



JEYPORE COLLEGE OF PHARMACY

(Under the patronage of Banagiri Development Trust)

Approved by Government of Odisha, All India Council for Technical Education, New Delhi
Pharmacy Council of India, New Delhi, & Affiliated to Biju Patnaik University of Technology

Ref No.:

Date:

STAFF WELFARE POLICY

INTRODUCTION

This system offers welfare benefits to faculty and non-faculty employees while they are working at Jeypore College of Pharmacy, Jeypore, Odisha. The policy document was created taking several factors into account for staff satisfaction and general development. The document addressed policies that adhered to the standards and eligibility requirements of JCP management in the areas of academic freedom and personnel prosperity.

OBJECTIVE

The objectives of welfare measures are as follows

- ❖ To support the overall development of staff members' quality of life
- ❖ To provide wide range of opportunities for welfare of staff (Financial/Medical/Personal)
- ❖ To provide individuals with the opportunity to acquire higher education in continuation with service
- ❖ To provide resources for conducting research/Ph. D. course work.
- ❖ To offer opportunity for academic and administrative excellence through a variety of activities.

ELIGIBILITY

For full time teaching / nonteaching staff of the institute.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

1. Employee Provident Fund-

To all teaching and non-teaching staff, the institute shall offer an EPF scheme. Each month, the predetermined sum will be withheld from the employee's pay and placed into their PF account along with the management share. For more information, the employee might speak with the institute's accountant or administrative personnel.


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JEYPORE COLLEGE OF PHARMACY
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2. Employee Group Insurance

For employee group insurance, the college works in conjunction with ICICI Lombard Insurance Company. The total value is applicable to accidental damage and is stated in the insurance policy.

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

For seminars, workshops, conferences, and symposia at the state, national, and international levels in the field of pharmaceutical sciences, teachers will receive financial support.

Teachers will also receive financial aid to join appropriate professional organisations.

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

To improve the abilities and knowledge of teaching and non-teaching employees, the institute will arrange a variety of academic and administrative training programmes. Staff members will receive a certificate after successfully completing training or attending the programme.

5. Facilities to carry Research work / Acquire Higher Qualification

Teachers will receive financial aid for the acquisition of chemicals and glassware needed for their Ph.D. research projects at the college. Teachers can use the tools, instruments, and library resources to further their education and do research.

6. Leave

According to the eligibility requirements and guidelines established by JCP management, employees may use the leave facilities.

a. Casual Leave: Each academic year, the teaching and non-teaching staff is entitled to 15 days of casual leave.

b. Earned Leave: Ten days of earned leave each academic year are available to teaching and non-teaching staff.

c. On Duty Leave: The teacher will be considered to be on duty if they attend a meeting, conference, seminar, or any other official activity of the university, college, or institution with prior approval.


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d. Medical Leave: All employees are only eligible for medical leave for the time spent in the hospital, up to a maximum of 10 days per academic year (1st July to 30th June).

e. Special Marriage Leave: Every employee is eligible for a seven-day special marital leave to celebrate their union.

f. Maternity Leave: The right to maternity leave for a maximum of 90 days for female teachers with at least two years of continuous service and no more than two living children is contingent upon the presentation of a medical certificate.

g. Vacation Leave: Regular faculty members are entitled to vacation leave in accordance with university and institution policies.

h. Permission/Movements: Depending on the urgency of the situation, the Principal/Faculty/Staff may leave campus for personal reasons for up to one hour after obtaining permission from the appropriate authority.

7. Women's grievance redressal Cell

In order to address concerns regarding female staff and female students, the institute established a women's grievance redressal unit. According to the regulations of the regulating body, a process has been established to record, handle, and resolve the complaints of women.

8. Transport facility

The institute has a transportation section that makes sure teaching and non-teaching staff have access to transportation. Employees can use the institute's transportation services for official business; otherwise, the relevant staff is reimbursed with an appropriate sum. Employees should apply to use the transportation facility in accordance with the established application process.

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The methods for utilising the welfare programme for teaching and non-teaching personnel have been thoroughly studied and specified. To take advantage of the welfare programme, the employee must complete the steps and apply in the right manner. The choice will be taken by the higher authority Principal or G.B. based on the requirements and standards of JCP Management. Higher authorities will resolve any conflict in accordance with JCP standards, and employees are required to abide by them.


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