



Alard Charitable Trust's

## Alard College of Pharmacy

(Approved by AICTE, Affiliated to Savitribai Phule University of Pune & Recognized by Govt. of Maharashtra)  
ID No.: U/PN/Pharmacy/260/2006

*We will find a way or we shall make one*

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### STAFF WELFARE POLICY

#### INTRODUCTION

Welfare measures policy provides welfare measures for teaching /non-teaching staff during the employment at Alard College of Pharmacy Marunje, Hinjewadi Pune. The policy document is prepared in consideration of different aspects for overall development of staff. The document highlights policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms.

#### ELIGIBILITY

This policy is applicable to full time teaching/Non-teaching staff of the Alard College of Pharmacy.


#### OBJECTIVE

The objective of welfare measures policy is to enhance the overall development of staff.

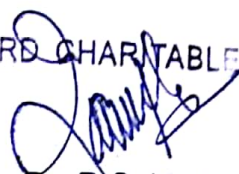
**List of Welfare measures provided by institute for teaching and non-teaching staff:**

1. Faculty members are encouraged for attending self development programs and higher education.
2. Group insurance scheme is provided for teaching and non-teaching staff.
3. Staff members can avail the leave facilities as per the eligibility criteria and norms. Various leaves available to teaching and non-teaching staff are vacation leave, casual leave, earned Leaves, medical leave and maternity leave (for ladies staff) and Academic leave (on duty leave) for presenting papers, posters, attending workshop/ seminar and other university assigned work .
4. Concession in fees for staff for those enrolled to courses in campus for themselves and their wards.
5. Employee Provident Fund is provided for teaching and non-teaching staff.
6. College vehicle is available in campus for any medical emergency.
7. The Institute provides college uniform to Security Personal and peons.

8. Teachers are provided financial assistance for State /National/International level Seminars/Workshops/Conferences/Symposia in the field of pharmaceutical sciences and to obtain professional membership of relevant field as per policy of financial support.
9. Teachers are presented with the Best Faculty, Best All rounder Teacher and Best HOD awards on foundation day on basis of overall performance in previous academic year.
10. Institute shall organize various academic/administrative training programs to upgradskills/knowledge of teaching/Non-teaching staff. After Successful completionoftraining/attending the program, staff shallbe awarded with certificates.
11. Institute has constituted an Internal 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.
12. The institute is having MOU with Health Clinic giving health care facility for all teaching/Non-teaching staff.

  
Dr. Sonia Singh  
Principal



For ALARD CHARITABLE TRUST  
  
Dr. R.S. Yadav  
Secretary ACT