



Minority Educational Society's

# Adarsh Education College

NCTE Approved and Affiliated to Sant Gadge Baba Amravati University

Gat No. 115/1 and 115/2, Plot No. 2-6, 27-33, Bhosa, Tq. Dist. Yavatmal 445001 (M.S.)

Ph. No. 9860954265

Email : minorityedu@gmail.com

Website : www.minorityedu.info

Ref. No. :- MES/AEC/RIO/2023/

Date:- 12/05/2023

To,

President

Adarsh Education College,

Yavatmal


Subject: - Sanction of Paid leave to Staff members of Institute to attain FDP Program on Date 22-05-2023 to 26-05-2023.

Respected Sir,


As per above cited subject, I the undersign below request to you to please approve the paid leave to

Sr. No.	Name of staff with designation	Date of paid leave	Purpose/activity
1	Dr. Nita Raut Assit. Prof.	22/05/23 to 26/05/23	5 Days FDP Program
2	Dr. Anshu Shahu Assit. Prof.	22/05/23 to 26/05/23	5 Days FDP Program

As per the policy of institute to provide all the possible assistances to staff for research, innovations and other initiatives, I am forwarding the same for your kind approval

  
**Principal**  
Adarsh Education College  
Yavatmal

*Sanctioned as paid  
leave to above 2 staff  
members.*

  
**President**  
Minority Educational Society  
Yavatmal

*Copy so forwarded  
accounts & fin. Section  
as approved*

**Adarsh Education College**  
**Yavatmal**

Leave Application

Name.....Tejas Sunil Hatgaonkar.....

Date: 11/07/2022

Type of Leave [ EL ] [ CL ] [ DL ] [ ☒ ML ] [ CCL ] [ VL ]

Leave Period from 11/07/2022 To 11/07/2022

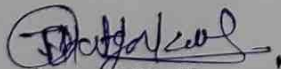
Purpose of Leave.....Medical.....

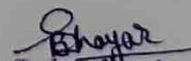
Alternate arrangement of teaching staff during leave period

Date	Period							
	1	2	3	4	5	6	7	8
11/07/22	—		will	—				

Balance: .....

Availed: .....

  
Sign of Staff

  
Sign of Principal  
Adarsh Education College  
Yavatmal

FOR OFFICE USE

Leave Appl. No: ..... Leave Register Folio No: .....

## Leave Application

Date: 5/07/2022

Leave Period from 51/07/2022 To 51/07/2022

Purpose of Leave..... Medical[illegible]

Availed: .....

*[Signature]*  
Principal  
Sign of Principal  
darsh Education College  
Yavatmal

Leave Appl. No: ..... Leave Register Folio No: .....

## Leave Application

Date: 01/04/2022

Leave Period from... 01/04/2022... To... 01/04/2022...

Purpose of Leave.....Medical.....

[illegible]

Availed: .....

*[Signature]*  
Principal  
Sign of Principal  
darshi Education College  
Yavatmal

FOR OFFICE USE

Leave Appl. No: ..... Leave Register Folio No: .....





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6.3.1 Various welfare measures are being practiced in the institution for teaching and non-teaching staff which are as followed.

Supportive Document:-

1. List of Welfare measures for teaching staff



*Pamteke*  
**Principal**  
Adarsh Education College  
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1. Trainings are provided for both Teaching and Non-Teaching staff for various workshops / FDP/Seminars/ Conferences like legal rights, consumer rights, road safety, insurance, health and fitness, post office schemes etc.
2. Medical checkups of teaching and non- teaching staff by MES management committee
3. Yoga camps are organised from time to time.
4. Duty leave is provided for attending Workshops, Orientation course, refreshers courses, Conferences.
5. Staff achieving State and International award are felicitated by the institution.
6. Fee Concession is provided for wards of the staff studying in the college.
7. Staff can avail vacation leave, 10 days of Casual leave, Earned leave, Medical leave.
8. Ladies teaching and non-teaching staff can avail maternal leave for 3 months.
9. Festival bonus for non teaching staff.
10. Salary-in-advance can be availed by staff in need.
11. Staff is allowed to use college ICT facilities for their research work.
12. Free Uniforms are provided to housekeeping Staff.



*Pamteke*  
**Principal**  
Adarsh Education College  
Yavatmal