

**STAFF WELFARE
POLICY DOCUMENT**



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Geethanjali College of Pharmacy

(Approved by AICTE, PCI New Delhi and Affiliated to JNTU, Hyderabad)
Sy.No. 31, Cheeryal (V), Keesara (M), Ranga Reddy District. - 501 301.

DATE: 22/ 06/15

STAFF WELFARE POLICY

The policy document provided for the welfare of teaching and non-teaching staff to develop an excellent work culture with the institute for academic and personal growth. Teja Education Society has adapted on staff welfare measures based on their eligibility criteria.

OBJECTIVES:

- To enhance the overall development of staff in the institution.
- To provide opportunities to excel in academic/administrative excellence through various activities
- To provide facilities to carry out research/Ph. D course work.
- To provide financial assistance to higher education and professional membership in continuation with service in the institute and also for attending state/National/International level FDPs./seminars/ workshops/conferences/ short term courses/ symposia/patent application in the field of pharmaceutical sciences.
- To provide facilities for the welfare of staff (Financial/Medical/Personal).

ELIGIBILITY FOR SCHEME:

The eligible members of the staff are enrolled under the EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.



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I. INCENTIVES AND AWARDS

Awards are instituted for the faculty as well as supporting staff members. In the case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, and no. of top ranks at the university level secured by students in their respective subjects. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest-free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and program-wise institution rankers and university rankers in any subject and/or year.

“I can teach anybody how to get what they want out of life. The problem is that I can't find anybody who can tell me what they want” - Mark Twain

II. LEAVE RULES AND LEAVE POLICY:

A) GENERAL

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the Office of the Principal.
- Sanctioning Authority: The principal of the college is the competent authority to grant all kinds of leaves to all the employees. The principal may delegate this power to heads / in charge for administrative convenience. The Secretary (Chairman) of the college is the competent authority to sanction the leave of the Principal.
- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with the intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.



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B) CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen days of casual leave in a calendar year.
- The total number of CLs used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- The total number of CLs used shall not exceed 4 at the end of the I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- Casual leave cannot be combined with any other type of leave.
- Casual leave for half a day may also be granted for forenoon or afternoon.

C) HALF-PAY LEAVE (HPL)

- All employees are entitled to 10 days of half pay leave on medical grounds.
- HPL may be commuted on medical grounds subject to the following conditions:
 - Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.
 - When commuted leave is granted/used twice the amount of such leave shall be debited against the HPL accrued (due).
 - HPL for more than 2 days will be granted against the production of a medical certificate from a registered medical practitioner.

D) SPECIAL LEAVES

- All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer/ evaluator/ examiner.
- All regular faculty members are eligible for leave up to 06 days in a calendar year for participation and /or presentation of papers in National / International seminars/ Conferences / Symposiums / Workshops.
- All the regular staff members of the college, who have put in not less than one year of service in the college and who marry while service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and/or suffixed.

E) COMPENSATORY CASUAL LEAVE (CCL)

All the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility.

Fractional CCL will not be granted. Remunerative work is excluded from the provision.



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F) STUDY LEAVE

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on case to case basis.

G) MATERNITY LEAVE

A regular eligible female employee is entitled to maternity leave for up to six weeks with pay and an additional 6 weeks on half-pay. This leave is granted only once during the service at the college. The employee taking this leave has to give an undertaking (on Rs.100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after the return from leave. Maternity leaves not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion.

Maternity leave applications must be accompanied by medical certificates.

H) VACATION LEAVE

- All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to six weeks' vacation leave. These six weeks are split up as follows:
 - 04 weeks during summer
 - 01 week each during Dusserah and Sankranthi festivals.
- Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on a pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.
- To compute the service period the cutoff date would be the first day of the vacation period notified by the Principal at the end of the academic year.
- Unused vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL): 05 (EL).

I) EARNED LEAVE (EL)

- All the non-teaching staff members (non-vacation staff) are eligible for accrued Earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service. Gardeners are eligible for 5 days' Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.
- Unused ELs would be carried forward to the next calendar year.



- ELs will not be granted on more than three occasions in a calendar year.
- ELs will not be granted for less than 05 days.
- In certain cases unused vacation leaves of vacation staff may be converted to ELs as provided for in, clause VIII above.

III. TRANSPORT FACILITY:

Teja Educational society has assisted with free transportation from the transport department and subsidized transport facilities for teaching/non-teaching faculty for their official work.

Other Welfare Measures for teaching and non-teaching faculty

- ATM facility is available in the parent institution at GCET campus, located within 200m from the pharmacy campus
- Recreation program (family get together with the parent institution)
- Canteen facility
- Yoga classes for physical fitness.
- Medical facility by conducting health campus.
- Fire safety measures.
- Appreciation/ recognition and incentives for teaching for their professional excellence.
- Medical facility with visiting doctor and nurse in the institution.
- Appreciation/ Recognition and incentives to teaching staff for their professional achievements.
- Fire safety equipment at the institution.
- CC TV cameras to ensure safety and security.

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

Policy procedures are well discussed and defined for teaching and non-teaching to avail the welfare scheme. Employees should apply through the Principal to avail the welfare schemes. The Principal/ Founder secretary has the authority to make decisions based on eligibility criteria and norms of Teja Educational society for Geethanjali College of Pharmacy.



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