

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ



**ಎಸ್. ನಿಜಲಿಂಗಪ್ಪ ದಂತ ವಿಜ್ಞಾನ ಹಾಗೂ ಸಂಶೋಧನಾ ಕೇಂದ್ರ**

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Hyderabad Karnataka Education Society's

## **S. NIJALINGAPPA INSTITUTE OF DENTAL SCIENCES & RESEARCH**

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(Recognised by Dental Council of India and Ministry of Health Govt. of India, New Delhi)

**AFFILIATED TO RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, BANGALORE (KARNATAKA)**

REF. NO. HKES/SNDCG/20 -20 / **POLICY DOCUMENTS FOR WELFARE MEASURES**

Welfare policy is to extend facilities, benefits, awards, recognition apart from the routine salary to the employees to

create a healthy working atmosphere. it is undertaken to motivate employees to get optimum output.

### **OBJECTIVES OF EMPLOYEE WELFARE**

1. motivate and improves the loyalty and morale of employee
2. provide better life and health to employees
3. acknowledge and award by identifying and recognising the staff accomplishments /achievements, thus motivating further.
4. provide security to employees against social risks like old age, medical treatment etc.
5. relieve employees from work fatigue
6. improve employees productivity
7. enhance sense of belonging, responsibility and dignity among employees.

The management is committed to give high standard & state of art education to the students by appointing and retaining committed & skilled staff by extending welfare measures to motivate and keep them in high esteem.

The following are various welfare facilities extended to employee in our institution

1. Provident fund
2. Group insurance and ESIC
3. Gratuity
4. Maternity leave and Paternity leave
5. On duty leave and special leave for conferences
6. Festival advance in monetary form.
7. Medical treatment expenses at a very concessional rate for all the teaching and non teaching staff of our college
8. Fee concession/instalment for education of children of employees in college run by our management
9. Well furnished staff room for Teaching and Non Teaching staff.
10. Provision of BDS staff being allotted in service PG seats and fees is collected in instalments.

### **PROVIDENT FUND**

Employees Provident Fund is extended to all eligible employees.

### **EARNED LEAVE**

1. Each permanent employee is eligible for 30 days of earned leave per year (July & Jan) and earned leave can be accumulated up to 300 days. The maximum earned leave that may be granted at a time shall be thirty days.

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### **COMMUTED LEAVE**

1. Each permanent employee is eligible for 20 days half pay leave in respect of each completed year of service and leave could be availed on account of illness. The maximum commuted leave that may be granted at a time shall be thirty days.

### **SPECIAL CASUAL LEAVE**

1. Granted to an employee for a period not exceeding fifteen days in any one calendar year for the following purpose for participation in

1. Sports & education programme.(seminar/conference/national or international importance only one event of its kind in a year is permitted.

2. Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University as examiners.


### **MATERNITY LEAVE**

A female employee may be granted maternity leave for a period of 90 days from the date of its commencement.

Maternity leave shall not be admissible to female employee who has two or more living children.

### **PATERNITY LEAVE**

A male employee may be granted paternity leave during the confinement of his wife for a period of fifteen days from the date of commencement.

  
**PRINCIPAL**  
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