

URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

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POLICY DOCUMENT OF STUDENTS' AND STAFF WELFARE

INTRODUCTION

This document deals with welfare measures for Students, Teachers and non-teaching staff during their employment at the College. This policy is prepared in consideration with different aspects for the overall development of students and satisfactory employability to the staff of the College.

OBJECTIVES

The objectives of welfare measures of the College are as follows:

- i. To enhance the overall development of the life of Students, Teachers and staff.
- ii. To provide an opportunity for students to acquire Knowledge during their period of study and for Teachers and Staff during their service.
- iii. To provide all opportunities for the welfare of Students, Teachers and staff of the College (Financial/Medical/Personal).
- iv. To provide enough opportunities for the academic excellence of students, teachers and administrative staff through various activities.

ELIGIBILITY

It is limited for full-time students, Teachers and staff of the College.

NATURE OF ASSISTANCE AVAILABLE UNDER THE PROVISION OF STAFF AND TEACHERS

1. Employee Provident Fund (EPF)

EPF is provided to the Teaching and Non-Teaching Staff who joined in the service of the college. Every month the specified amount will be deducted from the employee's salary and



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deposited with the college share to EPF Account. The employee can contact the College registrar for the details.

2. Funding and Facilities for Carrying out Research and Development Work / Acquiring Knowledge

Teachers will get financial assistance for Minor and Major projects, Purchasing Equipment to perform their research and development work in the College and other research projects and research competitions. Teachers can use the equipment/instruments/library facilities to obtain higher-level knowledge and for carrying out Research Work.

3. Financial assistance to attend conferences/workshops/Seminars

Financial assistance is given for the faculty for attending conferences/workshops/seminars and presenting papers as part of the welfare of the teachers for widening their area of knowledge from outside of the campus through travel and participation in the knowledge discourses conducted by the National and International Universities/Institutes/Organization

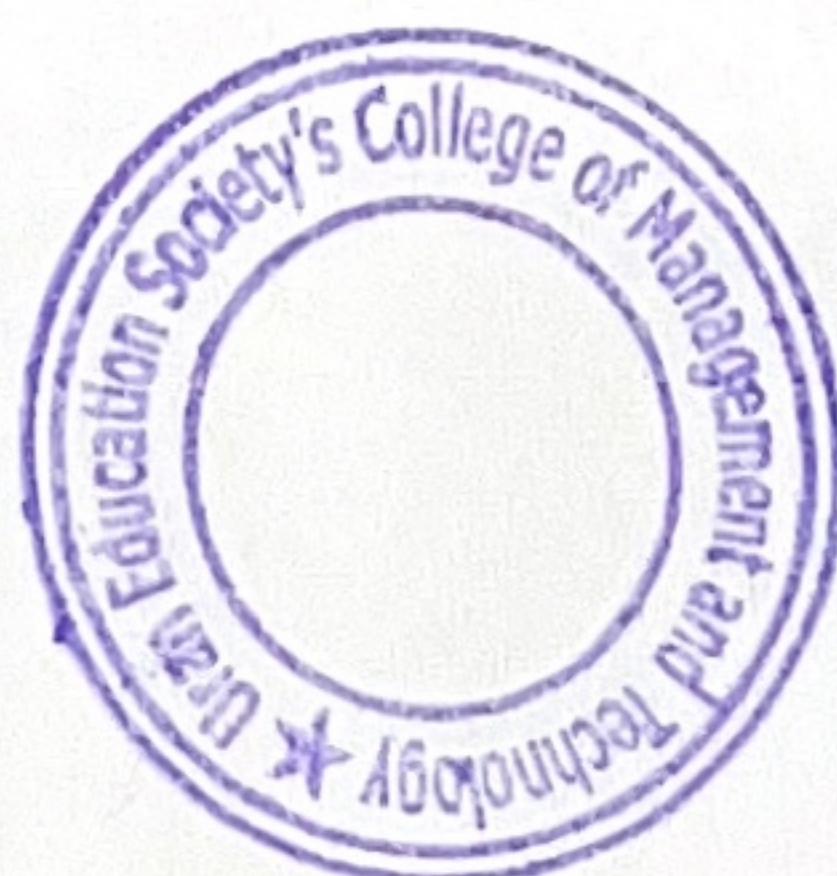
4. Provisions for Leave

Both Teaching and Non-Teaching staff can avail the facility of leave. The leave application shall be submitted on the prescribed form well in advance and shall be sanctioned from Head of Department and Principal before availing of the leave. In case of Emergency leave staff should inform the Principal either by text or phone call.

Kinds of Leave

- Casual Leave (CL)
- Compensatory Off (COMP OFF)
- Medical Leave (ML)
- Extra Ordinary Leave/ Leave Without Pay (WPL)
- On Duty Leave (OD)
- Vacation Leave

- a. **Casual Leave:** Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules. For both teaching and non-teaching staff 15 days' casual leave are sanctioned in one calendar year.
- b. **Compensatory Off:** No compensatory off will be allowed for the completion of academic work allotted to teaching staff members. Employees, if asked to work (except academic work) on Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have a compensatory holiday, provided they work for that day. Compensatory off can be availed as per rules framed by the College with prior sanction.
- c. **Medical Leave:** All Students/Research Scholars, teaching and non-teaching staff members are eligible for medical leave as per rules with permission.



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- d. **Extra Ordinary Leave/ Leave Without Pay:** For reasons beyond one's control, if an employee has to avail leave more than one's authorization, he may be granted, "Extra Ordinary Leave/leave without pay" at the discretion of the Authority can be availed.
- e. **On Duty Leave:** The activity of an employee which can bring recognition to the College may be considered for grant of Duty leave. Duty leave may be granted for one or more of the following purposes:
- To deliver an academic lecture.
 - To work on behalf of the college
 - To read/present a research paper at a conference/symposium at the national /international level or to attend a workshop/seminar.
 - To attend a selection committee or other such committee meeting provided they are convened by a statutory body [recognized by the Government).
 - To inspect academic institutions attached to a statutory body or a university recognized by the Government.
- f. **Vacation Leave**
All teaching staff and students are entitled to summer and winter vacation in one calendar year as per the rules of the university.

Other Welfare Schemes

1. **Women's Grievances Redressal Cell:** The College has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employee's/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.
2. **Computer to teacher:** The teachers of the University are provided computers for the use of academic work.
3. **Felicitation and appreciation:** The Students and Staff of the College are felicitated and appreciated whenever they get a special award.

Other Benefits

- Periodical Awareness programmes are conducted for Non-Teaching Staff
- Free Wi-Fi and email addresses using the institutional domain name
- Canteen facility at subsidized rates
- Celebration of festivals and National days



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Promotions to Teaching Staff

Teachers are placed according to UGC norms as Assistant Professor, Head of Departments etc.

Students' Welfare Policy

Uran Education Society's College of Management and Technology protects all the rights of the students that all students have an entitlement to a high quality of education and all-around development who registered in the College for the achievement of their goals. The College always gives priority to keeping students safe and solving the blockades that arise in learning. The College is ensuring that all the students can utilize their full capacity and potential during their studies through the proper care, guidance and remedial teaching methods. The College is well known that student welfare helps the students for their learning outcomes. The College supports student welfare by promoting freedom in their life without affecting the discipline and good behaviour of students. The purpose of this policy is to maintain a mechanism for attending to the students' welfare individually and collectively by creating an atmosphere in the College Campus in which all can live without any difficulty, participate in all the academic discourse concerned and learn together peacefully with harmony. The welfare policy is designed to provide full assistance and guidance that could help the students to become good, capable, and honest citizens.

Through this policy the College provides a cordial atmosphere for the students as follows:

- Students can experience and practice a free intellectual and educational life
- Students can have freedom of expression while academic discourse
- Students may feel that they are going to become a responsible citizen and their rights are protected and their needs are met.

The Policy Objectives

This Policy is made for addressing the students' needs for availing a free and fair education at the College by:

- a) Ensuring that students' campus life is provided within the standards.
- b) Providing an indiscriminate quality of knowledge acquiring an atmosphere in which students can perform with their best ability.
- c) Setting a cordial atmosphere where students could approach and treat the staff and fellow students with good manners, respect and care.
- d) Promoting the highest standards of Campus life with good behavioural conduct.



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e) Creating an atmosphere of the unbiased process for the application, conducting of examination, evaluation etc.

f) Protecting all eligibility requirements and criteria for receiving assistance for concession.

Student Welfare Policy Provisions

The Code of Conduct

A detailed account of the code of conduct is provided to students in the Prospects and Calendar with the following points:

- Commitment to Learning
- Respect to the staff, teachers and fellow students
- Bullying staff, teachers and fellow students
- Sexual Harassment on the campus
- Protecting the safety of the college community
- Suffering from Illnesses
- Smoking in the Campus
- Drugs and Alcohol while living in the Campus

Provisions of Students Concession

The College arranges the grants for eligible students through Govt. and other permitted agencies and Students could seek help from the College fund provided for the specified purpose when they are in need, the College provides concessions to the students who are in need as per rules and the discretion of the Higher Authority.

The following criteria are followed for permitting a student's need and eligibility for assistance.

- i) Students who are deserving and eligible to avail concessions have to submit all the documents at the time of admission and the designated authority will recommend to avail the concession provided by Govt. and Non-Governmental Agencies permitted
- ii) In connection with the attendance, the students should clear the 75 percent of attendance for the University examinations with permission of the concerned authority as per rules.



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- iii) Research Scholarships are provided on a merit basis by conducting an entrance examination of concerned subjects other than the scholarships brought by the Scholars from the different funding agencies.

Student Counseling

The College understands that a student may have problems dealing with many issues in their personal life and campus life. Counseling is a very important service for helping the students effectively solve their problems and develop skills for tackling the problems in future. Counseling is also a positive service for creating positive mental health and emotional state of students which can support the students' academic and personal life. Counseling is an opportunity for the students to express the kinds of feelings and problems they face and it could help the counselor to solve their problems.

Students Career Guidance

The college has a foresight towards career guidance for all the students studying in the campus for achieving employment and getting admission for higher education. The college is running a placement cell for this purpose.

Career guidance for the help of the students to:

- Choose a suitable higher course in the well-known institute or University of inland and abroad.
- Evaluate their exposure at the college and their capacity for the future development
- Get a chance for seeking career opportunities
- Search for employment opportunities in different areas/sectors
- Apply their plans for Self-employment/Business etc.

Student Entertainments

The college holds entertainment events from time to time to keep students entertained and relaxed. The college organizes various co-curricular activities such as debate, speech competition, essay writing contest, elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, Badminton, etc.



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