



Alard Charitable Trust's

# Alard College of Engineering & Management

NAAC Accredited

(Approved by AICTE & Affiliated to University of Pune)

**Campus :** S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057. Tel:02066523707/02  
**Email :** info@alardinstitutes.com **Website :** www.alardinstitutes.com

C-42123 ISPPU-PUN Code : CEGP015030 IDTE Code: 6325

AISHE Code :

**REF: ACEM/2022-23/152**

**DATE: 16/08/2023**

## STAFF WELFARE POLICY

**INTRODUCTION:-** Welfare measures policy provides welfare measures for teaching /non-teaching staff during the employment at Alard College of Engineering and Management, 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)
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.



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8. 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.

9. Institute shall organize various academic/administrative training programs to upgrade skills/knowledge of teaching/Non-teaching staff. After Successful completion of training/attending the program, staff shall be awarded with certificates.

10. 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.

11. Hostel facility is provided for teaching and non-teaching staff.

12. The institute is having MOU with Health Clinic giving health care facility for all teaching/Nonteaching staff.

**Principal**

PRINCIPAL

ALARD COLLEGE OF ENGINEERING  
& MANAGEMENT, MARUNJEE  
Sr.No.50, Rajiv Gandhi Infotech Park,  
Hinjewadi, Pune-411057.





कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees Provident Fund Organization (Ministry of Labour & Employment, Govt. of India)

Establishment Id / Name PUPUN0124812000/ALARD Employee Share 55097  
स्थापना आईडी / नाम CHAIRTABLE TRUST कर्मचारी शेयर  
Member Id / Name PUPUN01248120000010588/ Employer Share 16835  
सदस्य आईडी / नाम KALYANI GIRISH SALUNKHE नियोक्ता शेयर  
Office Name (RO)PUNE  
कार्यालय का नाम

| Particulars                     | विवरण | Deposit        | जमा            | Withdraw       | निकासी         | Pension contribution |
|---------------------------------|-------|----------------|----------------|----------------|----------------|----------------------|
|                                 |       | Employee share | Employer share | Employee share | Employer share | पेंशन अंशदान         |
|                                 |       | कर्मचारी शेयर  | नियोक्ता शेयर  | कर्मचारी शेयर  | नियोक्ता शेयर  |                      |
| OB Int. Updated upto 31/03/2022 |       | 0              | 0              | 0              | 0              | 0                    |
| Cont. For Due-Month 062022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 072022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 082022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 092022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 102022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 112022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 122022      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 012023      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 022023      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Cont. For Due-Month 032023      |       | 1800           | 550            | 0              | 0              | 1250                 |
| Int. Updated upto 31/03/2023    |       | 550            | 168            | 0              | 0              | 0                    |
| Cont. For Due-Month 042023      |       | 1800           | 550            | 0              | 0              | 1250                 |