

POLICY DOCUMENTS FOR WELFARE MEASURES

Purpose

The purpose of this policy is to promote the health, safety, and well-being of all employees. This policy will be implemented in a way that is consistent with the law and that does not discriminate against any employee.

Scope

This policy applies to all employees of Seema Dental College, regardless of their job title, position, or length of service.

Policy

The following are the welfare measures undertaken by the institution for teaching and nonteaching staffs

1. In-house staff quarters for teaching and non-teaching staffs. Staffs quarters available for teaching and non-teaching staffs at a very minimal cost.
2. **Employee Benefits**
In accordance with the rules set by the Central Government of India, Employee Provident Fund and ESI schemes are given for teaching and non-teaching staff. Employee's provident fund- All employees are eligible for provident fund scheme with employer and employee contribution as per the rules and regulations of the government. However, employees drawing more than 15000/- per month are exempted from the PF scheme at the discretion of the individual. All non-teaching staff and undergraduate dental staffs (tutors) are covered under PF.
3. **Leave for Staff Members (Teaching and Non-Teaching):** This includes Casual Leave, Medical/ Sick Leaves, Maternity Leave, and Duty Leave.
Paid maternity leave-Women employees of college can avail maternity leave. The payment shall be reimbursed only when the staff resumes her position in the institute after availing of the maternity leave.
Staff on special duty for the institute's official purpose would be granted additional Casual leaves per month with pay. This facility can also be availed for attending conferences, FDPs, seminars, and workshops for professional and research enhancements.
4. **Increment benefits:** Increments on annual or promotions are provided to the staffs and non- teaching staffs. The benefits are done strictly on the basis of Staff appraisal
5. Subsidized transport.



6. Subsidized canteen.
7. Free internet access
8. Subsidized dental health care treatment.
9. Financial assistance for attending and conducting program.
10. Free immunization against Hepatitis B for UG & PG Students, non-teaching staff and faculty members.
11. **In Campus facility-** Pharmacy available inside the campus
Free parking facility for faculty and students
Guest house is available in staff quarters for new employees on request.
12. **Development Programs-**For the benefit of teaching and non-teaching faculty members, training and skill development courses are conducted regularly.

