



Pune District Education Association's
College of Ayurved & Research Centre



(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

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Policy of employee welfare measures

Introduction

Pune District Education Association's, College of Ayurved & Research Centre, Nigdi, Pune (M.S.) recognized Teaching, Non-teaching & Hospital staff are the most appreciated resource and the welfare of all employees is important in attaining the institutions mission. The institution 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 their full potential with following Aim & Objective.

Aim -

To provide such services to employee to perform their work in healthy, congenial surrounding and to provide them amenities conducive to good health and high moral.

Objective -

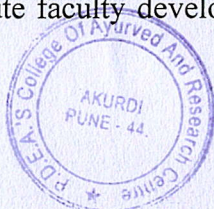
- To provide better life & health to the employee.
- To make the employee happy and satisfied.
- To relieve employee from Institutional work fatigue and to improve intellectual, cultural and material condition of the living of employee.

Policy measures

College has several welfare measures include provision of various facilities and amenities in and around the place for better life of the employee.

• Staff Development & Training

1. Arranging in house training programme for improving skills of teaching, non-teaching and hospital staff.
2. The institute encourages its entire staff to undergo Quality Improvement Programme (QIT), MET, Advance training education training, Advance research training and other relevant seminars as a part of Institute faculty development programme. Depending on the merit of





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case and the budget allotted to the department, financial assistance to the tune 50% is provided.

- **Seminars / Workshop / Conference / CME / ROTP Programme**

1. The institute motivate faculty / staff members to attend Seminars, Workshop, Conferences, CME, Ro TP etc.
2. Faculty / staff member is sponsored (with financial assistance to the tune 50% is provided) by Institute for these Seminars, Workshop & Conferences, Publications in Peer Review Journal etc.
3. The faculties are being deputed to Short term / Orientation courses during various or Non-vacation days with hindrance to the academic work. The period of Non-vacation days will be treated as on duty leave.

- **Leave facility -**

1. Casual Leave – As per State Govt. & our parent institute guidelines 8 days Casual Leaves are given to all employees.
2. Medical Leave – As per State Govt. & our parent institute guidelines 20 days (Half paid) (Hospital) Medical Leaves are given to all employees.
3. Maternity Leave – Six monthly Maternity leave is provided to female staff.
4. Sabbatical / study leave for pursuing higher study.
5. Compensatory of facility is provided to all employees regarding vocational work.

- **Regular salary with annual increment.**

The Institution credits the salary on time every month to bank account of employee regularly irrespective of collection of fee or due scholarship are received or not. College provides annual increment to employee as per Govt. Maharashtra Govt. & our parent institute guideline.

- **Provident Fund.**





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Contributory provident fund scheme is in practice for employee. The management contributes towards this scheme as per P.F. guidelines contributory pension benefits is available to our employee.

- **Gratuity Scheme**

Gratuity Scheme is applicable to all employee. Payment of gratuity will be available on cessation of service.

- **Festival Advance -**

Non-teaching & Hospital staff can avail interest free Festival Advance of Rs. 10,000/- repayable in 10 months.

- **Loan Facility with minimum interest –**

Our employees Sevak Sahakari Patsanstha (Credit Co-operative Society) provides instant loan up to 20 Lakhs with 12% interest for personal or house loan purpose.

1. The members of our co-operative society are given advantages of a good rate of interest i.e. 11% on their fix deposit in the credit society.
2. Staff Insurance of coverage up to Rs. 10 Lakhs with investment of Rs. 2000/- per annum is available for employee.
3. Our Sevak Kalyan Nidhi member are given advantage of Medical Aid up to maximum Rs. 25,000/-

- **Medical / Health checkup facility.**

Institute provides concessional medical facility with 50% relief in treatment and Annual Health checkup charges to our employees as well as for all employees of our parent institute i.e. Pune District Education Association, Pune.

- **Felicitation of Employee** –Dedicated work of the employees over the academic year in various field is noted and honoured by Institution to encourage work culture in the Institution.

The parent institute also gives 'Life Time Achievement Award' to the Teaching & Non-teaching staff yearly in our Audit Co-operative Annual Function. Our parent institute also facilitate





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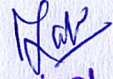
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employee's children who secure merit in 10th, 12th, Graduate, Post Graduate & Ph.D. level examination in state & national level.

In addition to these, Institutes gives following benefits to the employee.

- Institutes provides cleanliness & suitable natural & artificial light it increases the efficiency and output of the work.
- Special Yoga hall with Audio-Visual facilities is available for practice of Yoga & Meditation. Institute frequently organizes various session for the same.
- Canteen with species and well ventilated dining hall.
- Rest room for employees.
- Lunch room with drinking water facilities.
- Indoor & Outdoor sports facilities available.
- Institute provides uniform (with washing allowance) to Non-teaching & Hospital staff.
- Flexible time
- Separate parking for two & four wheeler vehicles.
- Opportunities for National & International exposure.
- For entertainment, staff participate in annual gathering.
- Tours are arranged for refreshment.
- **Workplace safety**
 1. 24 hrs. security in campus
 2. Adequate fire safety measures are installed in college building and hospital building is cover with Fire Fighting System as per Govt. guidelines.
 3. First Aid facility is available in college campus
 4. Safety measures like gloves, Cap masks, Sanitizers, Face shield, PPE Kits etc. are provided by Institute to concern employee. Regular maintenance of water supply, electric supply with all electric gazettes is workout by our maintenance committee.
 5. For safety of women at workplace, Vishakha committee is established in the institute




Principal
P.D.E.A'S
College of Ayurved And Research Centre
Nigdi, Pune - 411 044.