

Employee Welfare Policy

1. PREAMBLE

Ashoka Business School (ABS) recognizes its employees as its most valuable asset and acknowledges that employee welfare is crucial in achieving the vision and mission of the institution. ABS is committed to providing a congenial work atmosphere that fosters personal and professional growth, ensuring mutual benefit for both the organization and its employees. ABS is dedicated to career advancement, encouraging the utilization of employee skills and ambition to achieve higher career goals. The institution promotes a culture of appreciation, ensuring job satisfaction and motivation among its staff.

2. PURPOSE

The purpose of this Employee Welfare Policy is to provide guidelines for the effective planning and implementation of staff welfare measures at ABS.

3. SCOPE

This policy applies to all employees of Ashoka Business School, including teaching and non-teaching staff.

4. OBJECTIVES

- To create a harmonious and conducive work environment.
- To provide support for staff welfare measures.
- To ensure an effective support system for staff requirements.
- To establish ABS as an attractive workplace that provides professional and personal fulfillment.
- To streamline the administrative functioning of staff welfare issues.
- To conduct development training and soft skill programs for staff.
- To provide opportunities and resources for continuous learning and growth.
- To develop potential employees for leadership positions and succession planning.
- To retain valuable employees within the organization.


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Internal Quality Assurance Unit
Ashoka Business School, Nashik


DIRECTOR
Ashoka Business School
Nashik

5. CUSTODIAN OF THE POLICY

The central HR department of AEF is the custodian of this policy. The responsibility for effective implementation rests with the Director.

STAFF WELFARE COMMITTEE

- The Staff Welfare Committee includes the Director, Admin Officer, and Coordinator, and is responsible for overseeing all activities related to staff welfare.
- The Institute is keen on the overall development of the teaching and non-teaching staff and abides by their welfare.
- The Committee aims for the overall development of staff members by applying various welfare schemes.
- This Committee works for the benefit and welfare of the whole staff and provides a channel for interaction among staff members.

6. EMPLOYEE WELFARE MEASURES

Statutory

- Provident Fund: Provided to all employees as per applicable laws.
- Maternity Leave: Paid maternity leave of 3 months.
- Gratuity: Provided as per norms.

Leave, Healthcare, and Professional Support

- On Duty Leave: Granted for academic and professional development activities.
- Special Study Leave: For exams and Ph.D. work.
- Special Leave: 5 days in case of the death of a person in blood relation.
- Marriage Leave: 7 days for the respective staff member.
- Financial Assistance: Provided in case of emergency.
- Salary Advances: Partial or complete salary advances for non-teaching staff, on a case-by-case basis.
- Educational Benefits: Concessional rates for employees' children's education.


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- Wi-Fi Access: Provided on campus for academic use.
- Sports Facilities: Indoor sports amenities.
- Rest Room and Sick Room: Available for staff.
- Birthday and Diwali Gifts: Given to all staff annually.

Recreation

- Staff Picnic: An annual tradition of celebrating Ashoka Family Day to help teaching and non-teaching staff relax and bond in an informal setting.

7. CAREER ADVANCEMENT FOR TEACHING STAFF

- Periodic Evaluation: Regular assessment of career paths and progress.
- Leadership Training: Training for faculty with administrative potential.
- Recognition: Credit and recognition for notable achievements.
- Workshops and Programs: Encouragement to conduct and participate in workshops and programs.
- Consultancy Projects: Awarded based on expertise, with appropriate compensation.
- Professional Development: Support for further studies and professional courses.

8. CAREER ADVANCEMENT FOR NON-TEACHING STAFF

- Soft Skill Programs (ADP): Training to enhance additional abilities.
- Promotion Based on Performance: Regular appraisal and promotion.
- Recognition: Rewards for dedicated service, including certificates, mementos, or cash awards.
- Admin Day Celebration: Including recognition of workers on International Workers' Day (May 1) and Maharashtra Din.



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9. SALARY INCREMENT AND FINANCIAL SUPPORT FOR STAFF MEMBERS

- Salary Increment: 5% to 10% increment every 1-3 years based on appraisal.
- Publication Incentives: Financial rewards for scientific publications.
- Research Support: Financial aid for presenting research at conferences.
- Recognition for Contributions: Commendation cash prizes for significant contributions in research, sports, or social services.
- Patent Support: Financial assistance for filing patents/copyrights.
- Advanced Studies Support: Monetary support for faculty pursuing advanced studies.

10. POLICY GOVERNANCE

The policy will be updated and revised as necessary, after discussions with the management of ABS.

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