

## Policy for Welfare of Teaching and Non-Teaching staff

### Objectives:

The main aim and objectives of the policy is to provide staff with a framework that supports, encourages the development and to create the confidence and security to work with commitment and dedication for the progress of the institution.

### Policy:

- Pay for the selected faculty is fixed by the selection committee as per the scale approved by the management for the post based upon the qualification and service experience.
- The annual increment according to the scale approved by the governing body shall be granted after every year of service, if the work and conduct of the staff are reported satisfactory as per appraisal.
- The special bonus is provided to the staff on important festivals specified by the management.
- The special bonus shall be given at different period of their service and at the time of super annuation
- The staffs are facilitated with PF, ESI.
- The financial support shall be given to the staff for the faculty development programs and training programs.
- The staff shall be acknowledged for the 100% result and 100% attendance in kind/cash.
- Fifteen days of half pay leave is permitted when the teacher is ill, provided he/ she is on a permanent service. The teacher is required to submit a medical certificate. In case of serious illness or accident, the number of days permissible is at the discretion of the management.
- Maternity leave for a period of 6 months is granted

  
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