



YENEPOYA

(DEEMED TO BE UNIVERSITY)
Recognized under Sec 3(A) of the UGC Act 1956
Accredited by NAAC with A Grade

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.

Keesomayon

Registrar
Yenepoya (Deemed to be University)

Encl: Staff Welfare Policy

BOM/49/03/2020
Draft of Staff Welfare Policy for approval
AGENDA FOR CONSIDERATION AND APPROVAL

Agenda notes:

A draft of the proposed Staff Welfare Policy of Yenepoya (Deemed to be University) is placed for consideration and approval **(Annexure I)**

Preamble of the policy:

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.

Scope of the policy:

This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of Yenepoya (Deemed to be University).

Agenda is placed for consideration & approval

Name of the Policy/ Guidelines	Staff Welfare Policy
Short Description	Policy and guidelines on welfare measures applicable to teaching and non-teaching staff
Scope	This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of Yenepoya (Deemed to be University).
Policy status	Draft Copy
Effective date	
Approval Authority	Board of Management
Officer responsible for implementation	Registrar

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.

2) Terms of Employment:

Appointment into the University service may be on any of the following terms:

2.1 Full-time Employees: Full-time Employees are those that are confirmed in service with the University and may not accept any other gainful employment while in the service of the University. Full-time employees may normally work up to the age of superannuation which is 60 years subject to other provisions contained in these Regulations.

2.2 Contractual Employees: University staff appointed on contractual basis shall be governed by the terms of the contract signed between them and the University.

2.3 Part time Appointments: Staff may be appointed on part time terms where the employee is engaged for less than the normal, on an average 20 hours per working week

2.4 Adjunct faculty: Experts, professionals and researches from diverse fields may be appointed as adjunct faculty from time to time to contribute to the emerging needs of higher education system. They shall be paid a fixed honorarium as per the recommendations of the UGC

2.4 Honorary appointment: Individuals engaged on honorary terms shall be entitled only to Honorariums or other specific remuneration approved on a case-by-case basis. Honorary staffs are usually persons of academic and/ or professional distinction as determined by the University from time to time.

3) Definitions

- “University refers to Yenepoya (Deemed to be University)
- “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.

4 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)

1. Retirement benefits:

- a) **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act, 1972” and the rules framed there under.
- b) **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.
- c) **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.

2. Family Benefits:

- a) **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.
- b) **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

3. Health care benefits:

- a) **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.
- b) **Annual Health check-up:** All employees of the hospital are offered free pre-employment and annual medical check-up and Hepatitis B vaccination
- c) **Yen Health Card benefits:** Under this scheme employees and their dependents not covered under ESI are provided subsidized health care in the multi-specialty Yenepoya Medical College Hospital. This includes inpatient, outpatient and diagnostic facilities as follows.

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 on 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.

Final draft
[Signature]
MEDICAL SUPERINTENDENT
YENEPLOYA MEDICAL COLLEGE HOSPITAL
MANGALORE-575 018

[Signature]
09/03/2020
Professor & HOD
Administration
Mangalore
Hospital Operations Officer
Yenepoya Medical College Hospital
Deralakatte, Mangalore

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 Gathiga; 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.



MEDICAL SUPERINTENDENT
YENEPLOYA MEDICAL COLLEGE HOSPITAL
YENEPLOYA, KERALA

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.

Final Draft



MEDICAL SUPERINTENDENT
YENEPOYA MEDICAL COLLEGE HOSPITAL
MANGALORE-575 018

4. Maternity leave benefit:

- 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.
- 12 weeks paid leave is eligible for third and fourth child, third and fourth is 6 weeks prior and 6 weeks post expected date of delivery.
- 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.)

- Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

5. **Earned Leave encashment:**

All employees are entitled to 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.

6. **Conveyance facility:**

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

7. **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.

8. **Fee concession for employee children 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)

9. **Fee concession and provision for in service scheme** is offered to staff nurses if they want to pursue MSc nursing at Yenepoya Nursing College.

10. **Crèche facility:**

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

11. **Qualification Allowance:**

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

12. **Excellence Awards:** Annual excellence awards are being given to the meritorious students of staff in SSLC, PUC, Degree and Post Graduate Courses.

13. 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

14. Research Incentive:

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.

15. Marriage / House construction allowance:

Financial help of upto 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.

16. Loan against Salary: Loan of up to Rs 50,000 against salary is provided for to the non-

teaching staff for construction of house or marriage himself or herself or his/ her children.

17. Reimbursement of mobile bills of administrative staff.

18. Academic support measures for teaching staff:

a. 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.

Sl No	Description	Registration fees (Rs)	Lump sum amount towards TA, DA, accommodation etc., (Rs)	Total (Rs)
1.	State & Zonal Conference/Workshop etc.,	5,000/-	20,000/-	25,000/-
2.	* National/International Conference / Workshop etc within India	10,000/-	25,000/-	35,000/-
3.	** International Conference/ Workshop etc.,			
(a)	Middle East countries, South East Asia.	20,000/-	40,000/-	60,000/-
(b)	North America, South America, Australia, New Zealand, African countries, Europe, including UK.	20,000/-	70,000/-	90,000/-

Reimbursement will be subject to production of bills / vouchers at actual or to a maximum of amount as noted above. Letter for prior permission will have to be submitted to the University through proper channel strictly three months in advance.

b. 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 provided the course is useful to the Institution. Study leave shall be on full pay or partial pay basis.



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Recognised under Sec. 3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade

No. Y/REG/PA/NOT/001/2022

Date: 18.02.2022

NOTIFICATION

Sub:- Addendum to the Staff Welfare Policy under Part I, point No.17 – reg.

**Ref: 1. Notification No. YU/REG/PA/BOM-49/Not/01/2020 dt.11.5.2020
2. Circular No. Y/REG/ACA/Circular/2021 dated 29.4.2021**

The following Addendum to the Staff Welfare Policy under Part I, as point No.17 (c) is hereby notified;

Point no. 17 (c): Reimbursement of membership fees for professional bodies;

Life membership fees paid to the National/State Professional bodies will be reimbursed to the faculty subject to the following terms and conditions.

- (i) Reimbursement will be up to 25% of the fees paid or Rs.5000/- whichever is lower.
- (ii) Applicable to permanent faculty only.
- (iii) The reimbursement will be considered towards the membership of only one professional body per year.
- (iv) Receipt of the membership fee paid and certificate or communication may be provided as a proof for the same.

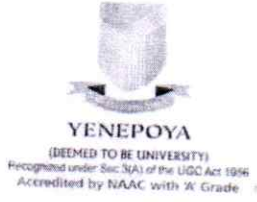
Dr. Gangadhara Somayaji K.S.

Registrar

Registrar
Yenepoys (Deemed to Be University)
University Road, Decatur, MA
Mangalore - 575 001

To:
The members concerned.

Cc to:-
All the Statutory Officers
The Principals of all the constituent colleges
IQAC/Academics



Office of the Registrar
University Road
Deralakatte, Mangalore – 575 018
Ph: 0824 – 2204667/68/69/70/71
Fax: 0824 – 2203943

Ref: No. Y/REG/ACA/CIRCULAR/2021

29.04.2021

CIRCULAR

Sub: Reimbursement of part of membership fee paid towards the professional bodies /society

The University has considered to reimburse a part of membership fee paid to the professional bodies subject to the following terms.

1. Life time membership payment to the National professional bodies during the calendar year 2019 and 2020.
2. Each faculty may apply for reimbursement of the membership fee paid to only one professional body /society per year. (Multiple membership reimbursement requests in the same year will not be considered).
3. Receipt of the membership fee paid and certificate or communication may be provided as a proof for the same.
4. All the faculty members fulfilling the above criteria are requested to submit the required details through proper channel to the office of the undersigned on or before 05.05.2021.

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REGISTRAR

sh Registrar

Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore 575 018