



SREE DATTHA INSTITUTE OF PHARMACY

Approved by AICTE & PCI, New Delhi, Affiliated to JNTU, Hyderabad)

Sagar Road, Sheriguda, Ibrahimpatnam, R.R.Dist.-501510

Ph.:08414-202206, 320919, 9393808082

www.sreedattha.ac.in, E-mail: principalsdip@sreedattha.ac.in

POLICY DOCUMENT ON WELFARE MEASURES

INTRODUCTION

This scheme provides welfare measure for teaching /non-teaching staff during the employment at Sree Dattha Institute of Pharmacy, Sheriguda, Ibrahimpatnam, Hyderabad. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of SDIP's management.

OBJECTIVE

The objectives of welfare measures are as follows

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

ELIGIBILITY

For full time teaching/Nonteaching staff of the institute.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

1. Financial support for conference/workshop/seminar/symposia/membership

Teachers will get financial assistance for State /National/International





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Level Seminars/Workshops/Conferences/Symposia's in the field of pharmaceutical sciences. Teachers will also get financial support to obtain professional membership of relevant field.

2. Organization of Seminar/Conferences/Workshops/FDP/Administrative training program

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

3. Leave: Staff members can avail the leave facilities as per the eligibility criteria and norms of SDIP's management.

a. Casual Leave: The teacher shall be entitled to 15 days casual leave in an academic year.

b. Special leave: The teacher attending the meeting/conference/seminar/any other non- remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

c. Earned Leave: The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.

d. Medical Leave: All the employees are entitled for Ten Medical Leaves (ML) in an academic year (1st July to 30th June).

e. Maternity Leave: The confirmed lady teacher or the lady teacher with the minimum two years' continuous service

f. Vacation Leave: Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

Permission/Movements: Depending on urgency of the matter

Principal/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.





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4. Women's grievances redressal Cell

Institute constituted an Internal Complaint Committee/Women's grievance redressal cell to address issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

5. Transport facility

The institute has transport department and ensures transport facility to teaching/Non-teaching staff. Employees can avail the transport facility for official work. The procedure to apply for transport facility is defined and employees should apply to avail the same.

6. Free Medical facility at the institute

7. Subsidized transport to staff members

8. Vehicles and Bus Passes to the Runners/Messengers.

9. Public transport Bus Passes to all drivers.

10. Special Allowance to Training and Placement Officers

11. Need Based Financial Assistance to staff

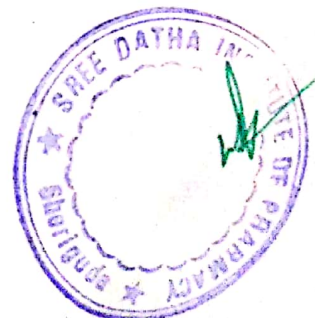
12. Cell-Phones and Laptops to HODs for better connectivity and networking.

13. Sports and Cultural activities to staff at the time of annual day celebrations

14. Fee concession to children of staff members who are studying in SDIP.

15. Financial assistance for higher studies.

16. Canteen facility for students and staff.





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PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are 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/Director/Chairman shall provide the decision based upon eligibility criteria and norms of SDIP's Management. Any dispute or disagreement will be addressed by higher authority as per the SDIP's norms and employees shall bind to the same.

PRINCIPAL

