



**SHIRDI SAI RURAL INSTITUTES,
ARTS, SCIENCE AND COMMERCE
COLLEGE, RAHATA**

NAAC POLICY DOCUMENTS AS PER SOP FOR DATA VALIDATION AND
VERIFICATION

Policy Documents

The institution has effective welfare measures for teaching and non-teaching staff

Well framed staff welfare policy

Introduction:

The institute is always enthusiastic to implement various welfare measures for teaching and non-teaching staff.

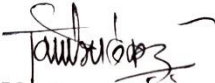

Objectives:

1. To motivate teaching and non-teaching staff.
2. To create the sense of belonging among teaching and non-teaching staff

Policy:

1. The legal heirs of deceased members should be employed in the institution under the scheme of compassion.
2. On campus accommodation facility should be provided to the teaching and non-teaching staff.
3. Members of the teaching and non-teaching staff should be felicitated on their outstanding achievements.
4. Monetary support and study leave should be provided to the staff members for presenting their research work in seminars, workshops, conferences and for attending orientation course, short term programme, faculty development program etc. and for publication of research papers etc.
5. Facility of access to e resources and plagiarism detection software should be provided to the staff.
6. Laboratories should also be kept open after office hours for researchers.
7. Advance against salary and loan facility should be provided to the teaching and non-teaching staff.
8. Authentication facility of loan application and loan repayment guarantee should be made available to the teaching and non-teaching staff.
9. Facility of group insurance should be made available.
10. Fund raising drives should be undertaken in an incidence of misfortune if any.
11. Lecture series, guest lectures, workshops, conferences, seminar, training programmes should be conducted for the staff.
12. Full paid maternity leave facility should be made available.

13. Free parking facility should be made available.
14. Employment Provident Fund should be provided.
15. Encashment of earn leave at the end of service should be given.
16. Salary should be credited timely to the salary accounts of the staff.
17. Facility of reimbursement of membership fees for the professional bodies should be made available.
18. Medical leave encashment facility should be provided.
19. Festival advance should be made available against salary.


IQAC Coordinator





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