



Shri Gajanan Shikshan Sanstha's  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING  
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati  
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## Welfare Policy for Teaching and Non-Teaching Staff

### Introduction

The "Staff Welfare Policy of Shri Sant Gajanan College of Engineering, Shegaon," aims to create a supportive, inclusive, and nurturing environment for both our students and staff. This policy embodies our commitment to ensuring the physical, mental, and professional well-being of all members of our college community. It also aims to enhance the well-being, job satisfaction, and overall quality of life of the employees. These schemes are designed to promote a positive work environment and foster a sense of belonging and loyalty among the staff.

### Welfare Schemes

The Institute has implemented a comprehensive welfare scheme, encompassing various benefits and provisions for the well-being and professional development of both its teaching and non-teaching staff:

Welfare Schemes Offered by the Institute includes

**Professional Development:** Faculty members are financially supported in attending workshops, Faculty Development Programs (FDPs), and conferences to enhance their skills and knowledge.

**Group Insurance:** The Institute has initiated a group insurance program, open to those who wish to participate. This program offers valuable insurance coverage and financial security to its members.

**Employee Provident Fund (EPF):** The Institute contributes an eligible amount to the respective EPF accounts, providing a secure financial future for staff.

**Gratuity:** Every staff member receives gratuity after retirement, recognizing their long-term dedication and service.

**Maternity Leave:** Eligible female staff members are entitled to maternity leave, supporting work-life balance.

**Special Leaves:** The Institute provides special leave options, including marriage leave and leave for bereavement.

**Loan Facility:** The Institute offers loan facilities through a credit cooperative society to assist staff in times of financial need.

**Uniform Discounts:** Staff members receive a 50% discount on college uniforms.

**Quarter Facilities:** On-campus quarter facilities are provided for faculty and staff, available at a minimal rent.

**Canteen:** A canteen facility is available for staff, ensuring easy access to meals while at work. **Staff Recognition:** The Institute acknowledges and celebrates staff achievements.



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**Education Support:** There's a provision for nonteaching staff members to pay Institute fees in instalments for their wards.

**Cooperative Store:** The Institute operates a cooperative store offering stationery and grocery items on a no-profit-no-loss basis to staff.

**Study Leave:** Faculty members are encouraged to pursue higher education through study leave.

**Sabbatical Training:** The Institute sponsors faculty members for six-month sabbatical training programs, covering all related expenses.

**Sports Participation:** Faculty members are actively encouraged to engage in sports activities.

**Staff Gatherings:** Regular gatherings for staff and their families are organized to showcase their talents and foster a sense of community.

**Professional Body Memberships:** The college covers membership fees for professional bodies, encouraging faculty members to stay updated with industry trends.

**Industry Visits:** Faculty members are regularly encouraged to visit industries to enhance their knowledge and keep up-to-date with industry best practices.

**Medical Facility:** The institute maintains a dispensary within the campus, staffed by well-trained doctors. All necessary medical facilities and emergency services are provided. An ambulance is available 24/7

**ATM:** SBI ATM is conveniently located on the campus for all banking needs.

**Yoga and Meditation Hall:** A dedicated Yoga and Meditation Hall is provided, as promoting holistic health and mindfulness is essential in nurturing the overall development and well-being of staff.

**Prayer Hall:** A prayer hall on campus serves as a space for staff members to assemble for prayer and celebrate significant spiritual occasions, including Ram Navami, Pragat Din, and Rishi Panchami.

**RO Plant:** RO plant is situated on the campus, offering clean drinking water to the staff living within the college premises.



  
PRINCIPAL  
Shri Sant Gajanan Maharaj  
College of Engineering, Shegaon.

Dr. S. B. Somani  
Principal