



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

6.3.1 - The Institution has effective welfare measures for teaching and non-teaching staff and other beneficiaries

Policy Document on Welfare Measures

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Staff Welfare Policy (Revised)

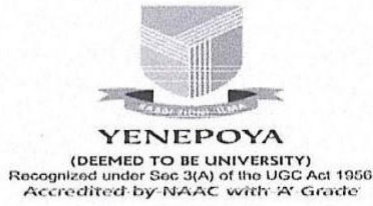


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Name of the Policy/Guidelines	Staff Welfare Policy
Short Description	Policy and guidelines of welfare measures provided to the employees of Yenepoya (Deemed to be University)
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Policy Status	Revised
Year of approval	Revised- 30 April 2020
Effective Date	Revised- 11 May 2020
Approval Authority	Board of Management
Responsible officer	Registrar


REGISTRAR



University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-49/Not/01/2020

Date: 11.05.2020

NOTIFICATION

Sub: Staff Welfare Policy - reg.

Ref: 49th meeting of BoM held on 30.04.2020 – Agenda 3.

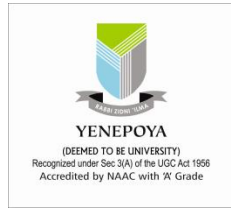
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As discussed under the Agenda 3 of 49th Board of Management Online meeting held on 30th April 2020, it was resolved to accept the Staff Welfare Policy.

Registrar

Yenepoya (Deemed to be University)

Encl: Staff Welfare Policy



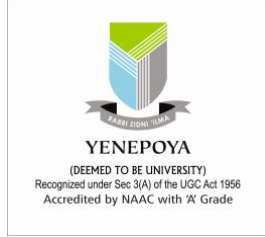
STAFF WELFARE POLICY

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STAFF WELFARE POLICY

1. Introduction:

Yenepoya (Deemed to be University) is an equal opportunity employer and appointment to all positions in the University service shall be based on merit, qualification and abilities. The University will not discriminate in employment opportunities and practices based on race, color, gender, state, origin, age or any other characteristic protected by law. The University Registrar shall be responsible for all appointments at all levels except as provided for otherwise. The University provides welfare support to all the employees including statutory social security measures like ESI, PF, Gratuity etc. This policy explains both non-statutory and statutory measures as Part- I and Part- II.

2. Definitions:

- a) University refers to Yenepoya (Deemed to be University) established by the official gazette by the department of secondary and higher education, Ministry of Human Resource Development, Government of India.
- b) “Staff welfare measures” refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages.

3. Policy statements:

The following welfare measures are available for all teaching and non-teaching staff working in the constituent institutions & establishments of Yenepoya (Deemed to be University).

PART I

STAFF WELFARE MEASURES (BY THE UNIVERSITY)

1. Family Benefits:

(a) Personal Accident Insurance/ Group Insurance: All employees are covered under Personal Accident Insurance scheme whereby the immediate family/nominee of the employee will be eligible for an assured sum.

4016/X/201919278/00/000

GROUP HEALTH (FLOATER) INSURANCE

UIN- ICIHLGP08002V040708 Misc 12

Preamble

ICICI Lombard General Insurance Company Limited ("the Company"), having received a Proposal and the premium from the Proposer named in the Schedule referred to herein below, and the said Proposal and Declaration together with any statement, report or other document leading to the issuance of this policy and referred to therein having been accepted and agreed to by the Company and the Proposer as the basis of this contract do, by this Policy agree, in consideration of and subject to the due receipt of the subsequent premiums, as set out in the Schedule with all its Parts, and further, subject to the terms and conditions contained in this Policy, as set out in the Schedule with all its Parts, that on proof to the satisfaction of the Company of the compensation having become payable as set out in Part I of the Schedule to the title of the said person or persons claiming payment or upon the happening of an event upon which one or more benefits become payable under this Policy, the Sum Insured/appropriate benefit will be paid by the Company.

PART I OF POLICY: POLICY SCHEDULE

Insured Details	
Policy Number	: 4016 X 201919278 00 000
Issued At	: MUMBAI
Name of the Insured	: YENPOYA DEEMED TO BE UNIVERSITY
Mailing Address of the Insured	: University Road, Deralakatte Mangalore, Karnataka, Dakshina Kannada, Karnataka Pin 575018
Intermediary Details	
Agency/Broker Code	: DB21903
Agency/Broker Name	: ALLIANCE INSURANCE BROKERS PVT LTD
Agent's/Broker's Mobile No.	: 8686399969
Agent's/Broker's Email ID	: malini.allianceinsurance.in

(b) Yen- Employee Healthcare Benefits:

For the employees of the University, Yen Health Card covers medical care facility as free treatment for all OP based consultation and general ward admissions. In patient services are provided at concession rates.

Yen Employee family benefits: Covers the healthcare benefits to the family members of the employees. 50% concession on the OPD services and inpatient services provided at a concession rate for the dependants of the employees.

Yenepoya Medical College Hospital
Deralakatte, Mangalore-575018
Yen-Employee Health Care Benefits

Yen-Employee: All the Employees employed at Yenepoya Deemed to be University & all the employees working at Yenepoya group of Companies.

Yen-Employee Health Care benefits applicable at Yenepoya Medical College Hospital.

Outpatient:

- 100% discount on all the OPD service including Radiology and Laboratory investigations conducted in house.
- Outside lab investigations at actual.
- 20% discount on Pharmacy bill.

Inpatient:

General ward: 100% discount on all the service including the pharmacy bill during hospitalization.

Semi Private:

- 100% discount on all the services including Diagnostic services.
- OT Consumables and implants at cost price
- Outside lab investigations at actual.
- 20% discount on pharmacy bill.

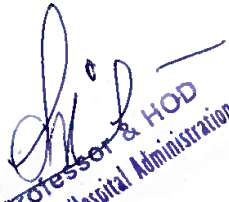
Semi Deluxe:

- 50% discount all the services including Diagnostic services.
- OT Consumables and implants at cost price
- Outside lab investigations at actual.
- 15% discount on pharmacy bill.

Deluxe:

- 50% discount on all the services including Diagnostic services.
- OT Consumables and implants at cost price.
- Outside lab investigations at actual.
- 15% discount on pharmacy bill.


MEDICAL SUPERINTENDENT
YENEPOYA MEDICAL COLLEGE HOSPITAL
MANGALORE-575 018


PROFESSOR & HOD
Dept. of Hospital Administration

Yen-Employee Family:

- Yen-Employee (if married); Yen-Employee Family will include Spouse, Father, Mother, Children.
- Yen-Employee (if unmarried); Yen-Employee Family will include Father, Mother and unmarried Siblings.
- Dependents if any Yen-Employee is sole responsible for any other than family member. The status of dependency need to be approved by the committee Mohamad Guthigar, HOD, Department of MSW, Mr. Praveen Bekal Hospital Superintendent, and Mr. Abdul Rasheed Hospital Accountant, to avail the service, the registration of the family member is mandatory.

Yen-Employee family Health Care benefits applicable at Yenepoya Medical College Hospital.

Outpatient:

- 50% discount on all the OPD service including Radiology and Laboratory investigations.
- Outside lab investigations at actual.
- 10% discount on pharmacy bill.

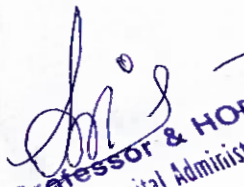
Inpatient:

General Ward

- 100% discounts on overall bill.
- 50% MRI,CT
- Outside Lab investigations at actuals.
- OT Consumables and implants at actuals.
- 20% discount on pharmacy bill.

Semi Private:

- 50% discount on overall bill.
- 50% MRI,CT
- Outside lab investigations at actual.
- OT Consumables and implants actuals.
- 20% discount on pharmacy bill.



Professor & HOD
Dept. of Hospital Administration

Semi Deluxe:

- 35% discount on overall bill.
- 50% MRI,CT
- Outside Lab investigations at actuals.
- OT Consumables and implants at actuals.
- 15% discount on pharmacy bill.

Deluxe:

- 30% discount on overall bill.
- 50% MRI,CT
- Outside lab investigations at actual.
- OT Consumables and implants actual.
- 15% discount on pharmacy bill.
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Professor & HOD
Dept. of Hospital Administration

2. Earned Leave Encashment:

All employees are entitled for 15 days of earned leave encashment for each calendar year and for an encashment of up to 100 days of earned leave at the time of superannuation/relieving from services.

3. Special Medical Leave:

A Employee appointed on regular basis shall be entitled to 12 months full paid leave if he is suffering from extensive Tuberculosis, advanced cancer or malignant diseases, advanced AIDS, serious brain ailment, cardiovascular diseases or such other diseases which may be specified by the competent authority, from time to time and is undergoing treatment in a recognized clinic or under a specialist recognized by the University from time to time.

4. Special Leave:

The employee disabled by injury or illness caused in or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the Medical Authority, covering the requirement and the period, the Competent Authority shall sanction the said leave not exceeding twenty four months in entire service. Such leave shall not be debited to any other kind of leave. It may be combined with leave of any other kind. The period of such leave shall be treated as duty for pay.

5. Conveyance Facility:

All employees can avail free commute to and from the university in the campus buses/vans provided by the University.

6. Free/Subsidized Accommodation:

Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free/subsidized rent basis.

7. Fee Concession for Children of Employees at Yenepoya School & Constituent Colleges:

Children of employees are eligible for tuition fee concession, if admitted to Yenepoya School (Concession of 25% for teaching staff and concession of 50% for non-teaching staff).

Children of employees are eligible for a fee concession of up to 25,000/- if admitted to any of the constituent colleges under Yenepoya (Deemed to be University).

8. Fee Concession and Provision for in Service Schemes:

Offered to staff nurses if they want to pursue M.Sc. nursing at Yenepoya Nursing College.

9. Crèche facility:

Crèche facility is available in the campus at subsidized rates for the day care of children of the employees.

10. Qualification Allowance:

Employees, who upgrade their educational qualification and obtain a PhD during service, become eligible for additional qualification allowance.

11. Excellency Awards:

Annual Excellency Awards with financial support are offered to meritorious children of its employees studying in SSLC, PUC, Degree and Post graduate courses.

12. Attendance Incentives:

To encourage regularity at work all the employees are eligible for annual attendance incentives as follows:

Attendance	Incentive
100%	60 days
90%	40 days
80%	30 days

Leaves include: CL, EL, CML, and SP.CL

- a. Teaching staff- Basic Pay+ DA+ Academic grade pay
- b. Non-teaching staff- Basic pay + Spl. Allowance.

13. Research Incentives:

All the faculty members of the University are encouraged to undertake quality research demonstrated with quality publications and participation in conferences. They shall also engage in translational research to address challenges that are socially relevant. The promotion of faculty shall significantly be depending on the quality of research, especially publications and research grants. Based on the budgetary provisions available time to time the following support shall be provided.

1. The institution shall provide seed grants to conduct high quality research and to build enthusiastic team with interdisciplinary research goals.
2. Faculty members shall be provided with manpower assistance in the form of JRF or SRF, doctoral and postdoctoral researchers.
3. Travel grants and financial support shall be provided to attend national/international conferences to disseminate research results to a wide audience globally for the regular faculty of the institution.
4. Research incentives shall be given to appreciate and encourage high quality research outputs annually.

14. Marriage / House Construction Allowance:

Financial help of up to Rs10,000 for the marriage of self and children of employees or for the construction / renovation of house is provided to the non-teaching staff.

15. Advance against Salary:

Advance of up to Rs.50,000 against salary is provided for to the non-teaching staff for construction of house or marriage of self or children.

16. Reimbursement of mobile bills of administrative staff.

17. Academic Support Measures for Teaching Staff:

a. Study Leave:

Employees who have put in ten years of uninterrupted service and opting for higher studies or training or advanced courses will be sanctioned study leave, provided the course is useful to the Institution. Study leave shall be on full pay or partial pay basis.

b. Deputation to Conferences/Seminars/Workshops:

Financial support for employees attending seminars/conferences/workshops/academic meets etc, including payment of registration fee, accommodation and travel expenses for national and international destinations is provided. The period of absence shall be considered as Special Casual leave.

PART-II

Statutory Benefits: The following statutory benefits are available for all teaching and non-teaching staff working in the constituent institutions & establishments of Yenepoya (Deemed to be University).

1. **E.S.I:** Employees are eligible for medical benefits as per the provisions of the “Employees State Insurance Act, 1948” and the rules framed there under.
2. **Provident Fund:** Employees are eligible for Contributory Provident Fund benefits as per the provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952” and the scheme framed there under by the Govt. of India from time to time.
3. **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act, 1972” and the rules framed there under.
4. **Pension:** Employees are eligible for pension benefits as per the provisions of the “Employees Provident Funds and Family Pension Fund Act, 1952” and the rules framed there under.
5. **EDLI:** All employees covered under Provident Fund are also covered under EDLI (Employees Deposit Linked Insurance) scheme whereby the immediate family/nominee of the employee is eligible for benefits as per the EDLI scheme 1976.
6. **Maternity leave benefit:**
 - a) Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), for up to two living children based on the Maternity Benefit (Amendment) Act, 2017. Total leave structure in case of 26 weeks (182days) is 8 weeks pre and 18 weeks post expected date of delivery for first and second child.
 - b) Women employees are eligible for 12 weeks of paid leave for third and fourth child and can be availed 6 weeks prior and 6 weeks post expected date of delivery.
 - c) 12 weeks of leave in case of adoption (below the age of three years) and commissioning mother (Commissioning mother has been defined as the biological-mother who uses her egg to create an embryo which is then planted in another woman.)
 - d) Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.