



CAYM Education Trusts

Siddhant College of Pharmacy

A/P Sudumbare, Talegaon -Chakan Road, Tal:Maval, Dist: Pune -412109

Phone : 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

Welfare measures for Teaching and Non-teaching

The Institution has effective welfare measures for teaching and nonteaching staff. This scheme provides welfare measure for teaching and non-teaching staff during the employment at CAYMET's SIDDHANT COLLEGE OF PHARMACY. 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 management.

It includes following Points :

- 1) Promoting Self development
- 2) Leave
- 3) Employee Provident Fund
- 4) Medical Care
- 5) Tea club
- 6) Accommodation facility
- 7) Transport facility
- 8) Bank on campus
- 9) Felicitation on achievement
- 10) Canteen facility with discount
- 11) RO drinking water facility
- 12) Staff Uniform





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- 1) **Promoting self development-** Different workshops has been arranged been organized for self development of our teaching and non teaching staff.





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2) **Leave-** Staff members can available the leave facilities as per the eligibility criteria and norms of CYMET management. We have

Sr.No	Type of Leave	Benefit
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	Medical Leave	All the employees are entitled for Ten Medical Leaves (ML) in an academic year.
d	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.
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.

SIDDHANT COLLEGE OF PHARMACY
Al. Post - Sudumbare, Pune 412109
LEAVE CARD

Institute Name: Siddhant College of Pharmacy Employee Code: 32
Name: Mr. Siddhant T. Keshar Dept: Pharmacology
Date of Joining: 01/07/2006 Sanctioning Authority: _____
Leave Record For The Year: 2015-20 Leave Balance At On: _____

Month	No. of Days	Post holder	Leave Enjoyed										Balance						
			Worked	A.W.	CL	ML	EL	C.OFF	OD	L.W.P	CL	ML	EL	C.OFF					
Jul	21	5	12																
Aug	24	5	6	05															
Sep	28	5	11	15	2														
Oct	11	5	13	05															
Nov	23	6																	
Dec	20	11																	
Jan	21	5																	
Feb	15	11																	
Mar																			
Apr																			
May																			
Jun																			

Leave Guidelines -

- Casual Leave:**
 1. 12 (Twelve) Days per Academic Year
 2. Casual Leave starting from 1st July to 30th June
 3. Casual Leave is applicable to all permanent & permanent staff of Institute / College
 4. If Casual Leave not applied in an academic year, Casual Leave will be lapse at the end of academic year
- Medical Leave:**
 1. After completion of one year regular service, staff shall be entitled for 10 (Ten) days Medical leave per academic year
 2. Medical Leave starting from 1st July to 30th June
 3. Medical Leave applicable to all Teaching & Non-Teaching staff
 4. Medical Leave can be availed only after completion of one year of service
 5. Maximum Medical Leave can be availed only 10 (Ten) days
 6. The Medical Leave shall be granted on the production of medical certificate from the Registering Medical Practitioner. The staff shall produce certificate at the time of reporting the first day that he/she is entitled to. The Management have rights to verify the same
- Special Leave - Non-Teaching Staff Only:**
 1. Only Non-Teaching / Non-Teaching Staff is eligible for Special Leave
 2. After completion of one year regular service, non-teaching staff can be entitled to 20 (Twenty) Special Leave
 3. Special Leave starting from 1st July to 30th June
 4. Maximum 20 (Twenty) days leave is required for availing Special Leave
 5. Maximum Special Leave can be availing only 20 (Twenty) days
- Compensatory Off:**
 1. C.OFF is applicable for teaching and non-teaching staff working on Saturday, Sunday and holidays
 2. C.OFF should be taken within 21 working days



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- 3. 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.
- 4. Medical Care:** The institution is very near to city and closely surrounded by a number of government and private hospitals and health clinics. The institution has tie up with near by Hospital with primary health equipment to attend on emergencies and casualties and to provide general medicine made available free of cost to all the staff members.





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5. Tea Club: All staff are come together for Tea time . So that staff manage their stress and spend happy time with colleagues





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- 6. Accommodation facility-** Our management provided hostel facilities for those staff who lives outside. So that they don't have to waste time and energy in travelling all the way to their college.





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- 7. Transport facility-** Driven by a team of trained drivers, a large fleet of buses ply from all places catering to the needs of students and staff members for a comfortable and hassle free transport





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- 8. Bank on campus-** There is Canara bank in our campus. So that they they manage their own finances with less time.



- 9. Felicitation on achievement** –Staffs are Felicitated for their achievements





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- 10. Canteen and Fast Food Centre:** The canteen and fast food centre is located in a spacious, well planned building to cater to the needs of the staff and is well equipped with modern cooking facilities



- 11. RO drinking water facility:** Purified Water are Provided for Staff and Students.





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12. Staff Uniform: Institute Provide uniform for Staff

