	Issue Date: 30 th June 2020	Issue No: 1
	Revision date:	Revision No:
	Prepared by: Quality Cell	Approved by: Management
	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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	Issue Date: 30 th June 2020	Issue No: 1
	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

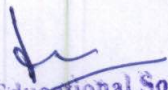
Responsibility:

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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List of beneficiaris of welfare measures

S.No.	Name of Candidate		
1	Dr. Jawed Khan Warasi	EPF	ESIC
2	Harish Chandra	EPF	ESIC
3	Jageshwar Dayal	EPF	ESIC
4	Mahesh	EPF	ESIC
5	Manoj Kumar	-	ESIC
6	Neeta	EPF	ESIC
7	Nitin Kumar	EPF	ESIC
8	Omprakash Singh Yadav	EPF	ESIC
9	Rajmal Verma	EPF	ESIC
10	Ram Tirath	EPF	ESIC
11	Ram Vilas	EPF	ESIC
12	Ranjeet Kumar	EPF	ESIC
13	Ravi Shankar	EPF	ESIC
14	Rohit Kumar	EPF	ESIC
15	Sarvesh Chandra	EPF	ESIC
16	Subhash Rawat	EPF	ESIC
17	Vijay Kumar	EPF	ESIC
18	Vikram Singh	EPF	ESIC

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Accomodation

S.No.	Name of Candidate
1	Dr. P. Kangeswari
2	Mrs. Lubna
3	Ms. Sunita
4	Ms. Jyoti
5	Ms. Neha Kumari
6	Ms. Neha Gupta
7	Mrs. Neeta
8	Dr. Jai Prakash Narayan
9	Mr. Sarvesh Chandra
10	Mr. Guddu
11	Mr. Sikandar
12	Mr. Aman
13	Mr. Peeyush

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IMMUNIZATION

S.No.	Name of the staff	S.No.	Name of the staff
1	Dr. P. Kangeswari	31	Gaurav Singh Kaushal
2	Mrs. Lubna	32	Mr. Munesh Prajapat
3	Mrs. S. Sudha Devi	33	Ms. Nisha Yadav
4	Mrs. Asha Bhandari	34	Ms. Roopshikah Rai
5	Ms. Kumari Nutan	35	Ms. Neha Gupta
6	Ms. Qamar Jahan Salfi	36	Ms. Jyoti Shukla
7	Mr. Om Prakash Sharma	37	Ms. Neha Yadav
8	Mr. Virendra Singh	38	Mr. Shashank Shekhar
9	Mr. Bhoori Singh	39	Ms. Vinita Chaudhary
10	Ms. Tulika Srivastava	40	Mr. Suraj Kumar
11	Ms. Agnes Mahima David	41	Mr. Mukesh Kumar
12	Mr. Javed Khan Yusufi	42	Mr. Sandeep Chaudhary
13	Ms. Sanju Devi	43	Ms. Satyawati
14	Mr. Suraj Kumar Meena	44	Mr. Mukesh Kumar
15	Mr. Raj Amit	45	Mr. Arjun Jatav
16	Mrs. Sunanda Barua	46	Ms. Sushmita Singh
17	Mr. Sachin Chhari	47	Mr. Atul Pandey
18	Mr. Arvind Kumar Shekhar	48	Ms. Ruchi Dwivedi
19	Ms. Navita Kawadkar	49	Ms. Babita Bisht
20	Mr. Dharmendra Saini	50	Ms. Anshika Mishra
21	Ms Savita Verma	51	Ms. Sanjana Ojha
22	Ms. Sunita Singh	52	Mr. Guddoo Kumar Maddheshiya
23	Mr. Kalpit Tiwari	53	Ms. Pooja Mishra
24	Mrs. Irene Lal	54	Ms. Ankita
25	Mr. Ram Braj Meena	55	Ms. Priti Singh
26	Ms. Preeti	56	Ms. Nikita Tiwari
27	Ms. Suman Jaiswal	57	Ms. Rupanshi Mishra
28	Ms. Neha Kumari	58	Ms. Golu Pandey
29	Ms. Divya Singh	59	Mr. Abhay Kumar Shukla
30	Ms. Priyambada Yadav		

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