

# **POLICY DOCUMENT**



**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

## **Staff welfare committee**

**YENEPOYA PHARMACY COLLEGE AND RESEARCH CENTER (YPCRC)**

**YENEPOYA (DEEMED TO BE UNIVERSITY)**

**DERLAKATTE, MANGALURU- 575018**

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## Table of Contents

<b>Sl No</b>	<b>Title</b>	<b>Page no</b>
1	Introduction	4
2	Definitions	4
3	Policy guidelines	4
4	Operating procedure	5
5	Objectives	5
6	Mission	5
7	Vision	5
8	Responsibilities	6
9	Policy Statements	6-9
10	Annexure	9

## Introduction:

The Staff Welfare Committee (SWC) shall exist to contribute to the greater success of the Yenepoya Pharmacy College and Research Centre (YPCRC) community by promoting a positive and supportive work environment. The Staff Welfare Committee is committed to helping YPCRC to look after these needs of the teachers to maintain high staff morale. Staff Welfare Committee shall operate as a recognized part of the YPCRC governance system, providing a forum for open communication and ongoing dialogue among faculties and the Chief Human Resource Officer (HR department Yenepoya deemed to be University). It seeks to plan and organize recreational events and activities that will contribute to meeting these needs. The Staff Welfare Committee shall be a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment of the staff. The Staff Welfare Committee will serve as a nominating body for staff appointments to administrative committees, and for other task forces and search committees as requested.

## Definitions

1. “University refers to Yenepoya (Deemed to be University)
2. “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.

## Policy guidelines

<b>Name of the Policy/ Guidelines</b>	Staff Welfare committee guideline
<b>Short Description</b>	Policy and guidelines on welfare measures applicable to teaching and non-teaching staff
<b>Scope</b>	This policy is applicable to all teaching and non- teaching staff of the Yenepoya Pharmacy college and Research centre Under Yenepoya (Deemed to be University)
<b>Date of updation</b>	8.6.2020
<b>Date of approval</b>	
<b>Effective date</b>	
<b>Approval Authority</b>	Registrar
<b>Responsible officer</b>	Chairperson

## **Operating Procedures:**

- The staff Welfare Committee will deliberate matters concerning working conditions and the general welfare of all teaching and non teaching employees of YPCRC.
- A written request by any YPCRC employee or group concerning working conditions or general welfare, which requires deliberation by the staff Welfare Committee, should be given to a committee member (convener), who, in turn, will forward the request to the chairperson.
- This request will then be presented by the chairperson to the committee for deliberation. At the invitation of the committee, an individual or group may be invited to present the request orally. Following deliberations, the staff Welfare Committee will decide on the proposal and then will send a written response to the individual or group making the request. Also, a written recommendation will be forwarded to the responsible higher authority in a timely manner.
- Action by higher authority will be intimated immediately and will be presented in the next proceedings.
- The proceedings of each meeting of the Employee Welfare Committee will be recorded. Minutes will be read and approved at the following meeting.
- Staff Welfare Committee will meet at least once per month or as needed.

## **Objectives**

Staff welfare committee constituted would meet the following objectives:

- To look after the needs of the staff to maintain their high morale
- To ensure favorable working environment for members of staff
- To coordinate for benevolent facilities for the members of staff
- To plan for general welfare activities for, teaching and non teaching staff

## **Mission**

- The mission of the Staff Welfare Committee (SWC) is to actively listen, communicate and recognize staff needs.
- The Committee ensures staffs is deeply connected to the range of University issues contributing to the success of Yenepoya Pharmacy College and Research Centre while supporting and enhancing the growth, welfare, and best interests of staff through productive leadership.
- The Committee does so by promoting active participation, open dialogue, and collaboration between staff, faculty and University leadership.

## **Vision**

Staff Welfare Committee aims for overall development of staff members by applying different welfare schemes. This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other.

## Responsibilities

- To build a healthy working environment and foster good relationships among the staff
- Collection and compile database of faculty and staff working in the campus.
- To provide opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state
- To plan and organize regular programs and activities for the development of faculty and administrative staff
- Maintenance of relevant records
- Help staff members in times of illness and difficulties.
- See that the staff members uphold the Staff Code of Ethics and Rules and Regulations framed in the Staff Notebook.
- Settle staff disputes that harm the harmony of campus life.
- Represent the staff and forward cases of complaints and grievances of staff to the Management Committee
- Maintain minutes of the meetings and submit a report of the activities each semester to the Management Committee.
- Organize Welcome/ Farewell parties for the faculty.

## 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. Recruitment policy

Recruitment and Selection will be done as per the YPCRC guidelines.

### 2. Probation period

Probation period will be 2 years as per university policy for teaching staff. They are not entitled for any kind of leave except for Casual leave including general holidays (26) and 2 restricted holidays. Vice Chancellor may sanction special casual leave up to 15 days for specific purposes as notice above. Maternity leave with full pay can be availed if the employee has put in 80 days of service.

### 3. Leave benefits

a. **Casual leaves and general holidays** - 28 per year.

b. **Restricted holidays** - 2 per year

(Note: At a stretch, maximum of 6 leaves may be availed including restricted holidays and general holidays).

c. **Earned leave\*** - 30 days per year.

(Note -The university encourages all the staff to avail 15 days encashment every year (Basic, DA/Special pay /allowance and AGP if applicable). However, a maximum of 10 days can be carried forward upto a maximum period of 100 days. Earned leave can be adjusted for the notice period for the

non-teaching regular employees; Earned Leave can be encashed at the time of relieving/retirement. For the teaching regular employees, who have put in minimum 10 years of service, encashment is allowed at the time of superannuation only.

- d. **Commuted leave\***- 20 days half pay leave, commuted to 10 days full paid leave per year. 5 commuted leaves can be carried forward to a maximum of 100 commuted leaves. Commuted leaves cannot be encashed nor can be adjusted towards the notice period.

(\*1. At any given time, the maximum number of accumulated earned and commuted leaves for the existing employees shall not exceed 100 each for both teaching and non-teaching staff. For existing employees who already have certain number of earned and commuted leaves in their credit, these leaves will be kept in their account which can be availed with the permission of superiors, any time before the retirement, as per the rules. As and when this is availed, it will get reduced to 100 someday which will be the maximum upper limit for accumulation.

\*2. The minimum number of earned leave and commuted leave that can be availed shall be 3. These leaves cannot be clubbed with any other kind of leave. Minimum of 1 week prior notice to be given before applying these leaves. The earned and commuted leaves are calculated on 6 months basis.)

- e. **Special casual leave** -Teaching staff can avail 15 special leaves per year for attending conferences, workshops, CMEs, examinations and other relation academic activities with prior permission. The Vice. Chancellor using his discretionary powers may sanction an additional 10 special casual leaves for professors only. Special casual leave is to be utilized only for the mentioned purpose with prior permission as per the norms indicated for the same. It can neither be combined nor utilized under any other pretext. It can be clubbed with CL.
- f. **Maternity leave**-182 days with salary for 2 child births. Those with ESI facility will get the benefit through ESI.

#### 4. Retirement benefits:

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

#### 5. Family Benefits:

4 family members of Employees of YPCRC can avail medical benefit free of cost from Yenepoya Hospital.

#### 6. Health care benefits:

- a. **E.S.I** benefit is available for Employees of YPCRC.

b. **Medicare benefits:** Health insurance benefit is available for Employees of YPCRC.

**4. Free conveyance facility:**

All employees can avail free commute from and to various parts of the city in the official buses/ vans provided by the University.

**5. 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.

**6. Fee concession for employee children:**

Employee children are eligible for tuition fee concession, on the basis of merit, if admitted to courses in the constituent institutions under the Yenepoya group.

**7. Creche facility:**

Free crèche facility is available in the campus for day care of children of the employees.

**10. Qualification Allowance:**

Employees, who upgrade their educational or professional qualification during service, become eligible for additional increments / qualification allowance.

**11. Stagnation increment Benefit:**

Non-teaching employees, who remain in the same scale, are given stagnation benefit.

**12. Soft loan facility for employees**

Employees of YPCRC can avail loan during the time of crisis/need.

**13. 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, hotel stay and travel expenses at national and international destinations. The absence shall be considered as Special Casual leave.

**b. Publication incentives**

YPCRC employees will be able to receive publication incentives only for Papers published by nonpayment of charges. 'Publication incentives' of the University. Upper limit for the payment is Rs. 30,000 for journals with impact factor between 1 and 3 and Rs. 60,000 for journals with impact factor 3- 7. Actual cost of article processing charge for journals with impact factor above 7.

**c. Research incentives**

YPCRC employees will get points based on attending paper/project/conference. Minimum points needed for claim is 10 points from the publications or other attributes with affiliation to Yenepoya University. All claims must be calculated for the output between from January to December. All the claims must be supported by copies of the relevant documents. Claims without appropriate



documents shall not be considered. Decision of the expert committee will be final and incentive amount is subject to the approval of the finance committee.

**d. Seed grant**

YPCRC employees get research encouragement through seed grant proposals upto 2 Lakh Rs. for tenure of 1 year.

**14. Study leave:**

Employees are deputed for higher studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution. Study leave shall be on full pay or partial pay basis.

**15. Sabbatical leave:**

Employees of YPCRC are eligible for Sabbatical Leave

**16. Reimbursement of membership fees of professional bodies:**

Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations with conditions per financial year.

**17. Financial support for purchasing laptops/notebooks for academic use:**

Faculty members are offered subsidy on purchase of laptops/ note books for academic purposes.

## **Annexure**

- 1. Procedure for recruitment of teaching and non teaching faculty**
- 2. Leave forms (CL/EL/SPCL/Commutated leave/Maternity leave/sabbatical leaves)**
- 3. Research incentives form**