

**Masters of Business Administration (MBA)**

# **Faculty Staff Welfare Policy**

**(Amended as on 30<sup>th</sup> June, 2016 and  
applicable from 1<sup>st</sup> July, 2016)**

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Version	1.2
Authorized by	Director, JSPM's JSIMR



## Faculty Staff Welfare Policy

### Introduction to Policy:

This document provides guidelines regarding staff welfare at JSPM's JSIMR.

### Objectives

- 1) To ensure implementation of various facilities of welfare to staff time to time.
- 2) To provide staff welfare facilities as per set norms of JSPM's Group of institutions.

### Guidelines of Staff Welfare

1. The institute shall provide the facilities as per guidelines given by Corporate Office of JSPM's Group of Institutes.
2. Provision of staff welfare scheme which are voluntary by the institutes should be given to all staff (Teaching and Non-teaching staff)
3. Director of the institute should take care to provide all facilities under staff welfare.

### Responsibilities of Staff Welfare Committee

- Communicating and Implementing staff welfare prescribed by institute

### Composition of Staff Welfare Committee

The Members of faculty recruitment Committee will be nominated by Secretary, Strategic Director, Director, Corporate office of JSPM's Group of institutions.

### Welfare measures for teaching and non-teaching staff

Sr.No.	Name of welfare Scheme for teaching and non-teaching staff	Nature of Welfare Facility to be provide to staff
1	Motivation for Research	1) On Duty Leave for faculty for participation in seminars, conferences, workshops etc. 2) Financial assistance in the form of payment of registration fees for attending seminar/conference/FDP workshop etc
2	Employee Provident Fund	Teachers and Non-Teaching staff are extended provident fund as may be applicable in accordance with law and JSPM Policy
3	Personal Loan Facility	Financial assistance to the staff at JMCC Bank of JSPM Trust
4	ATM Facility	ATM facility at campus



5	Health Check up	Health check facility available on campus
6	Ambulance Facility	Ambulance facility available on campus
7	Vacation	Summer and winter vacation is provided to all faculties
8	Maternity Benefits	Maternity leave to the female faculty
9	Various leaves	As per HR Policy of JSPMs JSIMR
10	Canteen facility	4 Canteens at campus where faculty can avail eatables.
11	Pantry facility	Tea club for all staff
12	Safety and security at campus	Police station assistance at campus entrance gate
13	Staff Welfare Program	Outbound Program is organized every year for faculties
14	Other benefits	Teaching staff get experience certificate, salary certificate, NOC etc. on request.
15	Uniform	2 Uniforms are provided to non teaching staff
16	Conveyance Allowance	Conveyance allowance is given to teaching and non-teaching staff for any official work

Financial Assistance of Rs.1000 will be provided to all teaching staff for participation in the seminar, conference, research paper presentation and FDPs.

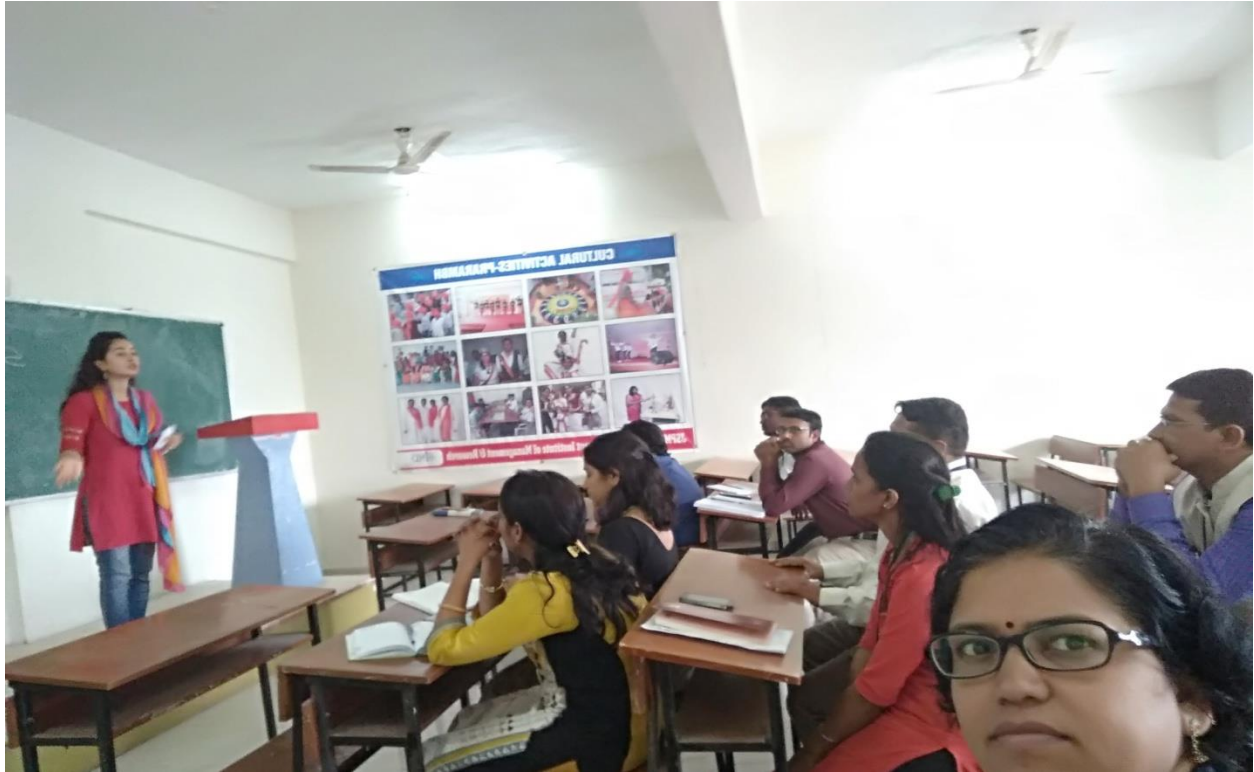
### Effective Date

This policy is effective from 1<sup>st</sup> July, 2016.



**DIRECTOR**  
**J. S. P. M.'S**  
**Jayawantrao Sawant Institute**  
**Of Management & Research**  
**Hadapsar, Pune - 411 028**

**Self Esteem Workshop for Faculty members**



**Self Esteem Workshop By Ms.Karuna**



**Outdoor programs for Faculty members**

**At Bhore (Bhatghar Dam)**



**Faculty outdoor at Hotel Atlantic**







**Faculty Outdoor at Mahabaleshwar**







**Outdoor activity at Garden gate restaurant**



**Yoga workshop for faculty**





**Non Teaching Staff Welfare**

**Mr.Shrikant Sapate – Employee of the year**

Mr.Shrikant Sapate was awarded the employee of the year award for his regular, punctual work and doing duties promptly with accuracy Always extending support whenever required by any teaching or non teaching staff.





**Trip to Bangalore**



**New faculty Welcome party of Dr.Manohar Karade,Hotel Garava**





**Birthday Celebrations of faculty**



**Birthday Celebration of Dr.Anita Khatke,Director,JSIMR**



**Medical Leaves, Earned leave, Casual leave etc for faculty**



**Muster Report 2017-18 (May)**

Name of the Institute :- JSPM's Jayawantrao Sawant Institute of Management & Research,  
Handewadi Road, Hadapsar, Pune - 28

Sr. No.	Name of the Staff	Month Days	LWP Days	No. of Leave	Days for salary (C - D)	Corp. Off. verified days for salary	Reason for changes in days
A	B	C	D	E	F	G	H
1	Dr. Khatke Anita Nitin	31		DL-01 ML-02	31	29	
2	Dr. Warale Prajakta N.	31			31	31	
3	Prof. Umash Ruben Dhairyaashil	31		CL-01	31	31	
4	Prof. Bhalerao Vinay Gajanan	31			31	31	
5	Prof. Nikam Amol Dinkar	31		ML-02	31	31	
6	Prof. Swamy Shalini Maroti	31		LWP-01	30	30	
7	Prof. Nikam Vaishali Dhanaji	31			31	31	
8	Prof. Kulkarni Pradnya Hariabchandra	31		ML-01	31	31	
9	Prof. Raskar Sandeep Suresh	31			31	31	
10	Prof. Roshna Jaid	31			31	31	
11	Prof. Noth Umesh B.	31			31	31	
12	Mr. Shimpi Durgesh Suresh	31		CL-01	31	31	
13	Miss. Shinde Ashwini Namdkumar	31		CL-02	31	31	
14	Mr. Wadile Sandeep Pandit	31		-	-	31	Transfer to JSOCIE Muster Record (ME Computer Department)
15	Mrs. Bhosale Sangeta Babanrao	31		CL-02 EL-5	31	31	
16	Mr. Jadhav Sugriv Daliram	31		ML-02	31	31	
17	Mrs. Desai Aparna Sachin	31			0	0	
18	Mr. Nikam Pandurang Arjun	31		LWP-02 CL-03	29	28	10-02-2018 to 10-02-2018 Rat + Saturday & Sunday
19	Mr. Patre Prashant Suresh	31		-	-	27	JSOCIE Muster Hadapsar
20	Mr. Shinde Apparao Arjun	31			31	31	

*[Handwritten signatures]*

**Tea and Snacks Club for faculty members**

The institute has formed Tea and Snacks club for all teaching and non teaching staff. Tea and snacks are provided to the faculty regularly. It is a common practice to have serve tea to all faculty at the time of meeting or any other occasion ,free of cost.

JSIMR 2017-18					
Laxmi Ganpati Stall					
Ledger Account					
1-Apr-2017 to 31-Mar-2018					
Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-4-2017	Dr Opening Balance				1,000.00
4-4-2017	Cr Purjib National Bank Ltd A/c No.038002111027447 Payment being ch-114387 paid to laxmi ganpati stall month of jan & feb 17		114287	1,000.00	
13-4-2017	Dr Staff Welfare Expenses Journal being tea exp done for the month of -2017 AMT-500/- march -17		3		500.00
4-5-2017	Cr Purjib National Bank Ltd A/c No.038002111027447 Payment being ch-114303 paid to laxmi ganpati stall bill for director madam refreshment month- of march -17		114303	500.00	
19-5-2017	Dr Staff Welfare Expenses Journal being refreshment of director madam month of april 2017		13		500.00
6-6-2017	Cr Purjib National Bank Ltd A/c No.038002111027447 Payment being ch-114370 Paid to laxmi ganpati stall bill for director madam refreshment month- of april 2017.114307		114307	500.00	
20-6-2017	Dr Staff Welfare Expenses Journal BEING REFRESHMENT OF DR- KHATKE MADAM MONTH OF -MAY-17		22		495.00
30-6-2017	Dr Staff Welfare Expenses Journal BEING REFRESHMENT FOR DR- KHATKE MADAM MONTH OF JUNE -2017 AMT-495/-		24		495.00
4-7-2017	Cr Purjib National Bank Ltd A/c No.038002111027447 Payment BEING CH NO. 114310 PAID TO LAXMI GANPATI STALL FOR REFRESHMENT DIRECTOR MADAM FOR THE MONTH OF MAY 2017. AMOUNT RS. 495/-		114310	495.00	
29-7-2017	Cr Purjib National Bank Ltd A/c No.038002111027447 Payment BEING CHEQUE NO. 114331 PAID REFRESHMENT EXPENSES FOR DR. ANITA KHATAKE MADAM JUNE-17		114331	495.00	
26-8-2017	Dr Staff Welfare Journal Being Refreshment expenses for the month of Aug-2017		267		500.00
21-9-2017	Cr Purjib National Bank Ltd A/c No.038002111027447 Payment BEING CH-570063 PAID TO LAXMI GANPATI STALL BILL AMT-500/-		580063	500.00	
30-9-2017	Dr Staff Welfare Expenses Journal being tea exp done for the month of SEP. 2017 RS.500/-		272		485.00
31-10-2017	Dr Staff Welfare Expenses Journal being tea exp done for the month of OCT -2017 RS-500/-		278		500.00
	Carried Over			3,490.00	4,475.00

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