

Welfare Policy



Sambalpur University
Jyoti Vihar
Sambalpur-768 019 (Odisha)

Welfare Policy

I. PURPOSE

The purpose of this policy is to create a congenial working environment and comfortable living for all its employees - Teachers, Academics and Non-academic staff. The University puts considerable resources in fulfilling these objectives.

II. OBJECTIVES

- To make the employees aware of their benefits that they are going to avail from the university as a part of the duty of the university and the State Government.
- To encourage the employees to feel homely at their work place by giving incentive at the level of their family.
- To bring the feeling of responsibility among the employees by floating various incentives in form of welfare measures that binds the university with the employees.

III. POLICY COVERAGE

This policy covers the entire Employee Community. However, some of the on-campus facilities are also open to the Campus dwellers in addition to the employees.

IV. WELFARE SCHEMES

- 1. *Medical Reimbursement:*** The University has a policy of medical reimbursement of the expenses incurred by the University employees and their dependents including retired employees towards their ailments. The University is in the process of entering into signed agreements with leading hospitals of the country for providing out-patient and in-patient services on discounted rates.
- 2. *House Building Advance (HBA) Scheme:*** The University provides its permanent employees with the facility for availing House Building Advance (HBA) provided they have the required length of service for completion of repayment of loan. In case both spouses are under the state Government, both are eligible for HBA jointly / separately. If GPF withdrawal is also taken for house building the total amount of GPF withdrawal and HBA should not exceed the cost ceiling. The interest on HBA is at par with the other financial institutions. The methodology of recovery of HBA shall continue as per the existing pattern of recovery of

principal first in the first 15 years in not more than 180 monthly installments and interest thereafter in the next five years in not more than 60 monthly installments. The advance carries simple interest from the date of payment of first installment.

3. ***Schooling of wards:*** The University has facilitated the employees to get their wards admitted in Kendriya Vidyalaya (KV) located in the vicinity of the campus. The University has also facilitated the establishment of one public school known as Xavier Public School inside the campus wherein the employees admit their students for education at subsidized tuition fees.
4. ***Transportation Facility:*** The main Campus of the University is located at a place away from the Sambalpur City. Though the campus has quarter facilities, most of the employees stay at Sambalpur city. To make mobility easy, the University operates City Bus service from major nodal points in the vicinity of the University Campus for the employees and their families at regular intervals from 7: 00 AM in the morning till 8: 30 PM in the evening.
5. ***Clean and Green Campus:*** The Sambalpur University campus is spread over around 300 acres of land. More than 80 percent of land area (except building) is under forest cover. The campus is smoke free and plastic free and sustains the green area through available resources. The University strives to build and maintain an adequate green cover under the supervision of the maintenance Cell. Initiatives are taken for water harvesting and recycling of sewage water, and maintenance of organic farms. For a hygienic and clean campus, services of housekeeping personnel are outsourced. The University is gearing up for establishing a vermicompost Unit with a capacity of producing around 30 tons of vermicompost. All the hostels and the administrative buildings are provided with Solar energy panels which provide round-the-clock electricity services to the employees in their work place.
6. ***Recreational Facilities:*** The University has built up playgrounds, children's park, recreational facilities, well equipped Gyms and also organizes sports and fitness events, cultural programmes etc. for the health and wellness of the employees and their families. The newly constructed Biju Patnaik Auditorium with a whopping 900 sitting capacity has been dedicated to the employees for their recreation. Proposal for constructing a Community hall with state-of-the-art facilities is in the pipeline.
7. ***Grocery Store and Mother Dairy Store:*** The residential complex in the University Headquarters has several Grocery stores and Mother Dairy outlets to meet the day to day household needs of the employees and their families residing in the campus. Moreover, the University is thinking of a facelift by constructing well planned vendor zones for the vendors

who are now occupying the space in the market complex of the University.

8. ***Bank and Post Office:*** Other facilities available at the University Headquarters are two nationalized Banks and a Post Office.

A. Statutory Welfare Schemes:

- 1. *GPF/NPS and Gratuity:*** Besides providing gratuity and pension, leave encashment etc. as per Central Government Pension Rules, the University also provides its employees Rs. 50,000 and a silver memento on superannuation.
- 2. *Group Insurance Scheme (GIS):*** All the University employees are covered under Group Insurance Scheme (GIS) to safeguard them against unexpected health issues, accidents and other mishaps. All employees make a mandatory contribution towards this scheme. As per the scheme, LIC has given the GIS benefits to IGNOU employees related to Retirement/Voluntary Retirement Scheme (VRS) etc. LIC has paid only 65% of the deposit/share amount and the balance 35% is retained by the LIC for providing its services. In the case of death, 100% benefits are given to the dependents of the employee.
- 3. *Employment of dependant on Compassionate Grounds:*** The University provides employment to the dependant of the deceased employee on compassionate grounds on case-to-case basis.
- 4. *First Aid and Health Centre Facility:*** The University has a well established Health Centre with free consultancy facility available to its employees and their families. A team of doctors empanelled from a pool of reputed and experienced doctors from different streams of medicine like Allopathy, Homeopathy and Ayurveda for the Health Centre. The Health Centre also provides sample collection facility for diagnostic tests. It has basic equipment and other infrastructural facilities required for operating a health centre. Adequate human resources are provided for its smooth functioning. The Health Centre also provides immunization to all the children of the employees. In the case of emergency, the University provides Ambulance facility to all its employees for their movement to the hospitals.
- 5. *Housing Facility:*** In the line of the housing policy as a welfare measures for its employees, the University has developed a self contained housing facility equipped with all the amenities like Parks, Children Parks, Play grounds, Shopping Complex for its staff residing in the residential complex at Jyoti Vihar campus. A total of _____ residential units are available in Jyoti Vihar campus for housing the University employees. To fulfill the growing needs of residential facilities for the University employees, the

Jyoti vihar so that freshly recruited faculties can be accommodated.

6. **Canteen:** The University has a canteen operational adjacent to the Central Office. They are operational during working hours. The University has also decided to open a Food Court which can cater to diverse needs of the employees and students as well.
7. **Guest Houses:** University houses two Guest Houses at the Headquarters with boarding and lodging facilities. Round the clock, mess and Wi-Fi facilities are provided to the guests.
8. **Conducive, Safe and Secure Working Conditions:** As the University campus is spread over a vast area, a dedicated Security Department is functional round the clock to ensure the well-being and physical security of the employees and their families staying on the campus. For the security of the Campus, the Security Unit of the University has deployed security guards at various vital points of the University. To safeguard the interest of the women employees, University has a policy for prevention of sexual harassment of women at work place. Potable drinking water is provided to all employees through water filters installed in all the blocks of the University. University has provided Air-Coolers and water freezers to all the departments, Academic blocks, and VC Office .