



**HON.SHRI.ANNASAHEB DANGE AYURVED MEDICAL
COLLEGE & POST GRADUATE RESEARCH CENTER ,
ASHTA, DIST SANGLI**

**INSTITUTIONAL POLICY OF EMPLOYEE
WELFARE MEASURES**

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INSTITUTIONAL POLICY OF EMPLOYEE WELFARE MEASURES

1. INTRODUCTION

The institute Hon.Shri.Annasaheb Dange Ayurved Medical College & Post Graduate Research Center, Ashta recognises all their employees such as teaching and nonteaching staff are the most valuable resource and the welfare of all employees is essential in achieving the institute's mission. Welfare of employees is an investment in the efficiency and effectiveness of the organisation.

The institute is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

2. AIM

To provide a framework for the provision of staff welfare support.

3. EQUAL EMPLOYMENT OPPORTUNITY:

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees are not denied benefit, or subjected to discrimination under any program or activity of the Institute.

4. FACULTY DEVELOPMENT :

Higher Studies

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at HEI institutions. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- i.) Preference will be given to those opting for doctoral programs, followed by Master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program .

- ii.) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

5. SEMINARS/ WORKSHOPS/ CONFERENCES/ CME/ ROTP/ FDP PROGRAMMES :

- i) Faculty/Staff members will be sponsored by the management for seminars /conferences/ workshops and short term training programmes.
- ii) Financial assistance to the tune 50% will be provided.
- iii) The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work.
- iv) The period of absence will be treated as ON DUTY during the period of attending the courses.

6. PROMOTION OF RESEARCH ACTIVITIES :

- i. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- ii. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.
- iii. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India , depending on availability of funds.

7. STAFF DEVELOPMENT AND TRAINING:

- i. Arranging in house training programme for improving skills of teaching & nonteaching staff
- ii. Deputing the staff members to attend training programmes outside.
- iii. Financial assistance to the tune of 50% will be provided.
- iv. The institute encourages its entire staff to undergo Quality Improvement Programs (QIP) ,MET, Advance training education trainings, Advance research training and other relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department.

- v. A record of training is to be kept by the all employees in their personal files. The institute encourages and supports the training and development of all its staff members and is dedicated to promote a vibrant team of employees.

8. GROUP INSURANCE SCHEME FOR EMPLOYEES:

Institute is proposed and will implemented to all teaching and non teaching staff a group Health insurance scheme .

9. FREE / CONCESSIONAL MEDICAL FACILITY:

Dhanvantari hospital provides all emergency medical facility as well as regular medical check ups for all same staff and students are totally free . All type of health care system is available for staff at 24 X 7 hours. All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The R.M.O. keeps medical records of all employees and offers medical check-up and medical assistance.

10. EARNED LEAVE [EL] :

If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is 3:1 that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

The Management grants maternity leave to the women employees, for a period of 180 days and limited to the first two living children. For university work institute provides duty leaves.

11. CONSULTANCY ASSIGNMENTS:

The institute is encouraging to accept consultancies, direct projects, register patents, R&D Products and technology transfers as a part of their academic duties. This would help the society at large to benefit from the professional inputs by the academic community and contribute directly to societal development. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.

12. CONTRIBUTORY PROVIDENT FUND:

Contributory Provident Fund Scheme is made available to all employees after three years of service.

13.LOCAL CONVEYANCE :

Staff members traveling within the city for official work are eligible for compensation .

14.INTERNET FACILITY POLICY:

Staff of the institute must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through college internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

15. DEPUTATION FOR PH.D. WORK:

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least three years of continuous service.

16. LOAN FACILITY & EDUCATIONAL LOAN FACILITY

Hon.Shri.Annasaheb Dange Patsanstha is available for staff to avail the loan upto Rs.2,00,000 for teacher, Rs.1,00,000 for nonteaching staff, & Rs.50,000 for Peon and swippers ,with the fulfillment of proper documentation.

Educational Loan facility is available for higher studies

17.OTHER WELFARE MEASURES:

The following are service benefits and welfare measures extended to the employees of the College.

Provision of canteens in the campus

- i. ATM
- ii. Two Wheeler Parking

- iii. Four Wheeler Parking
- iv. Play ground equipments

18. POLICY OF ENCOURAGEMENT TO EMPLOYEES:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

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