

# HI-TECH COLLEGE OF PHARMACY

PADOLI PHATA NAGPUR HIGHWAY,

MORWA, CHANDRAPUR.

Pincode-442406



WELFARE MEASURE  
FOR  
TEACHING /NON-TEACHING STAFF

## **HI-TECH COLLEGE OF PHARMACY CHANDRAPUR**

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### **INTRODUCTION**

This scheme provides welfare measures for teaching /non-teaching staff during the employment at **STSSVS's Hi-Tech College of Pharmacy Chandrapur**. The policy document is prepared in consideration of different aspects for the overall development and satisfactory employability of staff. The document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligibility criteria and norms of *STSSVS's* management.

### **OBJECTIVE**

The objectives of welfare measures are as follows

- ❖ To provide ample opportunities for the welfare of staff (Financial/Medical/Personal).
- ❖ To enhance the overall development of staff provinces of life.
- ❖ To provide facilities to carry out research / Ph. D. course work.
- ❖ To provide an opportunity to acquire higher education in continuation with service.
- ❖ To provide opportunities to excel in academic/administrative excellence through various activities.

### **ELIGIBILITY**

- ❖ Should be full-time teaching/Non-teaching staff of the institute.

### **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

#### **1. Employee Provident Fund**

Institute shall provide EPF scheme to all eligible teaching and Non-teaching staff. Every month the specified amount will deduct from the employee's salary and deposited with management's share to the employee's PF Account. The employee can contact to institute's an accountant/Administrative staff for further details.

#### **2. Employee Group Insurance**

The college is associated with Chola MS General Insurance Company for employee Group Insurance. The sum of the amount is specified in an insurance policy and applicable to accidental damage.

#### **3. Organization of Seminar/Conferences/Workshops/FDP/Administrative training program**

Institute will organize various academic/administrative training programs to upgrade the skills/knowledge of Teaching/Non-teaching staff. Successful completion of training/attending, the program staff will award with a certificate.

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### **LEAVE POLICY**

The rules, regulations, and conditions for grant of leaves to staff shall be as per rules of the Government of Maharashtra and University to which the college is affiliated.

#### **A) GENERAL RULES**

- 1) Right to leave
  - i) Leave is permission granted by the principal at its discretion to remain absent from duty.
  - ii) Leave cannot be claimed as of right.
  - iii) Leave of any kind may be refused or revoked by the principal to grant it but it shall open to that authority to alter the kind of leave.
- 2) Leave begins to form the date on which leave is availed of and ends on the date on which duty is resumed.
- 3) All types of leave should get priory sanctioned / except in case of any emergency and on medical ground.
- 4) Employees remaining absent without grant of any leave will be marked absent and will be treated as a break in service.
- 5) Employees remaining absent from duty after expiry of leave will be marked leave without pay and will be called and disciplinary action may be taken.
- 6) No days or period of leave will be notified from time to time after approval from the local management committee.

#### **B) LEAVE ADMISSIBLE TO STAFF**

Following kinds of leave would be admissible to staff (teaching and nonteaching).

##### **1) Casual leave (CL)**

- i) Casual leave cannot be claimed as a matter of right.
- ii) Casual leave cannot be combined with any other kind of leave except duty leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- iii) Employee shall not be entitled to more than 3 days casual leave at a time together with prefix and suffix Sundays / holidays. It could be extended to 07 days at a time only in exceptional circumstances.

##### **2) On Duty Leave ( ODL )**

- i) On-duty leave can be granted to staff members for attending a meeting of the university authorities and for the duty assigned by the college.

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- ii) On duty, leave can be granted for election work assigned by concerned authorities & the election commission of India.

### **3) Duty leave (DL)**

- i) Duty leave can be granted to an employee for attending workshop/seminar/training program/ conference / SDP etc., to deliver guest lecture/resource person without honorarium.
- ii) Performing any other duty for a university like examination work, an inspection of academic institute attached to the statutory body.

### **4) Medical leave (ML)**

- i) Staff members shall be entitled to leave on medical ground for 10 days per year but not more than 240 days in entire services.
- ii) The medical leave shall be granted on the production of a medical certificate from a registered medical practitioner along with a fitness certificate.
- iii) Staff members suffering from a disease like tuberculosis/cancer/paralysis etc shall be entitled to special medical leave (SMC) of six months in his / her entire service on full pay. The staff shall produce a medical certificate from the medical board appointed by the college or civil surgeon for purpose of availing special medical leave (SML)

### **5) Maternity leave**

- i) The confirmed lady staff with a minimum of two years continuous service having not more than two living children shall be entitled to maternity leave on full pay and allowance for a maximum period of 180 days subject to production of the medical certificate.
- ii) The lady staff with a minimum of one-year continuous service and having not more than two living children shall be entitled to maternity leave on half pay for a maximum period of 150 days subject to production of the medical certificate.
- iii) In the case of miscarriage, abortion including medical termination of pregnancy the confirmed lady staff shall be entitled to maternity leave for a maximum period of six weeks.
- iv) Maternity leave may prefix to other leave to her credit.

### **6) Earned Leave (EL)**

- i) Employees who work at college during vacation are entitled to get one day's EL for every two days during vacation duty.

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- ii) Permanent employees shall be entitled to earned leave up to 18 days in a calendar year.
- iii) Earned leave at the credit of staff shall not accumulate beyond 180 days.

### **7) Study leave**

- i) The permanent full-time employee with more than 5 years continuous service may be granted study leave on full pay up to 28 months to peruse study in a special line of research provided that in the special circumstance of a case the local management committee may waive the condition of 5-year service.
- ii) The conditions, payments, allowances, etc. will be decided by the sanctioning authority.
- iii) An employee who is granted study leave shall avail the same within 3 months of its sanction otherwise it will be deemed to have been canceled and shall have to apply for the same again.
- iv) The teacher availing the study leave shall undertake that he/she shall serve the college continuously for double the period of leave subject to a minimum period of 3 years from the date of his / her resuming duty after expiry of study leave.

### **8) Extraordinary leave (EOL)**

- i) The employee may be granted extraordinary leave when no other leave is admissible and the employee has to apply in writing for grant of extraordinary leave.
- ii) Extraordinary leave shall be without pay and allowances.
- iii) The period of extraordinary leave for the temporary employee will be a maximum of 3 months and 12 months for the permanent employee at a time.

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### **POLICY FOR EDUCATION FEES CONCESSION TO THE CHILDREN OF EMPLOYEE**

Up to 50% concession in tuition fee shall be granted to the children of the employee for any one course. The employee has to apply for concession in fees in prescribed format to the President of Society before confirmation of admission. After confirmation of admission, the committee under the chairmanship of the President of Society shall grant the concession in the fees. The employee has to pay the full tuition fee for the first 50% years and the candidate has to secure first-class during this tenure. After fulfilling this condition, the tuition fees of the remaining years shall be waived.

#### **❖ Withdrawal of exemption**

Any exemption from the payment of fee granted to a student under these rules may be withdrawn on the ground of his misconduct, irregular attendance, or failure at the annual/ semester examinations.

#### **❖ Scholarship holders not eligible for any fee concession**

1. Students who hold scholarships shall not be eligible for an exemption for the payment of any fee except where such exemption becomes necessary in the very special circumstances of the case & in such a case, no such exemption shall be made exception shall be made except with the previous sanction of the president of the society.
2. In special cases, complete fees can be waived only with the permission of the president of the society.

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### **POLICY REGARDING FINANCIAL SUPPORT FOR ATTENDING CONFERENCE / WORKSHOP / SEMINAR / FDP / PROFESSIONAL MEMBERSHIP RESEARCH**

#### **❖ OBJECTIVES**

HI TECH COLLEGE OF PHARMACY CHANDRAPUR seeks to enhance the research and academic activities of faculty members to elevate its national & international stature. This is accomplished through:

- 1) Sponsoring faculty members to attend FDP/conference/seminars / scientific meetings and workshops, which will enrich the scientific and technical knowledge & experience of faculty members in his / her subject.
- 2) Encourage innovative research and academic programs.
- 3) Prepare & enable faculty members to exchange knowledge and ideas in scientific forums.

Regular faculty are allowed to attend FDP/conference/seminars/workshops at the international level once in 3 years and a national level once in an academic year with duty leave. For this 50% of the registration fee & T. A / DA will be paid which will be limited to a maximum of Rs.4000/- for national-level & Rs. 10,000/- for international level programs, subject to the fulfillment of the following conditions.

#### **❖ CONDITIONS:**

- 1) The faculty member has to present a paper or chair a session & has been officially invited to this event.
- 2) Funds are available for this purpose with the department.
- 3) Conference / seminars / workshop are in public interest.
- 4) At least 50% of the faculty is on duty at a time in the college.
- 5) In the case of a local conference etc., the only registration fee will be paid and duty leave will be granted.
- 6) Fulfillment of instructions issued by the Govt. of India from time to time for going abroad.
- 7) In case of attending an international conference by the applicant, he/she shall have to give an indemnity bond to serve this institution at least one year on return, and in the event of default, he/she shall have to reimburse the expenses incurred.


## Policy Document: HTCOP

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- 8) The applicant should provide a report to the college upon completion of the FDP/ conference / seminars / scientific meeting or workshop, etc. along with certificate of attendance and expenditure details in prescribed format.
- 9) Financial assistance will be provided for publication of research work / patent filling etc.
- 10) Application for participation in international conference / seminar / scientific meeting or workshop should be submitted at least two month prior of the event and 2 days before for attending conference / FDP/ seminar etc. at national level
- 11) Leave could be granted to an applicant if he / she is participating in a conference, seminar, scientific meeting or workshop for more no of time than prescribed in this policy. However, the applicant will bear all expenses for participation.

### PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedure 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/ President shall provide the decision based upon eligibility criteria and norms of *STSSVS*'s management. Any dispute or disagreement will be addressed by higher authority as per the *STSSVS*'s norms and employees shall abide to the same.

  
President  
President  
S. T. S. S. S. Kothari  
Dist. Chandrapur



  
Principal  
Principal  
Hi-Tech College of Pharmacy  
CHANDRAPUR,