



SRI BALAJI VIDYAPEETH

Deemed-to-be University

U/S 3 of UGC Act 1956

Accredited with 'A' grade in the First Cycle by NAAC

SBV POLICY ON WELFARE SCHEMES FOR NON-TEACHING EMPLOYEES - 2019

SRI BALAJI VIDYAPEETH (SBV)
(DEEMED-TO-BE-UNIVERSITY)
ACCREDITED WITH “A” GRADE BY NAAC IN THE FIRST CYCLE
PILLAIYARKUPPAM, PONDICHERRY 607 402



SBV POLICY ON WELFARE SCHEMES FOR NON-TEACHING EMPLOYEES - 2019

Document Number: SBV /WLS /NT/ PL/01/2019

Prepared by	Reviewed by	Approved by
<u>Name:</u> 1. Mr. Balamukundan S 2. Mr. Ralph Alexander Mathews <u>Designation:</u> 1. Sr. Personnel Manager 2. Legal Officer & Head of HR	<u>Name:</u> 1.Mrs. Asha Suresh Babu <u>Designation:</u> General Manager (Admin), SBV	<u>Name:</u> Dr. A.R. Srinivasan <u>Designation:</u> Registrar, SBV
Date: 01.02.2019	Date: 08.02.2019	Date: 15.02.2019
BoM Approval	23.02.2019	
Released by	IQAC	23.02.2019

TITLE AND APPLICABILITY:**SBV POLICY ON WELFARE SCHEMES FOR NON-TEACHING EMPLOYEES - 2019**

The Policy on Welfare Schemes for Non-teaching Employees at Sri Balaji Vidyapeeth will henceforth be known as **SBV POLICY ON WELFARE SCHEMES FOR NON-TEACHING EMPLOYEES - 2019**.

As part of the Vision of Sri Balaji Vidyapeeth to strive to be a premier Global Health Sciences University leading in the frontiers of education, research and patient care as well as one among the five declared Missions, to contribute to the health care of work force with competent and committed professionals, Sri Balaji Vidyapeeth has endeavored to take care of its employees at all levels and given below are some of the Employee Welfare Schemes for Non-Teaching Employees.

PREAMBLE

Sri Balaji Vidyapeeth (SBV) is a Deemed to be University established u/s 3 of UGC Act, 1956. Presently there are two medical colleges, one dental college, two nursing colleges, School of Pharmacy besides Faculty of Allied Health Sciences and seven State-of-the-art designated centres under its ambit. This requires mandatory working environment that is present, cordial and productive. SBV deems it that the employees constitute the most vital asset and places on record its value and sentiments with over 4,000 employees comprising of the Teaching faculty, nursing staff and personnel for auxiliary services on its roles.

PURPOSE

The purpose of the Policy is to identify the important benefits to be bestowed on the employees there by prompting the work force to contribute effectively to the growth and development of SBV.

The following principles form the crux of the purpose of the policy:

- To uphold the general morale of the employees of SBV
- To instill developmental initiatives that would uphold mental, physical and moral health of its employees.
- A happy mind is prerequisite for putting in optimal contribution towards sustenance of the Constituent Colleges and other Institutes/Centres. This would culminate in maximum benefits to the community in the frontiers of academics, research, patient care and extension services.
- The welfare measures would prompt the employees to give their best besides helping in the overall growth of the employee.
- Retention of the employees as evidenced by low attrition rate; employee retention is a measure of welfare.

SCOPE

Sri Balaji Vidyapeeth being a Health Sciences Higher Education Institute catering to tertiary health care, the role played by the non-teaching staff also becomes vital. Furthermore, the policy lays due emphasis on staff welfare as depicted by well-defined welfare schemes that are bestowed on them - all aimed at enthusing the non-teaching staff to keep striving for upholding the tenets of SBV in fraternity of health care professionals. The Policy also takes into due account the value of the contributions arising from the non-teaching staff that contribute to growth, development and sustenance of all the activities, be it academics or research or patient care. The policy will embrace the ideology that non-teaching staff form the back bone of the institution both directly and indirectly.

WELFARE MEASURES

1. UNIFORMS

All employees including Attenders, Maintenance, Pharmacist, Lab Technicians, Transport Department Employees, Department Secretaries, and House-keeping Supervisors should be given three sets of different colored uniforms for identification and formal presentation.

2. REFRESHMENT

All employees shall be provided with Tea & Biscuits in the Morning and Night Time during duty hours.

3. CASH AWARDS FOR WARD OF EMPLOYEES

Yearly cash awards will be given to the wards of employees who have completed one year of service, based on their Academic achievements, depending upon their level of education, as certified by the School Authorities.

4. BEST EMPLOYEE AWARDS

Each year Best Employee awards of Rs. 5,000/- each will be given to meritorious selected employees from Housekeeping, Technicians, Transport, Project & Maintenance, Clerical/Assistants and Second Line Officers, based on their performance, discipline, contribution and attendance.

5. MARRIAGE GIFT

Employees who have completed one year of service will be granted Rs. 5,000/- lump sum for their marriage and marriage of their wards. (Limited to two wards)

6. HEARSE EXPENSES

Employees who have completed one year of service will be eligible for Rs. 10,000/- lump sum in case of their death, in which case the amount will be handed over to the legal heirs. In case of death of their legal heirs like unmarried children, spouse, the benefit is also extended.

7. EDUCATION LOAN

Employees who have completed one year of service will be considered for education loan of Rs. 7,500/- for their wards who are studying in Schools/Colleges after obtaining proof from the concerned Education Institution.

8. FREE MEDICAL TEST

All employees shall be screened for free Glaucoma Screening and Bone Density Test.

9. MASTER HEALTH CHECKUP

All employees will be compulsorily made to undergo Master Health Checkup each year in order to identify and treat any ailments.

10. DEEPAVALI FESTIVAL EX-GRATIA

All employees who have completed one year of service (Non-Teaching) will be entitled to Ex-gratia as per settlement reached.

11. TRANSPORT

Transport facilities, to and fro from work place shall be provided to Faculties at a nominal rate.

12. DEATH RELIEF FUND

In case employees who have completed one year of service and expire during their service, the legal heirs of the deceased employee will be entitled to Death Relief Fund as per the scheme, where one day salary is recovered from employees and equal contribution is given by the Management. The approximate amount received by the legal heirs is around Rs. 4.5 lakhs.

13. SPECIAL LEAVE FOR MARRIAGE

Employees who have completed one year of service will be given 6 days leave, along with salary, in case, they are getting married.

14. EMPLOYEE OF THE MONTH CASH AWARD

Depending upon the performance, one employee will be selected for a monthly cash award of Rs. 1000/-.

15. SUBSIDIZED FREE TREATMENT AND INVESTIGATION

Employee who needs treatment and investigation in the Hospital, are considered for subsidy as per scheme. Employees who are treated under the Employee State insurance will get the benefit of the ESI Act.

16. BIRTHDAY WISHES

Each employee is wished personally on his/her birthday and given a greeting card.

17. STATUTORY BENEFITS

All employees are entitled to the statutory benefits provided under the Provident Fund Act, Employee State Insurance Act, Payment of Gratuity Act and Maternity Benefit as per statutory norms.

18. STAFF CHILDREN QUOTA

An additional of 20% of the sanctioned seats in all the courses offered under the Faculty of Allied Health Sciences will be earmarked under Staff Children Quota. For this, the wards of the employees alone will be deemed eligible to benefit under this scheme. The legally adopted children of the employee of SBV would also benefit from this scheme. The Children claiming this benefit should essentially fulfill the minimum eligibility criteria prescribed by the University from time to time. However the benefit cannot be claimed as a matter of right. If there is competition for the Seats under this scheme, seniority of the employee will be considered in these cases.

INVOLVEMENT OF MEDIA, IF ANY

Nil

INVOLVEMENT, IF ANY, OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES

Yes

EXCEPTIONS, IF ANY

Nil

ANY OTHER PERTINENT DETAILS




Nil

ENQUIRIES

All enquiries related to this policy should be addressed to the Registrar, SBV and a copy marked to the Sr. Personnel Manager, SBV.

APPELLATE AUTHORITY

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Mr. Ralph Alexander Mathews	Legal Officer & Head, HR	
		Mr. Balamukundan S	Sr. Personnel Manager	
2	Reviewed by	Mrs. Asha Suresh Babu	General Manager (Admin), SBV	

Approved by: Dr. A.R. Srinivasan, Registrar, SBV 