

# **Bhujbal Knowledge City**

## **Institute of Pharmacy**

## **EXTRACT OF POLICY DOCUMENTS**

### I] ZERO PERCENT LOAN POLICY

- 1. Personal loan is given only once in three years.
- 2. Staff who have completed one year of service in MET is eligible to avail the loan.
- 3. Maximum loan amount is Rs. 20,000/- per staff.
- 4. Loan is given only for education and medical expenses and marriage in family.
- 5. Authentic document/ proof are mandatory.
- 6. The loan is recovered from the employee in twelve EMIs.
- 7. The total deduction amount should not exceed 75 % of the gross salary.

#### III POLICY FOR TEA COUPONS

- 1. Every month, each faculty member is provided 50 coupons, Rs. 6/- each, that can be utilized against tea, coffee or for other food items in canteen present in campus.
- 2. Along with this, each institute HOI is provided with 16 coupons of Rs. 25/- each that can be utilized against tea, coffee or for other food items in canteen present in campus for the guest.
- 3. The canteen person submits the collected coupons to respective account sections and receives the cash against the same.



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