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	Revision date:	Revision No:
	Prepared by: Quality Cell	Approved by: Management
	Policy No: BES/AM/Policy on Welfare measures for teaching & non-teaching Staff/01	

### Policy Document on Welfare Measures for Teaching and Non-Teaching Staff

#### Purpose:

- To develop an efficient, healthy, loyal and satisfied workforce for the organization.
- To boost the morale of the employees and build employee's trust in employer.
- To build a competitive edge

#### Scope:

All teaching & non teaching staff


#### Responsibility:

Management & HR

#### Policy Detail:

The welfare schemes available for staff include:

- Provident Fund
- Employee State Insurance (ESI) benefit
- Free transportation facility
- Special consideration for employee's children
- Benefits like Duty leave, Casual leave, Annual leave, higher studies leave & Maternity leave.
- Yearly Increment
- Remuneration for extra work
- Under faculty & Staff Development schemes by providing them monetary assistance for attending the conference and seminars
- Grant of official and casual leaves for attending the development activities
- Staff shall be facilitated with cash prizes for writing papers and authoring books.
- Medical facility & Immunization
- Accommodation facility

  
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Policy No: BES/AM/Policy on Preventive Immunization/01	

### Policy on Preventive Immunization

**Purpose:**

To eliminate the risk of any staff or student getting infected from any infectious disease

**Scope:**


Staff & students

**Responsibility:**

Principal & HR

**Policy details:**

- New employees are asked about Hep. B at the time of joining, if not vaccinated then vaccination is offered.
- The students shall be provided immunization against Hepatitis B during first year.
- A declaration shall be provided by staff member and student if case they are already vaccinated.
- The HR department shall be responsible to maintain the vaccination record.
- PPEs shall be provided in case of group gatherings to the needed participants
- Sanitation & Scanning shall be maintained across the premises as a preventive measures for ongoing Corona Pandemic

  
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