

# **Institutional Welfare Measures**

## **Policy Document**



**SRI AUROBINDO INSTITUTE OF MEDICAL SCIENCES, INDORE**

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**Sri Aurobindo College of Dentistry, Indore**  
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**Sri Aurobindo College of Dentistry, Indore.**

**Institutional policies on welfare measures**

**1. Introduction:**

Welfare policy is to ensure the benefits, facilities given to the employees to work in a better environment. These policies are maintained so that employees may maintain proper productivity. It helps to develop and implement proper working environment and other facilities as per approval provided by employer for employees. These policies include dress code, facilities for personal communication, gifts / vouchers, and access to equipments and many more.

**2. Policies on welfare measures for Teaching staff:**

**2.1 Dress code:**

The choice of attire is of personal discretion but every employee bears the responsibility of representing it. Hence positive well done clothing and a professional look is needed at such institution. A positive and professional look sheds heavy weight on the institute's image as well as colleagues and patients.

Teaching Staff – no uniform is imposed on the teaching faculty, but as a minimum standard dress should be clean, neat and professionally appropriate.

**2.2 Personal Communication:**

2.2.1 Phone calls – staff can make use of institution's telephone at the student's section for making calls for professional reasons.

2.2.2 Computer, Internet and Printer:- Each department shall be given computer with internet connection and printer facility that the students & staff can use for academic purpose.

There shall be strict monitoring of faculty to prevent misuse of internet access for following activities:

- Attending to personal activities of a business nature.
- Viewing sites or emails displaying obscene, violent, defamatory and unlawful materials that could cause institution name to be in breach of equal opportunity or anti-discrimination legislation, verbally or non-verbally.

*Dr. Arvind*  
Sri Aurobindo Institute of Medical Sciences  
-11/11/20

- Downloading or printing material as described above.
- Repeated or prolonged use that is not directly relevant to user's work.
- Introducing computer viruses by failing to follow institution's IT procedures.
- Downloading software from the internet or from unauthorized discs and CD ROMs on to the internal network.

Failing to comply with these instructions is a disciplinary offense and will be subjected to appropriate investigation. In serious cases or repetition of offence an appropriate disciplinary action or penalty shall be imposed.

### **2.3 E-Library:**

10 computers with internet and printer facility at e-Library shall be available to the staff and students for academic purpose for free of charges.

### **2.4 Use of Equipments:**

Teaching faculty can use institutional equipments for their Research work at subsidized charges. But destructive or unsafe use of operation of equipment can result in disciplinary action.

### **2.5 Grants to attend conferences/workshops:**

Faculty shall receive grants or complimentary benefits such as Duty leave on attending/ presenting scientific paper at conferences/workshops. Faculty desirous of availing such benefit shall submit an application along with attendance/paper presentation certificate.

### **2.6 Leave benefits:**

**On Duty Leave:** Teaching staff shall be considered on duty whenever they attend official duties such as field visits, invigilation, paper evaluation, university meetings, DME-Bhopal meetings, DCI inspection etc.

### **2.7 Transport facility:**

Transport department shall provide transportation to faculty travelling on official duties. In case the faculty is travelling out of station, their day long allowance shall be reimbursed.

### **2.8 Over time working:**

Teaching staff shall benefit with compensatory leave for working on Sundays.

**2.9 Medical facilities:**

The staff can avail medical facilities at the attached hospital with 10% concession by just providing their UNID number.

**2.10 Gifts & Gratuities:**

Treating staff with refreshments and gifts on special festive days shall be subject to approval by management.

**2.11 Meal period:**

Meal period of one hour, from 1pm – 2pm is to be permitted.

Food and drinks consumption is prohibited in following areas:

- Corridors
- Stairways
- Meeting rooms
- Toilets
- Entrances
- Parking
- Other than lunch / Canteen area

**2.12 Fire safety measures:**

Work places, especially those departments where lab works involve gas burner, fire safety measures are installed.

**2.13 Accidents during operational work:**

Any staff meeting with any kind of injury while operating ant equipments or carrying out laborious work shall be treated at the attached hospital under subsidized or free of charges, whichever is relevant.

**2.14 Creche:**

“Nani Nanihal” – a crèche facility situated in the institute’s premises shall be available for staff.

**2.15 Staff quarters:**

Staff quarters shall be allotted to employees depending on respective cadres on first come first serve basis at subsidized rental charges under the approval of Chief Executive Officer (maintenance).

**2.16 Faculty Empowerment Programs**

To increase the productivity and effectiveness of working faculty are expose to various empowerment programs.

*(Signature)*  
Principal  
Dr. Anurupa Devi, J. Gostha  
(Phone no. 73)

### **3. Policies on welfare measures for non- teaching staff:**

#### **3.1 Gifts & Gratuities:**

Treating non teaching staff with refreshments and gifts on special festive days shall be subject to approval by management.

Non Teaching faculty who served on permanent basis shall be eligible for Gratuity fund after their discontinuation from services. Gratuity sum to be calculated as 15 days salary per year for total number of years served.

#### **3.2 Meal period:**

Meal period of one hour, from 1pm – 2pm is to be permitted.

Food and drinks consumption is prohibited in following areas:

- Corridors
- Stairways
- Meeting rooms
- Toilets
- Entrances
- Parking
- Other than lunch / Canteen area

#### **3.3 Changing rooms:**

Separate changing rooms for male & female non-teaching staff shall be given, where they can change their uniforms, and rest in case of need.

#### **3.4 Fire safety measures:**

Work places, especially those departments where lab works involve gas burner, fire safety measures are installed.

#### **3.5 Accidents during operational work:**

Any staff meeting with any kind of injury while operating ant equipments or carrying out laborious work shall be treated at the attached hospital under subsidized or free of charges, whichever is relevant.

#### **3.6 Leave benefits:**

##### **On Duty Leave:**

Non teaching staff shall be considered on duty whenever they are recruited for official works i.e. field visits, exam duty, counseling duty etc.

**3.7 Over time working:**

Non teaching staff shall benefit the remuneration for working overtime >3hrs on working days and Sundays.

**3.8 Creche:**

"Nani Nanihal" – a crèche facility situated in the institute's premises shall be available for staff.

**3.9 Staff quarters:**

Staff quarters shall be allotted to employees depending on respective cadres on first come first serve basis at subsidized rental charges under the approval of Chief Executive Officer (maintenance).

**3.10 Transport facility:**

Transport department shall provide transportation to faculty travelling on official duties. In case the faculty is travelling out of station, their day long allowance shall be reimbursed.

**3.11 Medical facilities:**

The staff can avail medical facilities at the attached hospital with 10% concession by just providing their UNID number.

**3.12 Medical Insurance:**

Non teaching staff shall avail ESIC benefits against deduction of ESIC contribution from their salary, (0.75% of salary from employee & 3.75% contribution from employer) which makes them eligible to get treated at ESIC Hospital under ESIC claim. Such staff while being treated at ESIC Hospital shall be granted paid medical leave.

**3.13 Faculty Empowerment Programs**

To increase the productivity and effectiveness of working faculty are expose to various empowerment programs.

**3.14 Personal Communication:**

Phone calls – staff can make use of institution's telephone at the student's section for making calls for professional reasons.

**3.15 Employees' Provident Fund:**

Staff drawing salary less than Rs. 25,000/- per month shall be eligible for the employees provident fund scheme as per the prevailing acts and regulations.

*K. S. L.*  
**Principal,**

#### **4. Policies on welfare measures for students:**

##### **4.1 Dress code:**

The choice of attire is of personal discretion but every employee bears the responsibility of representing it. Hence positive well done clothing and a professional look is needed at such institution. A positive and professional look sheds heavy weight on the institute's image as well as colleagues and patients.

Students – Jeans and T-shirts are not allowed. Girls to wear salwar kameez. Boys to wear trousers and formal shirts.

##### **4.2 Personal Communication:**

4.2.1 Phone calls – students can make use of institution's telephone at the student's section for making calls for professional reasons.

4.2.2 Computer, Internet and Printer: Each department shall be given computer with internet connection and printer facility that the students & staff can use for academic purpose.

There shall be strict monitoring of students to prevent misuse of internet access for following activities:

- Attending to personal activities of a business nature.
- Viewing sites or emails displaying obscene, violent, defamatory and unlawful materials that could cause institution name to be in breach of equal opportunity or anti-discrimination legislation, verbally or non-verbally.
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- Downloading software from the internet or from unauthorized discs and CD ROMs on to the internal network.

Failing to comply with these instructions is a disciplinary offense and will be subjected to appropriate investigation. In serious cases or repetition of offence an appropriate disciplinary action or penalty shall be imposed.

##### **4.3 E-Library:**

10 computers with internet and printer facility at e-Library shall be available to the staff and students for academic purpose for free of charges.

#### **4.4 Leave benefits:**

Students shall be granted special leaves for attending any skill development programme & extra-curricular activities where they are representing college.

#### **4.5 Medical facilities:**

The students and staff can avail medical facilities at the attached hospital with 10% concession by just providing their UNID number.

#### **4.6 Transport facility:**

Students travelling on any field visit or any academic activities shall be provided with transport facility from college.

#### **4.7 Meal period:**

Meal period of one hour, from 1pm – 2pm is to be permitted.

Food and drinks consumption is prohibited in following areas:

- Corridors
- Stairways
- Meeting rooms
- Toilets
- Entrances
- Parking
- Other than lunch / Canteen area

#### **4.8 Common rooms:**

For Students- boys and girls shall be given separate common rooms, where they can have their meals, spend time in between classes. Each department has separate PG common room for Post Graduate students.

#### **4.9 Use of Equipments:**

Students can use institutional equipments for their Research work at subsidized charges. But destructive or unsafe use of operation of equipment can result in disciplinary action.

#### **4.10 Infection control measures-**

Hepatitis – B Vaccination to be administered compulsorily for First BDS students which shall be given to them soon after their joining the institute.



**4.11 Language Lab:**

Students who have had their education in vernacular languages find it difficult to cope with Dental teaching which is in English. For such students Language lab facility to be given free of charges.

**4.12 Fire safety measures:**

Work places, especially those departments where lab works involve gas burner, fire safety measures are installed.

**4.13 Accidents during operational work:**

Any student meeting with any kind of injury while operating any equipments or carrying out laborious work, shall be treated at the attached hospital under subsidized or free of charges, whichever is relevant.

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*H.K.T.*  
**Principal,**  
**Autonomous College of Dentistry**  
**Warananagar, P.J.**