



**GODAVARI FOUNDATION'S  
GODAVARI COLLEGE OF NURSING, JALGAON**



**POLICY, RELATED FOR WELFARE MEASURE OF TEACHING  
AND NON-TEACHING STAFF**

### **Casual Leave:**

- Total 12 CL
- Maximum 3 CL can be taken together. More than 3 will be considered as EL.
- 3 CL can be taken in an emergency with intimation, remaining 9 have to be pre sanctioned.

### **Earned Leave:**

- Total 24 EL= 2 EL per month
- Only 12 days EL is allowed to take in the month of May. No leaves will be allowed when college is working.
- Everyone has to utilize EL before the month of June. Out of 24 EL 12 have to be utilized before 15th July every year.
- Note- EL not carried forward to next year. No, EL encashment.

### **Sick Leave:**

- 10 days per year
- Sick leave is permitted for the new staff only after completion of 1-year uninterrupted service.
- EL & CL cannot be carried forward. Only sick leaves are allowed to be carried forward.

### **Biometric Rules:**

- Biometric recording is compulsory for everyone.
- College timing is from 9.00am to 5.00pm, from Monday to Friday, & Saturday half day .
- 10 mins late punching is permitted for 3 times a month & for the 4th late mark half day CL is deducted there after 5 to 8 late punching 2 CL will be deducted.
- Diwali & Christmas vacation can be extended by combining with EL.
- Concession for 2hrs in the morning or evening is permitted, with the consent from HOD & to be compensated within next 3 days immediately.
- In the emergency leave of absence, it is mandatory to inform in the official WhatsApp group and provision of your commitment of work should be mentioned.

### **OTHER LEAVE RULES:**

#### **MATERNITY LEAVE RULES:**

- 3 year and above service – 3 months full paid leave.  
Note – after taking a benefit of ML, staff have to serve the Institution for minimum one year.

#### **ABORTION LEAVE RULES**

- Staffs on completion of three years' service are entitled for two weeks paid medical leave, provided they submit the medical papers and on the final discretion of management.

#### **MEDICAL LEAVE**

- Medical leave will be sanctioned after submitting supporting documents and approval will



be completely at the discretion of the management.

#### **COVID LEAVE:**

- If a staff is Covid positive, 14 days medical leave with full pay (depends upon case to case) will be granted after submission of the report.
- If the staff is at high risk exposure or in family quarantine protocol, then 5 days medical leave with Saturday and Sunday benefit is entitled.
- After 3 days if RT PCR value turns out to be negative, then can resume duty following all necessary COVID protocols.

#### **RETIREMENTAGE:**

The age of retirement of service is at 63 years. Thereafter, based on the performance and considering the need of the department, the concerned Governing Body or Management of the college or the institution may extend the appointment of such superannuated teacher.

**Note – All leaves will be sanctioned depending on the Performance and dedicated work output for the Institution of the employee in the institute as well as sanctioned by the management and all leave rules are common for both teaching and non-teaching staff.**

#### **RULES & REGULATIONS REGARDING ON DUTY LEAVE & DUTY LEAVE:**

- **Practical exam:** OD for 3 practical examination for summer and winter exam are allowed with the appointment of MUHS.
- **CAP theory paper:** OD for summer and winter exam are allowed with the appointment of MUHS.
- **Centre Observer:** summer and winter exam are allowed after submitting attendance letter from respective college/hospital.
- **On duty for Workshop:** Total 3 with full reimbursement
- **LIC inspection duty:** As per appointment of MUHS LIC inspector are liable for OD

### **FINANCIAL IMPLICATIONS:**

- **PROVIDENT FUND:** Initiated as per government rules for non-teaching staff.

- **INCREMENT AS PER PERFORMANCE APPRAISAL POLICY**

Godavari college of Nursing has policy of performance appraisal based on principle of performance-based appraisal which includes academic performance of students and subject result, self-growth and support for institutional growth and any other extraordinary performance.

- **Members of committee-**

i) Secretary from Management member

ii) Executive Secretary

iii) HOD/Principal of Nursing department

**Procedure-** performance appraisal happens in three phases

- **Self-assessment:**

Each candidate is given form in month of May which has a self-information area and candidate is given a chance to present their work for self-assessment.

- **Assessment through Vice Principal of College:**

The Vice principal enters remark about the whole year review of each candidate in part second.

- **Assessment through HOD/Principal of Nursing institute**

Finally, the Principal fills her area of assessment for each candidate.

### **Components of Performance appraisal-**

- Details of candidate
- Total year of experience
- Number of years serving for organization
- Subject teaching
- Result of subject
- Any publication/presentation/education program/conferences/seminar etc.
- Academic achievement
- Received any award
- Professional growth
- Special support for the organization

\* HOD/ Principal should inform about previous scale that candidate was withdrawing and earning and recommended grade for next academic year.




### STAFF WELFARE POLICIES:

- Teachers are invited to be a part of special events like Foundation Day, Teacher's Day and Women's Day celebration organized by management committee of the institute.
- Birthday celebration of each staff is done.
- Onam, Navratri, Sarasvati Pooja and Diwali celebration is done every year.
- Christmas celebration is done in the month of December.
- Staffs have access to the facilities like gym, meditation, nutrition consultation, canteen for refreshments and medical and legal counseling.
- Residential quarter are awarded for faculty
- Medical benefit with the 50% concession for the family members
- Children education only tuition fees no other special fees has to be paid.

### CAREER ADVANCEMENT: STAFF DEVELOPMENT POLICIES

The institution has granted benefits for the development of the staff which is as follows.

- The staffs are allowed to attend various in-service programs conducted by the institute and outside the institute.
- Staffs are funded 100% of the remuneration for 3 national & international workshop & conference.
- OD for practical examinations and outside CAP theory paper, OD for Centre observer for each summer and winter exam, 3 OD for workshops, seminars, paper presentations etc. And OD for LIC inspection duty in academic year are provided by the institute.
- The staff is granted maternity leave and additional leaves like casual, earned and sick leaves.
- Staffs who have given more than 10 years of service to the institute are recognized by management committee of the organization.

  
REGISTRAR  
GODAVARI COLLEGE OF NURSING  
JALGAON



  
Principal  
Godavari College of Nursing  
JALGAON