



## **LAXMI MEMORIAL EDUCATION TRUST (R.)**

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### **WELFARE POLICY**

#### **(TEACHING AND NON-TEACHING STAFF)**

The following are the Welfare facility provided by the Laxmi Memorial Education Trust ® to the Teaching and Non-Teaching staff of A J Institute of Management.

#### **Effective Welfare Measures**

<b>The institution has effective welfare measures for teaching and non- teaching staff</b>	
<b>Teaching</b>	<ul style="list-style-type: none"><li>• Provident Fund facility.</li><li>• Gratuity Facility</li><li>• Medical facility at A. J. Hospital and Research Centre.</li><li>• Casual leave</li><li>• Medical leave</li><li>• Duty leave – OD</li><li>• Vacation</li><li>• Public holidays</li><li>• Maternity Leave of 180 days</li><li>• Leave facility along with reimbursement of all incidental expenses incurred in connection with attending conferences</li><li>• Organizing Faculty Development Programmes at the Institute.</li><li>• Financial assistance for research and publication activities.</li><li>• Incentive for clearing NET / SLET, Ph.D. /CA</li></ul>

<b>Non teaching</b>	<ul style="list-style-type: none"><li>• Casual leave</li><li>• Sick leave</li><li>• Earned Leave</li><li>• Public Holidays</li><li>• Employee State Insurance Scheme - ESI</li><li>• Employee Provident Fund - EPF</li><li>• Two sets of Uniform and ID card.</li><li>• Maternity Leave of 180 days</li><li>• Staff Development Programme -SDP</li></ul>
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Date: 16.01.2019  
Place: Mangalore



**Director**  
**Laxmi Memorial Education Trust**  
**For A.M. Institute of Management**  
**President / Director**