

7. HR Policy

7.1 Insurance Policy

Objective: The objective of insurance policy is to provide employee welfare through basic assurance of healthcare to all employees and help them meet unforeseen personal expenses arising from medical emergency.

Policy and Procedure: This policy is applicable to all regular employees of the Institute. Mediclaim Insurance coverage is applicable for the employee and her/his family members. The family members shall include spouse; two dependent children; and the employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining. Employee should communicate to the college office, in case of any other member of the employee's family to be covered under this policy, any addition or withdrawal of family members on account of marriage, birth and death.

Mediclaim Group Insurance: A minimum hospitalization of 24 hours is a pre-requisite for any claim, except for Cataract, Dialysis, Tonsillitis, Dental problems and such other ailments as covered under the Mediclaim Policy. Annual entitlement of Group Medical Insurance is as applicable and this can be used only by the individual or by the family members covered under this policy. The admissions are restricted to specified registered Medical Hospitals or listed hospitals. The policy also covers reimbursement of expenses on maternity for the first two confinements. The Mediclaim policy usually covers:

1. Room and board as provided by the Hospital / Nursing home
2. Nursing care
3. Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee
4. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances
5. Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy
6. Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

The following are not covered under the Mediclaim Policy (the list is not exhaustive):

1. Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
2. Dental treatment or surgery, unless requires hospitalization in case of an accident
3. General Medical Check-up (without any illness)
4. General disability, rest cure, congenital external deformity / defects or anomalies
5. Sterility
6. Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc.
7. Naturopathy Treatment.

Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third-Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the

eligibility limit, shall be settled by the employee with the hospital directly and make an application in the claim form along with the original supporting documents through college office.

Employees not opting for the cash-less provision may file their claim in the claim form to the college office along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting documents/bills as indicated above should be submitted to office within 4 days from the date of discharge. The person concerned from college office shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim. Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured. All claims are governed by the terms and conditions agreed between the Insurance company and Aditya Engineering College. In all disputes, the decision of the Management/Governing Body shall be final.

Group Personal Accident Insurance: The insurance provides relief for the following due to any accident anywhere in India:

1. Temporary Total Disablement
2. Permanent Partial Disablement
3. Permanent Total Disablement
4. Death Benefits
5. Carriage of Dead body

All claims are administered / settled as per the terms and conditions between the Insurer and the institute under the Group Personal Accident Insurance Policy.

7.2 Policy on Health Care

Objective: To provide employee welfare through quality treatment to the employees and their dependents.

Policy and Procedure: AEC is collaborated with Apollo Shine Foundation, Chennai and all the regular employees are entitled for the treatment. The SHINE programme is a Student Health Initiative from Apollo SHINE Foundation powered by Apollo Hospitals Group. This programme is intended to provide first aid on campus, to create awareness about present day health issues and also to enable students to be equipped to handle medical/health care situations that might arise in the course of their life.

To help and facilitate continuum of care, SHINE ID cards will be given to all members who enroll enabling them to avail special privileges with All Apollo Brands and partners of the Apollo Shine Foundation for medical appointments, purchase of medicines, inpatient and outpatient visits, health check-ups, diagnostics, dental procedures and many more.

1. 15% off on Health checks at any Apollo Hospitals
2. 15% off on Out-Patient investigations at any Apollo Hospitals
3. 15% off on room rent and investigations for in-patient billing at any Apollo Hospitals.

4. 10% off on pharmacy purchases at any Apollo pharmacy.
5. 50% off on diagnostic X-rays and 15% off on any procedure at Apollo WHITE Dental.
6. 15% off on all diagnostics & health checks at all Apollo Clinics.
7. 15% off on all diagnostics & health checks at Apollo Spectra Hospitals.

Accident Insurance: Shine members (Students, Teaching and Non-Teaching staff members) will be entitled to accident insurance coverage. The members' coverage details are given below:

1. Accident Medex: Fixed up to Rs. 10000/- or Actual claim whichever is lower (Only for students & Staff).
2. TTD-Weekly benefits-104 weeks@1% of CSI or Rs. 2000/- or Actual weekly salary whichever is lower for staff.
3. Act of Terrorism is covered.
4. Only student, one earning parent of the students as per the institution records & staffs of the institution are covered.
5. Sum insured should not exceed 10 times of Gross Annual Salary of the employees.
6. Age bracket: Between 03 years to 65 years.

Category	Avg/Fixed Sum Insured (₹) Maximum Up to					
	AD Only	DM Only	PTD Only	PPD Only	TTD	Medex
Student	100000	100000	0	100000	0	10000
Parents	200000	0	200000	200000	0	0
Staff	200000	200000	200000	200000	2000	10000
AD-Accidental Death, DM- Dismemberment, PTD-Permanent Total Disability,						
PPD-Permanent Partial Disability, TTD-Temporary Total Disability, Medex-Medical Expenses						
Premium Per Live		Rs.100/- (inclusive of GST)				

For further details, employee can contact at college office.

7.3 ESI and Provident Fund Policy

Objective: The objective of this policy is towards employee welfare through basic assurance of healthcare to all employees and helps them meet unforeseen personal expenses arising from medical emergency as well as provident fund is to serve long term savings to support employee's retirement.

Policy and Procedure: One component of this policy, ESI, is applicable to the regular employees whose pay package is less than Rs. 21000/- and the employees who are covered under ESI Act are entitled for the benefits such as

- (1) Sickness Benefit,
- (2) Medical Benefit,
- (3) Disable Benefit,
- (4) Maternity Benefit,
- (5) Dependent Benefit,
- (6) Funeral Benefit.

The Provident Fund (PF) facility is provided to the regular employees of AEC and is entitled to PF subscription @12% for a maximum basic pay package of Rs. 15000/-. The employees who

are eligible should fill the form in the college office and shall submit all the required documents. Similarly, the employees joined AEC who are having PF subscription in earlier college shall apply for transfer of PF account or they can open new account by closing the earlier account which is left to the discretion of employee.

7.4 Fee Concession Policy

Objective: To provide employee welfare through monetary assistance towards tuition fee concession for the children of regular employees who join the Aditya Group of Educational Institutions.

Policy and Procedure: The policy is applicable to all regular employees of AEC and the concession will be available for the children of an eligible employee. However, employee may opt to admit their wards to other institutions other than Aditya Group of Educational Institutions and no financial assistance or concessions will be provided in such cases. The child entering Aditya Group of Educational institutions is entitled for the concession.

1. 50% in Tuition fee
2. 50% in Transport fee

Those seeking this concession shall apply through the HoD to the Principal with all the details and supporting documents. All the relevant documents will be checked and processing will be done further and the decision will be taken by appropriate authority. In the event of exit of an employee, the fee concession will be stopped with immediate effect. However, the financial assistance already extended shall be waived, provided the exit is not on disciplinary grounds.

The Institute reserves the right to provide the facility of fee concession to the employee on disciplinary measures.

7.5 Allowances

Objective: The objective of this policy is to provide monetary benefit to the employees who are holding responsible positions in the college.

Policy and Procedure: This policy is applicable to the regular employees who are holding the responsible positions at AEC such as administration, training and placement and other shared services, depending on work exigency and special approval of Principal. The allowance is fixed cadre wise which include remuneration for extra responsibility as well as telephone charges. No other claim shall be entertained in this regard.

Designation	Allowance (Rs.)
Examinations In-Charge	2,500
Head of the department	5,000
Training & Placement Officer	3,000
Dean	10,000
Principal	15,000

7.6 Domestic Travel Policy

Objective: This policy is aimed to reimburse the expenses of travel, lodging and boarding when employees travel on official work.

Policy and Procedure: This policy is applicable to all regular employees of AEC. Official travel would be treated as "On Duty", if the place of visit from Surampalem is more than 150 km (one way) and/or the total duration of travel is more than 8 hours and approved by the Principal, AEC. For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day. Hotel bookings irrespective of location are to be handled through the college office or as applicable. When touring together, twin-sharing accommodation shall be utilized. The applicable rates for reimbursement of tour expenses are given below:

- | | |
|---------------------------|--------|
| 1. Stay/Lodging expenses | : 100% |
| 2. Food/Boarding expenses | : 100% |
| 3. Travel expenses | : 100% |

Travel advance: In general, travel advance will be provided by the institute. Otherwise, employees may fund their own. Travel expenses are expected to be settled only after the travel has been completed. However, advance may be drawn through requisition to the Principal.

Local conveyance: In general, employees are advised to use public transport. However, the Principal, Dean, Head of the department, Professor are entitled to avail metered taxis/cabs and other cadres may use public transport. However, when a whole day of travel is involved, shared AC cabs may be availed.

Reimbursement of Local Conveyance

Objective: The aim of this policy is to reimburse the expenses of local conveyance (not amounting to a overnight journey) when own vehicle is used for official purposes.

Policy and Procedure: In general, College shall provide the local conveyance when an employee moves on official purpose. However, this policy is applicable to all the regular employees when they use their own vehicles and the claim of reimbursement will be as follows:

- | | |
|-----------------|--|
| Four wheelers | : @ Rs. 13 per Km. |
| Two Wheelers | : @ Rs. 4 per Km. |
| Parking charges | : Actual charge on production of bill. |

Employees using public transport/Autos will be eligible for reimbursement at actual amounts and the reimbursement shall be claimed immediately after reporting to duties. All the claims shall carry the proofs and shall be applied to the Principal through the Head of the Department.

7.7 Salary Advance Policy

Objective: This policy enables employees to avail salary advance, for the purpose of meeting certain critical personal expenses. The aim is to provide employee welfare through financial assistance to help employees meet significant expenditure, such as marriage of a child, pursuing Ph. D. or Higher Education for self or family members.

Policy and Procedure: This facility will be applicable to employees upon completion of 2 years of service in AEC. There should be a gap of 24 months between the last instalment of the salary advance availed and request for new salary advance. Salary advance will be sanctioned based on the approval of Principal. The upper limit for the personal loan shall be 2 months net salary.

No interest will be charged and the loan shall be recovered over 12 instalments. To avail salary advance, requires a requisition letter with copies of documents such as wedding invitation, proof of house purchase, Ph.D. admission/fee, higher education admission / fee proofs, purchase invoice, etc., as applicable and necessary, shall be submitted to the Principal through HoD. Recovery of amount will commence from the 1st of the subsequent calendar month of loan disbursement. All approvals of the salary advance shall be at the discretion of the Principal/GB. The Principal/GB also retains the right to change the terms of the loan or withdraw the facility.

7.8 Leave Policy

All the regular employees of AEC are expected to follow the following leave policy including permissions.

Leave/Permission	No. of leaves	Procedure to Apply
Casual leave	12 per annum	1. Employee should make alternate arrangement for their work before they apply for leave. 2. Employee should apply through HoD to Principal.
Maternity leave	3 months	This is applicable for women employees and the span of maternity leave will be counted as a regular service.
Outdoor duty/Official Duty/On-Duty (OD)	As per the requirement	This is applicable in the following cases: 1. University Practical External Examiner / University Representative / Observer / University Valuation / Presenting papers in Conferences / Training programmes / FDPs / delivering seminars / lectures outside the college. 2. Employee should apply for OD through HoD to the Principal with proof.
Permissions (One hour each)	3 per month	1. This is applicable to all employees provided routine assignments should not affect. 2. Can be availed either at the beginning of the day or at the end of the day. 3. Excess time/delay/late to report to duty each time

		will be considered as half-day casual leave.
Compensatory Off (CO)	1 for 8 hours of working on holidays, extended hours	<ol style="list-style-type: none"> 1. This is applicable to all employees. 2. COs will be added to the employee account when an employee works on holidays, extended hours. 3. COs will be considered and granted when official work is assigned to regular employees.
Summer vacation	1 week	<ol style="list-style-type: none"> 1. Applicable to faculty members serving the Institute for more than one year. 2. Technical and Non-Teaching staff, who complete 6 months of service. 3. On recommendation and approval from the HoD/Principal.
Any balance/unused/accumulated vacation cannot be carry forward.		
Prefix/suffix holidays, week-ends will be considered part of the week under any circumstance.	2 weeks	<ol style="list-style-type: none"> 1. Applicable to employees serving the Institute for more than two years. 2. On recommendation and approval from the HoD/Principal.
	Additional 1 week	<ol style="list-style-type: none"> 1. Applicable to faculty members who are pursuing research programme (Ph. D.). 2. Applicable to faculty members serving the Institute for not less than one year. 3. On recommendation of Dean (R&D) with a letter from Research Supervisor and approval from the HoD / Principal.
Ph. D Thesis submission leave	1 Month	<ol style="list-style-type: none"> 1. Faculty who are about to submit Ph. D Thesis can apply to the Principal through HoD. 2. Applicable to faculty members serving the Institute for not less than one year.

All the regular employees can avail above by applying to the Principal through the Head of the Department, subject to eligibility.

7.9 Others

The following facilities are provided for the Faculty/Staff

- Free Transport.
- Free Hostel.
- Subsidized staff quarters.
- Subsidized Lunch.
- Uniform for Non-Teaching Staff.



Dr. Selva Raju



S. V. V.
PRINCIPAL

Aditya Engineering College
SURAMPALAM