D. course work.
- 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 Group Insurance

The college has collaboration with United India Insurance Company for employee Group Insurance. The sum of the amount is specified in insurance policy and applicable to accidental damage.

- 2. Financial support for conference/workshop/seminar/symposia/membership** Teachers will get financial assistance for State /National/International level Seminars/Workshops/Conferences/Symposia in the field of pharmaceutical sciences. Teachers will also get financial support to obtain professional membership in relevant fields.

3. Organization of Seminar/Conferences/Workshops/FDP/Administrative training program

Institute will organize various academic/administrative training programs to upgrade skills/knowledge of teaching/Non-teaching staff. After Successful completion of training/attending the program staff will award a certificate.

4. 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.

5. Leave

Staff members can avail the leave facilities as per the eligibility criteria and norms of MES's management.

a. Casual Leave: The teacher shall be entitled to 12 days casual leave in an academic year.

b. Special leave: The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

c. Yearly Leave: The confirmed non-vacation staff shall be entitled to yearly leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 20 days of leave.

d. Medical Leave: All the employees are entitled for Ten Medical Leaves (ML) in an academic year (1st July to 30th June).

e. Study Leave: The permanent full-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution.

f. Maternity Leave: The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.

g. Vacation Leave: Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

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

6. Transport facility

The institute has a 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 a transport facility is defined and employees should apply to avail the same.

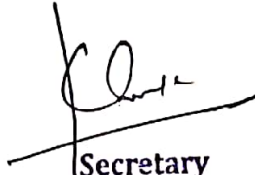
7. Residential Facility for Non-teaching staff

MES's Management provides in campus residential facility to non-teaching staff. The allocated residential area is provided for non-teaching staff with facilities like electricity/Water/garbage collection and common area cleanliness etc. The employees want to avail residential facility shall make an application for the same.

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The higher authority Principal/Campus Director/ Corporate Directors/ Founder Secretary shall provide the decision based upon eligibility criteria and norms of MES's Management. Any dispute or disagreement will be addressed by higher authority as per the MES's norms and employees shall bind to the same.




Secretary
Matoshri Education Society
Yeola, Nashik