



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

STAFF WELFARE POLICY

Purpose :

This scheme provides welfare measure for teaching /non-teaching staff during the employment at Siddhant College of Pharmacy, Pune. 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.

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.
- To enhance the level of morale, to create a loyal, contented workforce in organization.
- To develop a better image of the organization in the minds of the employees. □ To enable the workers to live comfortably and happily.
- To develop efficiency of the workers.
- To expose giving and caring activities of the organization. □ To develop positive attitude towards job and management.
- To develop a feeling of satisfaction of employees with the organization and better human relation. □ To retain skilled and talented workers.

Eligibility: For full time teaching/Nonteaching staff of the institute.

Principal
Dr.R.K.Dumbre



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

Nature of Assistance Available Under The Scheme:

A) Financial welfare measures:

1.Employee Provident Fund and Gratuity

Institute shall provide EPF scheme to all 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.

Gratuity: A confirmed teaching and non-teaching employee after continuous 5 years of service is eligible to get benefits of Gratuity as per provisions of Payment of Gratuity Act 1972

2.Employee Group Insurance

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

3. Advance salary for emergency or Festivals

In emergency or festivals staff members can apply for the advance salary. Advance salary is returned through the easy installments

4.Interest free Festival advance

For festival celebrations like Diwali, Ramzan-Ed etc. teaching and nonteaching staff can get advance from college without interest.

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5. Advance for medical expenses:

In case medical emergency employees can get advance facility

6. Campus accommodation for teaching and non-teaching staff

At nominal charge Amrutvahini Sheti and Shikshan Vikas Sanstha provides accommodation facility in staff quarters in main campus.

7. 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.

B) Non-Financial welfare measures:

1. 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 with certificate
2. **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.
3. **Leave Staff members can avail the leave facilities as per the eligibility criteria and norms of CAYMET'S management.**
 - a. Casual Leave: The teacher shall be entitled to 15 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.

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

4. 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.

5. 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.

6. Residential Facility for Non-teaching staff

CAYMET'S 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.

Principal
Dr.R.K.Dumbre