

U.G.C. Recognized Under Section 2(F), 12 (B)/NCTE Recognized

# PAHALWAN GURUDEEN PRASIKSHAN MAHAVIDYALAYA

VILL –PANARI, DIST. LALITPUR (U.P.)

(Affiliated to Bundelkhand University Jhansi)

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Date.....

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Document	Policy and Procedures Manual		Pahalwan Gurudeen Prasikshan Mahavidyalaya. Panari, Lalitpur		
Department	Human Resources				
Doc Code		Issue No	1	Page No.	1 of 3
Issue Date.		Effective Date			
Topic	Employee Welfare Policy				

## 1. Purpose

The purpose of this policy is to promote a healthy working environment, to improve employee morale, and to induce a strong bond with the Institution.

## 2. Scope

This policy applies to all employees of various cadres including permanent staff, temporary staff, on a contract basis, and daily wages.

## 3. Policy

This policy is in accordance with the welfare and well-being of all the employees working in our Institution.

## 4. Welfare Measures

The prevailing welfare measures are listed below:

1. In the academic session of every year, 14 leave salaries will be payable. Two holidays will be given in a month before going on leave
2. Maternity leave of three months will be given to the female staff deployed for the last three years only for two children this leave will be paid only after joining duty.
3. Whose staff who will continuously workshop the organization with full devotion participating in NAAC, IQAC, ICT, SOCIAL MEDIA, YOUTUBE VIDEO MAKING UPLOADING on the college channel their basic



salary will be increased by 5-10 percent in the coming years. There after additional charges like NCC, NSS, and SCOUTE GUIDE will be paid at a pre-determined rate.

4. An incentive amount of 5000 rupees will be provided for publications of research papers in the UGC care list, scoops science web generals.
5. In addition to TA, DA an incentive amount of 3000 rupees will be provided for participation in seminars conference workshops, etc. along with presenting and publishing the paper.
6. Professors who have increased their qualifications according to the post will be given benefits according to the rules approved in the year 2018
7. Medical advantages of up to 10000 rupees will be given to five years old staff in case of fatal disease or accident etc. with the approval of the management the side benefit will not be given for disease caused by Alcohol, Tobacco, Guthkha, Smoking, etc.
8. The benefit of EPF will be given to the staff working before the year 2020, Organization and employee-free amounts will deposit as per the rules.
9. The facility of the interest-free loan will also be made available for the staff. Under this a loan of up to three times the monthly salary will be given to the staff working for five years or more and the side amount will be deducted from the next month with a 50 percent deduction. The final approval of the loan will depend on the desecration of the management. This facility will be allowed only to a maximum of 5-10 staff in a year. This can be done with the approval of the management if there are sufficient valid reasons such as the marriage of a daughter, serious illness, etc.
10. If the staffs themselves of their children do any nonprofessional course from the institute, then they will be given a concession of 50 percent fees. But on receipt of a scholarship from the government, full fees will be charged.
11. One month's salary special circumstances to the teaching staff working for five years or more leave will also be given. This benefit can be availed simultaneously or by gapping. But this holiday the reason should be relevant and should be approved by the management system, principal, etc.
12. Two children policy will also be applicable. Provided 50 percent prescribed concession in fees for studying in the institute will be done and awarded by the institute.
13. Wi-Fi facility will be provided to all the staff.
14. On-campus accommodation will be provided to the outstation staff at a minimum monthly rent.
15. Women staff will be given free facility of transport by the college.
16. A cash prize of 10000 will be given for a hundred percent attendance in the entire session.
17. Clear salary will be given for some period in case of accident etc. Staff taking advantage of the facility will not be a right but will be based on the approval of the management system.
18. The staff will work efficiently, honestly, with full devotion and dedication for ICT, Technical work, Computer work, PPT, Video, and E-content. Add-on course and time-to-time work will be given 2000/- additional monthly amount.
19. An honorarium of Rs 1500 per month will be payable to the NCC teacher in charge.
20. An honorarium of Rs 1000 per month will be payable to the NSS teacher In charge.



21. An allowance of Rs 1000 per month will be paid to the teacher in charge of the Scout Guide.
22. An allowance of Rs 500 per month will be payable to a research scholar/teacher doing Ph.D.

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