

Policy on Welfare Measures	Policy No:16 Last reviewed: 2018 Issue:3 Page: 1 to 7
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Policy	<p>Sri Ramachandra Institute of Higher Education and Research (SRIHER) aims to develop and implement welfare measures to provide the socio-psychological support to SRIHER family members.</p> <p>It creates a culture of belonging among the employees in the organization, ensuring higher commitment to teaching, research and patient care.</p> <p>The employees are made to feel that the Management is concerned and is taking care of their welfare. This results in sincerity, commitment and loyalty of the employees to the institution.</p>
Purpose	<p>The Institution has effective welfare measures for Teaching and Non-teaching staff in place to achieve Institutional progress through human capital, which is healthy, motivated and committed.</p> <p>For successful sustainability of an effective human capital, our institution has the best practices of implementing various welfare schemes for the employees as a whole, to build a strong bond of relationship between employees and management.</p>
Scope	<p>The Institution has in place 100% of compliance for Teaching and Non-teaching staff related statutory welfare measures.</p> <p>Each welfare measure has specific eligibility criteria. All fulltime employees who are eligible will be benefited as described in this policy.</p>
Procedure	<p>1. Employee Provident Fund (EPF) – Statutory Eligibility & Applicability: The policy is applicable to all employees of SRIHER. Provident Fund will be paid as per Employee Provident Fund Act 1952.</p> <p>2. Employees State Insurance Corporation (ESIC) – Statutory Eligibility & Applicability: The policy is applicable for the employees whose salary is less than Rs.21,000/-pm. SRIHER implements in full the Employees State Insurance Act 1948.</p>

3. Gratuity – Statutory

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER who have completed five years of continuous service from the date of confirmation.

Gratuity is paid as per Payment of Gratuity Act 1972.

Gratuity Fund is maintained with LIC.

4. Group Insurance Scheme Policy (EDLI)

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER.

Up to Rs.6,02,000/- will be claimed in case of death or any disability due to any accident in respect of an employee.

5. Accident Coverage Policy

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER.

Rs.1,00,000/- will be claimed in case of permanent disablement, Rs.2,00,000/- will be claimed in case of death due to accident for an employee.

6. Gold Coin / Cash award

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER who have completed 10 years, 20 years, 25 years and 30 years of continuous service, and they will be awarded on Founders Day celebrations during the month of September every year.

4 grams Gold Coin for those who have completed 10 years of continuous services.

6 grams Gold Coin for those who have completed 20 years of continuous services.

Cash award of Rs.10,000/- for those who have completed 25 years of continuous services.

8 grams Gold Coin for those who have completed 30 years of continuous

services.

7. Health Insurance

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER who have completed one year of service.

The entire premium will be paid by the management every year on behalf of the Individual. In addition, the dependents of employees (Spouse, Children 2 under 25 years & dependent parents below 65 years) will also be covered under this scheme for an assured sum of 2 lakhs & 3 lakhs as opted by employee. The Management will be contributing 50% of the premium every year for dependents and the rest of the 50% premium will be deducted from 5 equal installments from the salary of employee concerned.

8. Free OP Treatment / Investigation Facility

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER.

Employees who have completed one year of service in SRIHER will be eligible for highly subsidized OP treatment.

Additionally 10% Concession is provided for purchase of medicine from Pharmacy for all employees.

9. Staff Quarters / Hostel

Eligibility & Applicability:

Accommodation will be provided in Quarters / Hostel for employees of SRIHER on priority based on requirement and availability.

Senior Residents and Medical Officers are provided free accommodation inside the campus in order to provide the 24 X 7 patient care.

Free Hostel accommodation is provided to the Nurses along with 50% concession on mess bill.

The administrative / paramedical / technical, essential services employees are provided accommodation at concessional rate in the

campus based on requirement.

10. Financial Support for attending / presenting paper at National & International Seminars & Conferences

Eligibility & Applicability:

The policy is applicable to all Teaching employees of SRIHER.

Teachers are encouraged to attend the National Seminars / Conference with Registration, and membership fees and DA & TA met by institution as per SRIHER norms.

Teachers are encouraged to attend International Seminars / Conference with Registration and membership fees and DA & TA met by institution as per SRIHER norms.

Administration, Nursing and Paramedical staff are also likewise encouraged to attend conference to enhance their educational skills.

11. Financial Support for Research Publications

Eligibility & Applicability:

The policy is applicable to all Teachers of SRIHER.

Teachers are encouraged to publish research publications in accredited and indexed National / International Journals. The processing fee for publication by the Journals will be reimbursed by SRIHER as per norms.

12. Sponsoring for Academic programmes

Eligibility & Applicability:

The policy is applicable to all Nursing staff of SRIHER.

Nursing staff who have completed 5 years of continuous service are eligible to enroll for Post Basic Nursing in our institution with 50% tuition fees waiver and stipend as per SRIHER norms.

13. Creche Facilities

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER.

The institute has set up an exclusive Creche facility for SRIHER employee's children in the age group between 6 months and 3 years.

14. Marriage Gift

Eligibility & Applicability:

The policy is applicable to all confirmed non-teaching employees of SRIHER.

Gift Cheque for Rs.1,000/- for less than 3 years of service

Gift Cheque for Rs.1,500/- for 3 to 5 years of service

Gift Cheque for Rs.2,000/- for above 5 years of service

15. Personal Loan / Salary Advance

Eligibility & Applicability:

The policy is applicable to all confirmed employees of SRIHER who have completed five years of services.

SRIHER has organized a comprehensive personal loan facility with OBC (Oriental Bank of Commerce) with preferential rate of interest.

SRIHER is giving an opportunity to employees to avail the following interest free loans.

1. Marriage Loan Advance
2. Educational Loan Advance
3. Festival Advance

16. Employee Welfare Society Loan

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER who have become a member in SRIHER Welfare Fund.

Savings at 9% per annum, Loan maximum of two months gross salary can be availed as Welfare Fund Loan with repayment in 10 equal installments, with 11% interest rate per annum.

17. Transportation

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER.

Transportation facility is available for SRIHER employees on subsidized rate in the route buses.

18. Uniform

Eligibility & Applicability:

The policy is applicable to all employees of SRIHER.

1. Administration / Nursing / Paramedical category of employees will be provided uniform every year.
2. Stitching charges will be reimbursed as per institutional policy.
3. Eligible employees will receive a sum of Rs.200/- per month towards washing allowance.

19. Meals / Dinner

Eligibility & Applicability:

The policy is applicable to the menial group of employee of SRIHER who are provided meals at subsidized cost of Rs.2/-.

20. Annual Pay increase

Eligibility & Applicability:

The policy is applicable to all teaching and non-teaching staff of SRIHER.

Annual increment will be given to all employees on every year March after the annual appraisal completed.

21. Periodical increase in DA

Eligibility & Applicability:

The policy is applicable to all teaching and non-teaching staff of SRIHER.

Periodical increase in DA will be given to all employees.

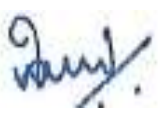


22. Refreshments

Eligibility & Applicability:

The policy is applicable to all non-teaching staff of SRIHER.

Refreshments provided at free of cost, twice a day to all non-teaching employees.

	<p>23. Other Facilities available on Campus</p> <ul style="list-style-type: none"> ➤ Gymnasium for Faculty and Staff ➤ Staff Recreation Club ➤ Sports and Cultural activities ➤ SRCWA – Sri Ramachandra Centre for Women’s Advancement, emphasizing women’s empowerment. <p>All these welfare measurements are aimed at creating a healthy and productive working environment.</p>
Frequency	Once in 5 years
Time	5 Years
Related/Supportive Documents	UGC document on welfare measures
Custodian	Director (Finance & Accounts)

Prepared by	Verified by	Approved by
 Mrs. A. Jhansi Lakshmi, General Manager – HR	 Thiru. J. Ravisankar Director (Finance & Accounts)	 Dr. P.V. Vijayaraghavan Vice Chancellor