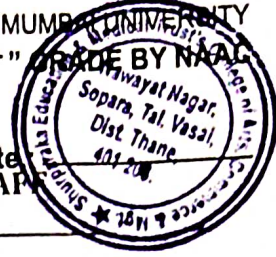




**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M. B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

AFFILIATED TO MUMBAI UNIVERSITY
ACCREDITED "B+" GRADE BY NAAC



Ref. No. _____

Date _____

WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

M.B. Harris college of Arts & A.E. Kalsekar college of Commerce & Management believes that the well being of teaching and non- teaching staff is important for effective functioning of the Institute, for this, the college has implemented the following measures:-

GENERAL MEASURES

1. Casual leaves are granted annually in accordance with the regulations.
2. The policy grants 6 month of maternity leave.
3. EPF
4. Emergency Medical Centre
5. Incremental adjustments are executed in accordance with established guidelines.
6. Remuneration is promptly deposited in the account.
7. A costless library with electronic resources is accessible.
8. Arranging an annual day trip/outdoor excursion.
9. On notable occasions, employees receive their wages beforehand.
10. Health promotion initiatives such as cancer education, yoga classes, and organ contribution.
11. The college offers a staff ward concession policy for professional courses such as BMS, B.Com, BAF, and BSC-IT if a staff member's child is admitted.
12. A discounted tuition policy is available for exceptional students based on merit and scholarship when enrolling in the college.
13. The campus has a canteen that offers affordable food and snacks.
14. Every year, the college recognises outstanding performance by its faculty and staff through awards.
15. Tea is served to faculty and staff during break time, and they are honoured for their birthdays and accomplishments.
16. Staff Complaints Department

17. International Day of Yoga
18. 15 days paid leave is granted for marriage purpose of employees.
19. Special staff parking is provided.
20. Wifi facility is provided to all teaching & non-teaching staff.

MEASURES FOR TEACHING AND NON TEACHING STAFF-

1. Orientation day programme for teachers at the beginning of the academic session
2. Incentives for Ph.D and SET / NET qualified staff
3. Workshops and seminars are organized for the development of faculty members
4. One week Duty Leave per year for attending workshop and seminar when no classes are running.
5. Financial Assistance and Duty Leaves are provided for attending national and international conference by the teachers
6. Faculty members pursuing Ph.D, can use the resources of the college like library facility, computers, printer, stationery etc.
7. Common computer system is provided as IT facility for teachers in each staff room
8. If a faculty takes leaves due to examinations, necessary alternate arrangements are made accordingly
9. 'Duty Leave' facility for taking guest lectures in some other institute/university
10. Teachers' day is celebrated by the college
11. Gathering and celebration for teachers and staff at the end of the academic session

MEASURES FOR IVth CLASS EMPLOYEES-

1. Free uniform & shoes are provided to supporting staff of the college
2. To enhance the working excellence, training and personality development programmes are provided to non teaching
3. Financial assistance is provided in case of emergencies.



Principal

Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Thane - 401 203