



Policy for Staff Welfare

Prepared By

Internal Quality Assurance Cell (IQAC)

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

WELFARE SCHEMES

Leave Rules:

The following kinds of leaves shall be admissible to employees of the Ganga Institute of Technology and Management, Kablana.

1. Casual Leave
2. Compensatory Leave
3. Duty Leave (OD)
4. Maternity Leave
5. Earned Leave (EL)

Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it. The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

CASUAL LEAVE

- a) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. A Faculty is entitled to avail maximum numbers of twelve casual leaves in a calendar year.
- b) Sundays and other holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.
- c) Casual leave cannot be combined with any other kind of leave.

COMPENSATORY LEAVE

- a) Compensatory Leave may be granted to the employees in lieu of working on closed day(s)/ after college Hours.

DUTY LEAVE (ON DUTY)

- a) The Institute can permit on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose.
- b) On duty may also be granted to FDPs, observer duty etc. on the behest of the management of the institution.
- c) Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites though he is not working in the Institute during such period.

MATERNITY LEAVE

Women employees of GITAM who have successfully completed their probation period are granted maternity leave for a period of 2 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S. / M.D.).

- a) Maternity leave will not be debited to any other kind of leave.
- b) The payment of maternity leave will only be released when the women employee re-joins on duty after availing the maternity leave or as decided by the authorities.

EARNED LEAVE (EL)

Institute gives five working days summer and winter vacations each to the employees of the Institute. These vacations are granted in a phased manner such that day to day working of the Institute does not suffer.

CUG SIM CARD POLICY:

GITAM provides mobile usage allowances to those employees who are required to be in regular contact with Authorities, Heads of Departments, and Faculty members with key responsibilities etc.

The respective employees should understand that the SIM Cards are issued for institution usage only. Employees are expected to make every effort to not exceed the contracted allowed minutes.

Staff Welfare Measures:

An institution is only as good as its staff.

The institution understands this and appreciates the efforts of its staff. It recognizes their hard work and acknowledges their needs and requirements. As a result the institution has a good welfare policy for its teaching and non-teaching staff.

Following are the welfare schemes available for teaching and non-teaching staff of the Institute.

Research Promotional Scheme (RPS)

- a) Facility of Duty leave and on duty leave is provided to the faculty for attending the faculty development programs and conferences in Institutes of National importance and Industries.
- b) Faculty is encouraged for pursuing research, Ph. D. and higher education and study leave is granted to pursue Ph.D. from Good Universities/NIT's/IIT's and other Institutes of National Recognition.
- c) Faculty members are motivated to acquire consultancy projects.
- d) Recognition of faculty members for achievements - felicitation of faculty members after receiving Awards and Ph.D.
- e) Financial assistance for attending seminar, conferences and publications of research papers in journal. The faculty is paid to and fro charges plus fifty percent registration

fees if applicable. The Institute sanctions this amount only if Seminar/Conference is hosted by Good quality Institutes and the same is sponsored by AICTE/UGC and the research paper is published in Scopus/Web of Science journals.

Welfare Schemes

- a) The provision of advance against salary for teaching and non-teaching staff in case of emergency.
- b) Prior festival advance to the teaching and non-teaching staff.
- c) Under the Institutional Social responsibility, Institute provides the 30% concession in fees to the next of kin of the employees working in any Institute under Pawan Ganga Educational Society. This concession is limited to two kids of an employee.
- d) Free Transport facility is provided to all the Faculty/Staff of the Institute
- e) Faculty is allowed to reside in the Institute Hostel(s) free of cost and also provided mess facility at subsidized rates.
- f) Wi-Fi Campus for Teaching and Non Teaching Staff
- g) Employee Provident Facility is provided to the staff eligible as per Central/State Government norms.
- h) Faculty Staff are distributed Sweets/Gifts on the occasion of Diwali.
- i) Besides other leaves Faculty/staff can avail one sort leave of two hours or two short leaves of one hour each to do their personal work on working days relating to Bank/Parents Teacher Meeting of their wards etc.
- j) Medical Health Group Insurance policy for faculty staff.

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