

Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Sector- 22, Rohini, Delhi- 110086, India



CRITERION 6



6.3 FACULTY EMPOWERMENT STRATEGIES

Metric 6.3.1



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Criteria 6- Governance, Leadership and Management

Key Indicator- 6.3 Faculty Empowerment Strategies

Supporting Documents 6.3.1

Welfare Practices for Teaching and Non-Teaching Staff

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Welfare measures for teaching and non-teaching staff

S.No.	Staff Welfare Measures and Policies
1.	Employee Benevolent Fund
2.	Group Insurance
3.	Employee Provident Fund
4.	Mediclaime Reimbursement
5.	Gratuity
6.	Discounted Health Care Facility
7.	Leave Policy
8.	Maternity Leave Benefit
9.	Long Serving Awards
10.	Creche Facility
11.	Sanitary Pad Vending Machine
12.	Wellness Club
13.	Medical Room with On Campus Doctor and On Campus Psychiatrist help
14.	On Campus Bank Facility
16.	Spiritual Library

Employee Benevolent Fund

The maximum payment in the case of death would be limited to the total salary of 12 months with the further limit of minimum of Rs. 1 lac and maximum of Rs. 5 lacs.

The minimum limit of Rs. 1 lac shall be valid for all age groups. However, for payment of more than Rs. 1 lac, the following table shall apply:

Age Group	Payment
Upto 40 years	1 lac (Full amount)
41-50	0.95 (Full amount)
51-60	0.90 (Full amount)
61-onwards	0.85 (Full amount)

Rules and Regulations: -

1. Any employee of the Institute who subscribes to this fund shall be a beneficiary in case of certain emergencies, natural calamities, accident, hospitalization of himself or dependent family members and in other situations as decided by the Committee.
2. Monthly contributions of Rs. 100/- by the faculty members, Rs. 25/- by the supporting staff and Rs. 10/- by the Class IV staff have been envisaged for this fund.
3. An equal matching grant from the Institute has also been envisaged to this fund.
4. Director MAIT & MAIMS shall forward the names of the any case to the Management.

Group Insurance Policy

The institute offers Group Insurance of Rs. 10.00 Lakh cover to all its employees.

Employees Provident Fund

The employee and employer each contribute 12% as per the prescribed limit of Rs. 15000/ by EPF department.

Mediclaim Reimbursement

All the employees are eligible for Reimbursement of 50% of the amount spent on Mediclaim subject to a maximum of Rs.4000/- per annum.

Gratuity

Gratuity is paid as per the rules of GGSIPU, affiliating university of the institute.

If an employee retires after completing five or more years of qualifying service, he is eligible to receive retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16-1/2 times of emoluments.

If an employee dies while in service, the death gratuity shall be paid to his family in the following manner:

Less than 1 year	2 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 year or more but less than 20 years	12 times of emoluments
20 years or more	Half of emoluments for every completed six-month period of qualifying service, subject to a maximum of 33 times of emoluments

Provided that the amount of retirement gratuity or death gratuity payable under this rule shall in no case exceed Rs. 3.5 lakhs (increased to Rs.10 Lakhs w.e.f. 01.01.06)

Discounted Health Care Facility

Institution has signed a memorandum of understanding (MOU) with Shree Aggarsain International Hospital to extend discounted healthcare services to MAIMS staff, students, and their families. The MOU entitles eligible individuals to receive a 20% discount on in-patient admissions, and a 10% discount on radiology investigations and preventive health packages.

Leave Policy

Leave shall not be claimed as a matter of right. A member of the staff shall not normally or on any pretense be absent from duties without prior permission of the Director/Designated Authority.

Leave application is to be submitted in advance and approval must be obtained prior to availing the leave.

In case of absence on serious medical grounds, intimation should be sent to the Director / Designated Authority at the earliest and a Medical Certificate shall be produced at the time of joining after leave if medical leave is for more than two days. Ordinarily, leave of any kind will not be sanctioned when the services of the staff are needed for the Institute work or when there is an unfinished job involving a particular employee.

Casual Leave (CL)

All employees are eligible for 8 days of casual leave per year.

During the probation period staff members may be allowed to take leave after completion of the respective months only.

Carryover of lapsed CL is not permissible.

Vacation Leave (VL) for Teaching Staff

These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director/Designated Authority.

Vacation Leave (VL) is applicable to only the members of the faculty (teaching staff) with eligible service.

The total number of VL days for members of faculty (teaching staff) is limited to 30 (Thirty days) of Summer Vacation and one week of Winter vacation for a continuous service of 12 months in the institution.

However, vacation leave shall be availed as per the circulars issued by GGSIP University in this regard, indicating the slots identified for winter or summer vacation to ensure smooth functioning of the institution.

While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

Earned Leave for Non-Teaching staff

The number of days of EL for Non-Teaching Staff is restricted to 30 days per calendar year which should be availed within the corresponding year.

However, in extra -ordinary circumstances, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members will be required to serve the institution for a further period of six months or one semester, in order to complete one year's service.

In case a staff member, after availing EL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave Without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

Any unused part of EL cannot be carried over to the next academic year. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

Medical Leave

An employee is eligible for 10 days of medical leave in a year. The unavailed medical leaves shall be accumulated as per norms of the Institute.

Out Station Duty (OD)

OD will be granted when staff members are required to go out on official duties or are deputed to participate in seminars/workshops/conferences etc. as approved by the Director/Designated Authority. When staff members go for examination work for universities other than GGSIP University, OD will not be granted.

The Director/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the Institute.

Leave Without Pay

Any Leave availed in excess of the prescribed limit or availed without prior permission shall be deemed to be Leave Without Pay (LWP).

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP.

Special Casual Leave (SCL)

A maximum of 10 days of SCL will be available to staff members for participation in Seminars/Conferences/Workshops/FDP's etc. and for the examination work of other Universities/Government Organizations like UPSC, CBSE etc.

Maternity Leave Benefit

A regular woman employee of the institution, who has completed at least one year of continuous and satisfactory service, is eligible for Maternity Leave granted as per norms of the Institute, subject to prior approval of the Director/Designated Authority.

Additional leave beyond the above, with prior permission, can be reckoned as leave on LWP. An employee can avail Maternity Leave only on two (2) occasions in her entire service period. The Maternity Leave sanctioned shall be availed on a continuous basis and cannot be availed in instalments. The decision of the Director/Designated Authority will be final in sanctioning of Maternity Leave

Long Serving Awards

The Institution felicitates staff for completing fifteen years of service in the Institution, thus retaining highly qualified employees, and motivating them to strive for excellence in their work. As a testament to Institution's commitment to employee's satisfaction and retention,

Institution presents them with a silver coin and certificate to commemorate their service.

Creche Facility

Young parents on the MAIMS campus now have a new support platform for raising and grooming their kids. MAIMS Creche Centre for the children of its teaching and non-teaching staff, who must juggle between work and take care of their young children. The Centre is operational from 9.00 am to 4.30 pm. It fundamentally caters to taking care of infants, play group and After School Care Program.

Sanitary Pad Dispensing Machine

To ensure hygiene amongst the female students, faculty and staff members a self-service automatic vending machine has been installed in the campus from which females can get sanitary pads at ease. The installation sends out a positive message to the female fraternity of MAIMS, that the institute is sensitive to their needs.

Wellness Club

The Wellness Club of Maharaja Agrasen Institute of Management Studies functions with the intent to promote a balanced healthy lifestyle among all its employees. This club provides programs to manage stress, have fun, improve eating habits, make exercise a regular part of living. The programs include yoga and meditation workshops, group workouts, Zumba workout sessions, health awareness from all aspects of the health and fitness field.

On Campus Medical Officer and Psychiatrist

The institute provides the facility of On-Campus Medical Officer, who provides consultations and medical care to the staff, students, and faculty at the campus medical centre. Also, the Psychiatrist facility is available in the institute for providing consultation to the students, faculty, and staff. The medical officer and the psychiatrist also conduct regular interactive workshops and trainings with a view to create awareness about physical and mental health and healthy life style.

On Campus Banking Facility

A branch of Union Bank of India is situated inside the Institute campus. The bank has its ATM installed and the student and staff can avail the facilities as and when required

Spiritual Library

Maharaja Agrasen Institute of Management studies believes in ‘unity in diversity’, it not only preaches this concept but also practice it and one of the finest examples of this unity is the Mata Malti Singhal Adhyatmik Spiritual Library of MAIMS in which there are more than 1000 books available of different religions and cultures