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APEX COLLEGE, MAKRANA

Noorpura, By pass road, Makrana Distt. Nagaur (Raj.)-341505

Affiliated to Maharshi Dayanand Saraswati University, Ajmer

Accredited by National Assessment & Accreditation Council, Bangalore

Recognized by NCTE, New Delhi & ISO Certified

Email ID:- apexcollege14@gmail.com

Website:- <https://www.apexpgcollege.in>

Name of the Policy/ Guidelines	Staff Welfare Policy
Short Description	Policy and guidelines on welfare measures applicable to teaching and non-teaching staff
Scope	This policy is applicable to all faculty and non-teaching staff of the Apex College Makrana
Policy status	Original
Effective date	01 July 2020
Approval Authority	Governing Body
Responsible officer	Principal


Introduction:

An employee needs an added stimulus and support to meet all requirements and maintain himself or herself and his or her family. The welfare measures and social security benefits are attempts in the direction of supplementing the wages of the employee by providing him or her extra facilities and benefits. They include social security - measures which contribute to employees' welfare such as **insurance, provident fund, maternity benefits**, etc. These benefits and measures can be statutory as well as on a voluntary basis. Employee welfare is in the interest of employee, employer and the society as a whole. It enables them to perform their work in healthy and favorable environment.

Objectives:

Once the Policy is prepared and displayed, the employees are well aware of the welfare measures, it helps:

- To improve the life of the working class
- To bring about holistic development of the worker's personality
- To identify the objectives and merits of Employees' welfare measures and social security benefits


Secretary
मानव विकास एवं योग प्रशिक्षण संस्थान
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Principal
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Dr. Umesh Kumar Sidh
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- To identify the laws and rules that prescribe welfare measures and security benefits
- Welfare amenities within the premises of the establishment (intramural)
- Welfare amenities outside the establishment (extramural)
- Voluntary welfare, amenities

Definitions

1. “College refers to Apex College, Makrana (A Post Graduate Co-educational College)
2. “Staff welfare measures” refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages.

This **policy** is applicable to all faculty and non- teaching **staff** of the **college**

Policy statements

The following welfare measures and benefits are available for all teaching and non-teaching staff working in Apex College, Makrana.


1. Retirement benefits:

a) **Provident Fund:** Employees are eligible for Provident Fund benefits as per the provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952” and the scheme framed there under by the Govt. of India from time to time.

2. Health care benefits:

a) **E.S.I:** Employees are eligible for medical benefits as per the provisions of the “Employees State Insurance Act, 1948” and the rules framed there under.

b) Comprehensive dental check-up is offered free of cost to all employees


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3. Maternity leave benefit:

Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), twice during her entire service, based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

4. Fee concession for employee children:

Employee children are eligible for tuition fee concession, on the basis of need-cum-merit, if admitted to the constituent institutions under the AVPS group.

5. Qualification Allowance:

Employees who upgrade their educational or professional qualification during service, become eligible for additional increments.


6. Interest free loan facility for employees for the following reasons:

- a. Marriage of self
- b. Marriage of children
- c. House construction
- d. Wheat Loan
- e. Purchase of Vehicle etc.

7. Academic support measures for teaching staff:

a. Deputation to conferences/ seminars/ workshops:

Financial support for employees attending seminars/ conferences/ workshops/ academic meets etc., including payment of registration fee, hotel stay and travel expenses at national and international destinations. The absence shall be considered as Special Casual leave/Academic Leave.


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b. Study leave:

Employees are deputed for short term training Programmes having relevance to the department where the employee is working and the course will be useful to the Institution.

Duty Leave is granted.

c. Sabbatical leave:

There is a facility for deputing Employees for higher studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution as per affiliating university (M.D.S. University Ajmer) norms.


Employees are eligible for Sabbatical Leave for one or more of the following purposes:

- to conduct research or advanced studies/ training in India /abroad;
- to write text books, standard works and other literature;
- to visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/Institutions of excellence to gain practical experience in their respective fields or deputation from the University;
- Any other purposes for the academic development of the staff as approved by the Governing Body.

8. Reimbursement of membership fees of professional bodies:

Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations.

Benefits in Place
➤ Financial assistance to teachers (Duty Leave, Registration Fees, TA and DA. Membership Fees)
➤ Free Wi-Fi
➤ ESI and PF Facility
➤ Maternity Leaves
➤ Medical Facilities (MoUs with Corporate Hospitals where concession is given in OPD and Tests)
➤ Dress to Group IV Employees
➤ Medical reimbursement in case of Accident/Injury at workplace


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