



# Institute of Pharmaceutical Education

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

(☎:-02563- 284202, 284203, 9822286957)



## STAFF WELFARE POLICY

PREPARED BY



Kisan Vidya Prasarak Sanstha's  
INSTITUTE OF PHARMACEUTICAL  
EDUCATION, BORADI



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Policy Document

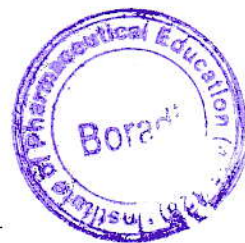


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## INTRODUCTION

This scheme provides welfare measure for teaching /non-teaching staff during the employment at KVPS's Institute of Pharmaceutical Education, Boradi. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of KVPS'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 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.

### 2. Financial support for conference/workshop/seminar/symposia/membership

Teachers will get financial assistance for State /National/International level Seminars/Workshops/Conferences/Symposia's in the field of pharmaceutical sciences. Teachers will also get financial support to obtain professional membership of relevant field.

**Policy Document**



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### **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.

### **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 KVPS 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. Earned Leave:** The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.
- d. Medical Leave:** All the employees are entitled for Ten Medical Leaves (ML) in an academic year (1<sup>st</sup> June to 31<sup>st</sup> May).
- e. 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.
- f. Vacation Leave:** Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.
- g. Permission/Movements:** Depending on urgency of the matter Principal/faculty/staff may



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leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

## **6. 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.

## **7. 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.

## **8. Residential Facility for Non-teaching staff**

KVPS'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 application for the same.



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## 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/Secretary/President shall provide the decision based upon eligibility criteria and norms of KVPS's Management. Any dispute or disagreement will be addressed by higher authority as per the KVPS's norms and employees shall bind to the same.

  
**PRINCIPAL**  
Institute Of Pharmaceutical  
Education Boradi (425 428)