



SRI VENKATESHWARAA DENTAL COLLEGE

(Recognized by Dental Council of India - Affiliated to Pondicherry University)

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 102. Tel : 0413-2644405
Telefax : 0413-2644406, E-mail : svdc@svmcpondy.com

STAFF WELFARE POLICY

Last Reviewed : 04.12.2018

Pages: 5

Sri Venkateshwaraa Dental College aims to develop and execute welfare measures to provide the physical, social and emotional support to faculties and their family members. It ensures higher commitment to teaching, research and patient care.

Purpose:

The college has effective welfare measures for Teaching and Non-teaching to build strong bond of relationship between employees and management.

Scope:

The college has formulated various welfare measures for the benefit of Teaching and Non-Teaching staffs.

Casual Leave (CL):

1. One casual leave is permitted for each month of working. CL is eligible only if that faculty has worked for at least 23 days in a month (Including Sundays, declared holiday and eligible leaves except LOP)
2. CL will not be granted for more than 3 days at a stretch.
3. Un-availed CL cannot be carried over/Claimed after 31st December of every calendar year.
4. CL can be clubbed with any kind of leave.
5. Half day CL is permitted.

Restricted Holiday (RH):

1. Faculty members permitted to avail two days of Restricted Holidays per year.
2. The list of Restricted Holidays will be intimated to the faculty members at the beginning of academic year.



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Earned Leave (EL):

1. EL is eligible only after completion of one year service continuously.
2. EL cannot be cashed/claimed monetarily.
3. EL can be accumulated for a maximum number of 36 months. Any EL beyond 36 months will get lapsed automatically.
4. EL can be availed for maximum only 10 days continuously.
5. Holidays/Sundays falling in between continuous EL will be considered as EL only.
6. EL can be clubbed with any kind of leave.
7. Half day EL is not permitted.

Academic Leave (AL):

1. 10 days Academic leave in a year may be granted for faculty (Prof, Assoc. Prof, and Asst. Prof) at the time of joining.
2. AL cannot be availed for more than 3 days continuously.
3. Only one faculty in each department is permitted to avail AL at any point of time. If more than one faculty is willing to attend any academic programs / activities, AL form along with the invitation must be duly approved by the Principal through the concerned HOD.
4. AL may be granted, maximum of three days for attending Workshops / Conferences & for Presentation/Chairperson and External examiner.

Compensatory Leave (COL):

If any faculty member(s) in the respective depts. are performed / assigned (Exam /Practical / Sunday duty etc.,) intimation circular should be forwarded through HOD duly approved by the Principal, so that the particular date of work will be adjusted / compensated when receiving the Leave forms. Also, the concerned faculty (individual) must avail the COL within 15days from the date of duty performed.



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Maternity Leave benefit:

All female faculties are entitled for maternity leave of 6 months with their period of absence (6 months) considered as part of their service

Transport Facility:

Faculty members are provided transport facilities at concessional rate by the Institution. The vehicle is operated to Cuddalore, Villupuram & Puducherry localities for the benefit of employees.

Campus Movement:

Teaching and Non- teaching faculty members can communicate across the campus using battery operated vehicle which is eco-friendly mode of transport.

Faculty Quarters:

Out station faculty members are provided accommodation in the faculty quarters located within the campus at nominal rent.

Canteen Facility:

Foods are served (Breakfast, Lunch & Dinner) to faculty members at subsidized cost. Faculty those who are performing 24hrs stay duty will be provided complementary dinner.

Yoga Centre:

A peaceful yoga centre is available for the teaching and Non-teaching faculty where Pranayama, Meditation and Asanas are taught free of cost.

Gym:

We have well equipped gym for faculties and students, free of cost.



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Apron:

Aprons provided to all Clinical & Non Clinical faculty members including faculty designated as Lab In charges.

Permission per month:

Three times in a month (One hour from reporting time and one hour prior to departure time) except on half working days & Saturdays.

Late Attendance:

Maximum 4 times per month (up to 30minutes from reporting time). Thereafter, half day CL or LOP which ever deem fit would be applied for salary purpose.

Grants & Financial Support:

Faculty members are provided with financial assistance for Academic activities viz –

- Research work
- Conferences
- Seminars
- Workshops
- Patency & Copyrights
- CDE
- Remuneration for guest speaker

Medical & Dental Care:

Concessional/Subsidized medical and dental care for self and Family of Teaching and Non- Teaching Faculty.

Sports, Games, Cultural events, festivals and celebration:

As a part of Welfare activity sports, games, cultural activities and other recreation activities are organized for the faculty members to keep them stress free, active & competitive.



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Welfare benefits to all Non-Teaching Faculty Members:

1. **Employee State Insurance Corporation and Provident Fund** are eligible for all the permanent Employees - Category (C, D & E). For the Contract Employees we ensure the Contract owners to provide these facilities to their Staffing placed in our Organization.
2. **Salary Advance** (a portion of their salary) will be paid as advance before their next scheduled payday depending.
3. **Loan:** Permanent Employees are facilitated with loan if required as specially Education Loan for their Children and Medical Expenses for the Family, which can be repaid as equal Installments without Interest.
4. **Skill development Programs** (Language improvement Skills & Soft Skills) are given regularly to Employees. These training helps the employees stay equipped with the new developments happening in their fields and to get updated with current trends.
5. **Pre-employee health check up:** At the time of Joining, every Employee will undergo Health Check up and at periodically once in a year @ free of Cost.
6. **Maternity Leave Benefit:** All female employees are entitled for Maternity Leave. (6 months) and those Employees come under ESI Eligibility will also avail ESI benefits as per ESI policy/facility.
7. **Uniform:** Two sets of uniform are provided for all employees per year. Uniform is provided for Staff of "C, D and E" Category.
8. **Transport Facilities:** Bus or Van facilities are offered to all employees for convenient commuting between residence and office and vice versa. A nominal monthly fee has to be paid towards this facility, which is deducted in the monthly salary which is less than the Public Transport.
9. **Marriage Gift:** Monetary gift on the Occasion of Marriage to Employees and their dependants.
10. **Funeral Benefit:** Financial assist to the family members on the unfortunate occasion of death of employees.
11. **Sports, Games, Cultural Events, Festivals And Celebrations:** As a part of Welfare activities Sports, Games, Cultural activities and other recreation activities are organized



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for all employees across all departments to keep the Employee stress free, active, and competitive. matches & Competitions are organized among different departmental teams, within organizations, Institute's and Hospital.

12. **Hostel Facilities:** Accommodation is provided for Staffs of all Categories.

13. **Impact/ Outcome:** The objectives of employee welfare are to **improve the life of the Employee**, to bring about holistic development of the worker's personality. It enables Employees to perform their work in healthy and favorable environment. To make the management feel the employees are satisfied about the work and working.

PREPARED BY	VERIFIED BY	APPROVED BY
 Dr. Balatandayoudam Member Secretary 	 IQAC Co-ordinator 	 Dr. S. Senthilnathan MDS, PRINCIPAL

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