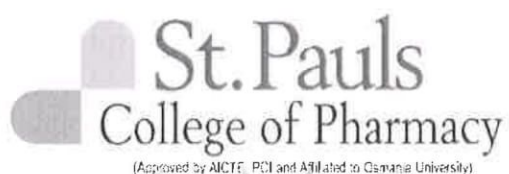


St. Pauls College of Pharmacy



Turkayamjal(V), Abdullapurmet(M),RR Dist-.Telangana State-501510

STAFF WELFARE POLICY DOCUMENT

(Approved in Governing body Meeting held on 5th January 2017)



Principal

St. Pauls College of Pharmacy

Turkayamjal, R.R. Dist-501510

STAFF WELFARE POLICY DOCUMENT

STAFF WELFARE POLICY

INTRODUCTION

The scheme provides welfare measures for teaching/ non-teaching staff during their employment at the institution. The policy document is prepared in consideration of different aspects for the overall development and satisfactory employability. It highlights policies in the areas of personnel prosperity as per eligible criteria and norms of St. Pauls educational Society.

OBJECTIVE

The objectives of welfare measures are as follows:

- To enhance the overall development of staff.
- To provide financial assistance such as fee concession to the wards of economically weaker staff.
- To provide opportunity to acquire higher education in continuation with service.
- To provide facilities to carry out research/Ph. D. course work.
- To provide opportunities to excel in academic/administrative works through various activities such as attending State/ National/ International level FDPs/ Seminars/ Workshops/ Conferences/ Symposia in the field of Pharmaceutical Sciences and to obtain Professional membership of relevant field.



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ELIGIBILITY

Full time teaching and non-teaching staff of the institute

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

1. ESI (Employee State Insurance)

The institute provides ESI scheme to its non-teaching staff. Every month the specified amount will be deducted from salary of staff, along with the institute's share and is deposited to the Employee State Insurance account.

2. Employee Provident Fund

The institute provides EPF Scheme to its entire non-teaching staff. Every month the specified amount will be deducted from employee's salary and deposited along with the management's share to the Employee PF Account. The employee can contact the institute accountant/administrative staff for further details.

3. Employee Group Insurance

The institute provides Group Insurance to staff members.

4. Facilities to carry out research work/acquire higher qualification

Teachers registered for part time Ph. D can use Equipment/ Instrument/ Library/ Software facilities to carry out their research work. Official/ Paid leaves are given to those who attend such higher education programmes. Unpaid long leave is sanctioned for those who register for full time Ph. D



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5. Updating skills of teaching staff and non-teaching staff

- **Updating skills of teaching staff**

Staff members are encouraged to attend the Faculty Development Programmes and conferences with an aim to update with current trends. Official leaves are given to attend such Faculty Development Programmes.

- **Updating skills of non-teaching staff**

Non-teaching staff members are also encouraged to attend various administrative training programmes, training sessions on Good Laboratory Practices (GLP), fire safety training programmes and other academic events.

6. Transport Facility:

St. Pauls Educational Society has transport department and ensures subsidised transport facility for teaching/non-teaching staff. For official work, leave/ transport facility/ travelling allowance (private transport other than college vehicles) / food expenses are provided to the staff members.

7. Leave Facility:

Various leave facilities for both teaching and Non-teaching staff: Staff members can avail the leave facilities as per the eligibility criteria and norms of St. Pauls Policy.

- Casual Leave
- Compensatory Casual Leave
- Combination of leave
- Medical Leave
- Maternity Leave
- Sabbatical leave/study leave
- Special leave
- Leave on loss of pay
- Early permission/Movements
- Summer Vacation

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8. Financial support for career development:

Teachers receive financial assistance for attending State/National/International level FDPs/ Seminars/ Workshops/ Conferences/ Symposia in the field of Pharmaceutical Sciences, to obtain Professional membership of relevant field and to take up research projects, publish articles in the refereed journals.

9. Organization of Seminars/ Conferences/ Workshops /FDPs/ Administrative Training programmes

The institute organizes various academic/administrative training programs to upgrade skills/ knowledge of teaching/ non-teaching staff. After the successful completion of training/ attending the program staff will be awarded the certificate.

10. Internal Complaint Committee, Women Grievances & Redressal Cell:

The institute constituted an Internal Compliant Committee as well as Women Grievances & Redressal Cell to address issues related to male, female employees and students such as safety, security, resolve the problems faced by social issues. The mechanism has been established to register/ handle and solve the issues as per the norms of the regulatory authority.

Other welfare measures for teaching and non-teaching members of faculty

- Yoga facility for physical fitness
- Recreation programmes, sports and picnics
- Wi-fi facility
- Workspace
- Computing facility
- Aprons for Class IV employees
- Medical facility on emergencies
- Appreciation/Recognition and incentives to staff for their professional achievements
- Fire safety equipment at the institution
- CC TV cameras to ensure safety and security


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2015-16


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St. Pauls College of Pharmacy

Procedure of Applying for the Scheme and approval

The procedures are well discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employees can apply through Principal to avail the welfare schemes. The authority of decision making lies with the Principal/ Founder secretary based upon eligibility criteria and norms of St. Pauls Educational Society.


PRINCIPAL


Principal
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