



Inderprastha

Dental College & Hospital

POLICY FOR STAFF WELFARE

PURPOSE AND SCOPE OF POLICY AMENDED ON 16TH MARCH 2023

The purpose of the welfare policy of the IPDC is to provide certain facilities and benefits to the employees (both teaching and non teaching) of IPDC and ensure the well-being of all employees. This ensures a holistic effort of the institute to create a healthy, harmonious and ethical working environment for the employees. This also leads to boosting the morale of the employees and encourage productive functioning towards achieving organisational goals. The well-being of the employees which in turn will enrich the quality of life of employees is also ensured.

Following is a list of measures available to ensure the welfare of employees

AWARDS:

- The institute shall recognise the staff for their outstanding contribution and commitment towards IPDC by giving awards for various categories like Budding Faculty award, Star faculty award and Best mentor award.
- These awards further motivate the staff to put in their best efforts in teaching.

MATERNITY LEAVE:

- A total of 180 days paid maternity leave shall be sanctioned to all the female employees.
- Benefits of maternity leave would be given upto two children only.
- The period of maternity leave shall be counted as continuous service for counting the length of service.



- Maternity leave application must be submitted along with all the medical documents duly signed by registered medical professional 1 week prior to taking leave to the respective head of department and head of institution.
- The discharge summary showing the date of delivery should be submitted on resuming the job.

PATERNITY LEAVE:

- 15 days paid paternity leave shall be sanctioned to all the male employees.
- Paternity leave would be given upto two children only.
- Paternity leave application must be submitted along with all the medical documents and discharge summary showing the date of delivery duly signed by registered medical professional 1 week prior to taking leave to the respective head of department and head of institution.

STAFF ACCOMMODATION:

- The institution has given the option of spacious and well furnished staff quarter in the hostel premises for the employees.
- No charges shall be charged from the staff for the accommodation.
- This accommodation shall be provided to the staff on basis of request and availability.

TRANSPORT FACILITY:

Transport facility is provided for the staff members from the nearest metro station without any additional cost.

CONCESSION IN TUITION FEES:

The institute has the provision of up to 20% concession in tuition fees for the ward of the employees.

RECREATIONAL ACTIVITIES:

Yoga classes:

Yoga classes by trained yoga teachers are being organised by the institute for the staff for their holistic health improvement.

Gym:

Well-furnished gym facility with latest equipment's is available in the institute for faculty use after college hours.

Sports facility:



Both indoor and Outdoor Sports facility like Badminton, Table Tennis, Carrom, Chess etc is present on the campus for recreation of the faculty.

ADDITIONAL EMPLOYEE BENEFITS:

1. Annual gifts are provided to all the staff members.
2. Canteen facility (Tea and Snacks) is free for staff.

POLICY FOR NON- TEACHING STAFF

Transport facility:

Transport facility is provided for all the staff members from the nearest metro station without any additional cost.

Maternity leave:

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