

# **SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH**

**A Deemed to be University  
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956  
vide MHRD, Government of India Notification No.F-9-  
36/2006-U.3 (A) dated 25<sup>th</sup> May 2007**



## **Staff Welfare Policy**



# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

|                                      |   |             |
|--------------------------------------|---|-------------|
| Name of the Policy/ Guidelines       | Staff Welfare Policy  |             |
| Short Description                    | Policy and guidelines on welfare measures applicable to the teaching and non-teaching staff of the Academy (SDUAHER) and its affiliated units.    |             |
| Scope                                | This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of SDUAHER (Deemed to be University). |             |
| Policy status                        | <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised   |             |
| Date of approval of Version 1        | <b>12 October 2020</b>  |             |
| Revision No.                         | 0   |             |
| Brief description of last revision   | Not Applicable  |             |
| Date of approval of current revision | Not Applicable  |             |
| Effective date                       |   |             |
| Approval Authority                   | Board of Management   |             |
| Responsible officer                  | Registrar   |             |
| Name of the Policy/ Guidelines       | Policy and guidelines on welfare measures applicable to teaching and non-teaching staff   |             |
| Details of division                  | Date of Revision  | Approved by |
|                                      |   |             |
|                                      |   |             |

## **Staff Welfare Policy**

### **1.0. Introduction: Definitions**

- 1.1 “Academy refers to SDUAHER (an Institution Deemed to be University)
- 1.2 “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 wellbeing and improvement in the standard of living of employees and is provided over and above the salary/wages.

### **2.0. Policy statements**

The following welfare measures are available for all teaching and non-teaching staff, as applicable, working in the constituent institutions & establishments of the Academy.

### **3.0. Retirement benefits:**

**3.1 Provident Fund:** Employees are eligible for Provident Fund benefits as per the provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952” and the scheme framed thereunder by the Govt. of India from time to time.

**3.2 Gratuity:** Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act, 1972” and the rules framed thereunder from time to time .

### **4.0. Health care benefits:**

4.1 E.S.I: Employees are eligible for medical benefits as per the provisions of the “Employees State Insurance Act, 1948” and the rules framed thereunder.

4.2 Medicare benefits: Employees not covered under ESI are provided subsidized health care in the multi-specialty RL Jallappa Hospital and in the urban and rural health centres managed by the Academy. Subsidies amounting upto 50% is offered on investigations, room rent, and other charges.

4.3 All employees are offered a free medical examination at the time of recruitment and every year thereafter.

4.4 Comprehensive dental care is offered free of cost to all employees

4.5 Free mammography for screening of breast cancer is offered to women employees aged above 35 years

**5.0 Maternity leave benefit:**

Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), twice during her entire service, based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

**6.0. Earned Leave encashment:**

Non-teaching employees are credited 23 earned leave (EL) per year which can be accumulated up to a total of 180 days. They can encash their unused earned leave as terminal benefit at time of leaving/retiring from Academy.

**7.0. Free conveyance facility:**

All employees can avail free conveyance from and to various parts of the city in the official buses/ vehicles provided by the Academy.

**8.0. Benevolent Fund:**

Employees are offered benevolent assistance in case of death during the service. The Academy shall decide the quantum of assistance to be given in each case subject based on the merit of the case. (Note No SDUAHER/KLR/HRM/132/2020-21 dated 29<sup>th</sup> August 2020 for refers).

**9.0. Subsidized accommodation:**

Employees are offered accommodations within the campus at a subsidized rent..

**10.0. Fee concession for employees' children:**

Children of employees are eligible for tuition fee concession, if admitted to RL Jallappa Central School.

**11.0. Crèche facility:**

Free crèche facility is available in the campus for daycare of children of the employees.

**12.0. Qualification Allowance:**

Employees who upgrade their educational or professional qualification during service, become eligible for additional increments / qualification allowance.

**13.0. Stagnation increment Benefit:**

Non-teaching employees who remain in the same scale, are given stagnation benefit i.e., 2 additional increments in the next higher scale of pay, after 15 years and 25 years of service.

**14.0. Interest free loan facility for employees for the following reasons:**

14.1 Marriage of self

14.2 Marriage of children

**15.0. Academic support measures for teaching staff:**

**15.1 Deputation to conferences/ seminars/ workshops:**

Financial support for employees attending seminars/ conferences/ workshops/ academic meets etc., including payment of registration fee, hotel stay and travel expenses at national and international destinations. The period of deputation shall be regularised by the grant of Special Casual leave.

**15.2. Study leave:**

Employees are deputed for higher studies/training provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution. Study leave shall be on full pay or partial pay basis.

**15.3. Sabbatical leave:**

Employees are eligible for Sabbatical Leave for one or more of the following purposes:

15.3.1. To conduct research or advanced studies/ training in India /abroad;

15.3.2. To write text books, standard works and other literature;

15.3.3. To visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/ Institutions of excellence to gain practical experience in their respective fields or deputation from the University;

15.3.4. Any other purposes for the academic development of the staff as approved by the Board

**17.0. Reimbursement of membership fees of professional bodies:**

Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations every financial year.