



01.06.2020

**Policy Document for the Welfare Schemes of Teaching/Non-Teaching Staff**

1. The College management releases an amount of Rs. 25,000 as interest free loan for Teaching staff and Rs. 20,000 for Non-Teaching Staff for the education and treatment of employees and their dependents.
2. The college management disburses Rs.1000 per year for teachers to present research papers in international seminars, workshops and conferences and the amount will be sanctioned on the basis of merit of the teacher.
3. Teaching/Non-Teaching Staff who avails the loan should furnish the request to the Manager in the specified format.
4. The requests will be considered by the Management and interest free loan will be sanctioned to the most needy person.
5. The Teaching/Non-Teaching staff has to sign the voucher agreeing to the guidelines prescribed in the policy document.
6. This amount will be retrieved by the Management in maximum of ten installments within a span of ten months.
7. Those who avails the welfare schemes have to submit the documents and bills in the office within two weeks
8. Those who had paid back the amount without any dues will only be considered by the management for the loan in the next term.



Principal