

**PVG's College of Engineering and Technology &
G. K. Pate (Wani) Institute of Management, Pune 9**

PREAMBLE

Pune Vidyarthi Griha (PVG) College of Engineering and Technology and G.K. Pate (Wani) Institute of Management (PVG COET and GKPIOM) Pune recognizes its employees as its most valuable asset and acknowledges the fact that the welfare of the staff is pivotal in realizing the vision and mission of the university. PVG COET and GKPIOM is committed to provide a conducive work atmosphere within the institution that shall allow the employees to excel and grow within the organization itself. This ensures a mutual benefit to the organisational as well as the individual employee goals.

The stewardship of PVG COET AND GKPIOM is based on the principles of good administration, integrity, dedication and empathy, all directed towards the goal of an effective knowledge transfer, capacity building and skill enhancement of the students from middle class, thereby continuing the legacy of social service of the Parent Institute. The success of an institution and a happy staff fraternity are faces of the same coin and go hand in glove. PVG COET AND GKPIOM is dedicated towards career advancement of the employees and it rewards and encourages the use of the ingenious skill sets of employees to achieve higher career goals and lead a professional life with bliss and satisfaction.

PVG COET AND GKPIOM continuously strives to provide the necessary amenities to all its employees and in turn looks forward to an energized and fruitful workforce that will ensure retention of competent staff of PVG COET AND GKPIOM. The Institution ensures well-being of the staff members by providing them an ideal working conditions, a productive and peaceful workspace ambience, opportunities for professional growth, financial assistance when required and other resources during their service in the Institution. Furthermore, PVG COET AND GKPIOM continually endeavours to empower its faculty members by bestowing upon them the necessary support to lead a fulfilling and healthy social life.

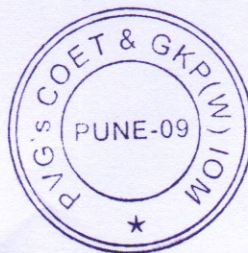
The Institution further ensures that the faculty welfare policy conforms to all the guidelines laid down by the government statutory bodies in regards to protecting and preserving the rights of its employees and their welfare.

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STAFF WELFARE MEASURES

1. All the employees of the PVG College of Engineering and Technology and G.K.Pate (Wani) Institute of Management (PVG COET & GKPIOM) are covered under the Employee Provident Fund scheme as per the Government Norms, rules and regulations.
2. PVG COET & GKPIOM employees are granted casual leaves (15 for Faculties/Teaching staff and 12 for Non-teaching/support staff) every academic year
3. PVG COET & GKPIOM employees are granted Medical leaves of 10 Full Day (20 Half Day) every calendar/financial/academic year and the balance leaves are carry forwarded as credit to their Medical leave balance account, which is updated at the end of every calendar/ financial/ academic year
4. PVG COET & GKPIOM regular employees are granted 40 days (25 days summer and 15 days winter) vacation every academic year, adhering to SPPU leave circulars issued from time to time. 03 days working within the employee declared vacation period is treated as one earned leave (EL).
5. PVG COET & GKPIOM sanctions paid maternity leave of 06 months (180 days) to its women employees, and Paternity leave of 3 days to the male employees. 6. On duty leave is granted to the teaching faculty, in case of noteworthy participation and presentations in State, National and International conferences, and attending Examination work of other university examinations, attending paper evaluations at the Central Assessment Program (CAP) centers of the affiliated University.
7. PVG COET & GKPIOM observes holiday to all its employees, on two working Saturdays (1st and 3rd of every month) as per holidays of SPPU and as per nationalized bank schedules.
8. Two official Gate Passes, 2 hrs each, is granted per month to each employee to attend to their personal emergency work
9. The Parent trust has facilitated an employee credit cooperative society for its employees which gives soft Interest loans to the employees in need,



within the framework of banking laws, norms, rules and regulations for credit cooperative societies.

10. Partial or complete salary is disbursed to non-teaching staff in advance on a case by-case basis on his/her written request.
11. Group insurance is provided to staff members of PVG COET & GKPIOM.
12. PVG COET & GKPIOM is situated in the center of the tier-1 city and has tied up with a nearby Hospital of repute (Mahajan Hospital, Satara Road, Pune) which is 2 very close to the college. Medical emergency (in-patient and outpatient) services are provided to the employees.
13. Two sets of uniforms are provided to the non-teaching staff members free of cost.
14. The children of the employees of PVG COET & GKPIOM are given preference in admission in the schools run by the parent institute.
15. Wi-Fi access is provided to the faculty members within the institution campus for easy access to online resources.
16. All employees of PVG COET & GKPIOM are granted free of cost access to the Institute's well-equipped In-door and Out-door (Open) Gymkhana facilities and sports ground(s) after office hours, to enhance their physical, mental and spiritual well-being.
17. A Psychologist/Counsellor is available on campus to help the staff members cope with their personal or professional stress.

