

## STAFF WELFARE

- **SOCIAL SECURITY BENEFITS**

- **Employee Provident Fund Scheme**

- All the members of staff (Non-Teaching) other than those who joined in this University after completing the age of 56 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/-p.m.

- [Authority: Parliament Act. Provident fund Act.]

- **Gratuity**

- All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years' continuous service (Excluding leave on loss of pay) in this University shall be paid service gratuity at the rate of ½ month's salary (Pay + DA) for every one-year service for the total completed years of service. The calculation will be made
- Gratuity = Last drawn Basic Salary x 15 X No. of years
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- 26

- [Authority: Parliament Act – Indian Gratuity Rules]

- **Insurance Scheme (GPA)**

- All members of staff (Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management during January each year. The benefits of the scheme are,

	● Coverage	● Compensation
●	●	●
●	● <b>SUM INSURED</b>	● <b>Rs.5,00,000/-</b>
● 1	● Death due to accident	● 100% sum insured
● 2	● Loss of 2 limbs/2 eyes	● 100% sum insured
● 3	● Loss of 1 limb/1 eye	● 50% of sum insured
● 4	● Permanent total disablement	● 100% sum insured
● 5	● Permanent partial disability as per % shown in policy / % as assessed by Doctor.	● % of Capital sum insured as per policy
● 6	● Temp. total disablement (weekly compensation- maximum 104 weeks)	● 1% of Sum Insured sub to max Rs.5000/- per week
● 7	● <b>Hospitalization expenses due to accident</b>	● <b>upto Rs.1,00,000/-</b>

● **Employees' State Insurance(ESI)**

- The Government of Tamilnadu in the Gazette Notification dated 29.12.2010 compulsorily brought the educational institutions also under ESI Scheme.
- Employee pays 0.75% and employer pays 3.25% of Gross Salary. This is applicable only to those drawing salary up to Rs. 21,000/- per month.

● **WELFARE MEASURES**

- **Staff Accommodation:** The Institution has given provision for spacious Villa, Apartment and Hostel within the campus for the benefit of the employees on minimal cost. Facility of Gymnasium, playground is accessible for inmates at free of cost, apart from providing a clean, lush green environment. Such accommodation is allotted to Faculty and to non-teaching staff based on their request and availability.
- **Transport Facility:** The Institution owns and runs Fully Air Conditioned Executive Coach Type buses for pick up/drop of employees from selected spots in the city on minimal cost. Free Two wheeler / Covered car park is available for employees' use.

- **Campus Movement:** In order to drive ecofriendly mode of transport within the campus, cycles are provided at prominent locations which can be availed by anyone within the campus for commuting across the campus.
- **Security:** In order to maintain security, the campus is mostly automated with turnstile access across specific locations like college, canteen, hostel and is fully secured with uniformed guards. This also ensures unwanted entry of public to restricted areas. Vigilance officers both during day and night patrol inside the campus in order to be alert and secure the campus and inmates. The campus is also monitored by CCTV which adds to the security level to the highest order.
- **Access to Medical Facilities:** Employees and their families can avail the medical facilities at our hospitals at a reasonable cost as and when required.
- **Crèche:** The Institution runs a KIDS Centre inside the Campus. All Faculty and Non-Teaching Staff can avail the facility for a nominal fee.
- **Care of new born:** In order to extend support to nursing mothers, facility has been provided within the campus where nursing mothers can attend to infants for feeding at specific intervals.
- **Yoga Centre:** A well-constructed Yoga Centre is available for the Teaching and Non-Teaching Staff. Pranayama and Meditation is taught apart from Asanas. This is absolutely Free.
- **Zumba Aerobics:** Classes are conducted in the Centre. Teaching and Non-Teaching Staff can join for a nominal fee. This helps increase blood circulation for the organs
- **SPA and Massage Centre:** A well maintained SPA and Massage Centre is also made available for a nominal fee.
- **Food Card - Sodexo:** Sodexo gives access to grocery stores and best-in-class eateries. Sodexo cards provides a huge tax benefit.
- **Laundry:** A well-equipped Laundry is available inside the premises for all inmates.
- **Coffee Shop:** A coffee shop (CCD) is available in the premises to provide world class experience to all inmates.



- **Beauty Parlor:** A parlor has been set up inside the premises to provide a personalized hair and beauty service.
- **Bank & ATM:** The campus consists a bank and two ATM's to fulfill through which the need for financial services of the inmates are met.
- **Stores:** A provisionary store is available inside the campus to meet out the need for provisions and stationeries.
- **Food Court:** A multi cuisine food court is available within the campus.
- **Sports:** A well-equipped Indoor stadium, Gymnasium, Play grounds are made available for all students, faculty and inmates based on availability.
- **Auditorium:** A world class indoor stadium is made available where film screening and entertainment programmes are done at free of cost.
- **Medical Welfare Schemes:** All medical welfare schemes would be subject to the employee providing proof of employment (ID Card) at the reception / billing.
- **Out-patient services:**

● Medical Welfare	● Employees	● Dependents * ● (Dependents means father, mother, spouse and two children)
● Registration	● No concession	● No concession
● OP Consultation	● 50%	● 20%
● Investigations	● 50%	● 20%

- **In-patient services:**
- Upto 20% concession for both staff and dependents\* excluding pharmacy and consumables.
- **Uniform:** Uniforms are provided to doctors at free of cost.



- **Refreshment:** Employees are provided refreshment drinks (tea / coffee) to provide them the boost of energy they need at free of cost.
- **Publication Cost:** Publication cost for faculties is borne by the College.
- **Academic Activity:** Financial support for academic activity is provided by the university.
- **Chettinad-Sarvalokaa Education:** Chettinad-Sarvalokaa is an international school set in a 10-acre campus with state-of-the-art facilities is available for the Teaching and Non-Teaching Staff's children. Staff can their children for a nominal fee.
- **Other Facilities:** Facilities are paid for setting question paper, paper valuation and invigilation. Conference support is extended to faculties.

● **11.0 ATTENDANCE AND LATE COMING:**

- **The working hours for the teaching faculty is between 8.30 am to 4.30pm**
- All employees of the institute shall be present at their work – spot during the usual working hours assigned to them.
- Any employee after recording the attendance in the attendance register/ through access card is found absent from his / her place of work during the working hours without assigning any valid reason / permission shall be treated as absent for the whole day.
- No employee shall be allowed to leave the work spot during the working hours without prior intimation / permission of hi head of the department or any other person authorized to grant permission.

- **CODE OF CONDUCT OF STAFF**

- **CODE OF CONDUCT:**

- **Dress code:**

- All doctor's / faculty members are requested to wear coat provided by the hospital.
- The college observes a formal dressing code. All employees should use the uniform provided by the institute.

- **Footwear:**

- Staff members are requested to wear slip – on shoes (CUT shoes or pump shoes)
- Regular chappals, with normal heels. Bathrooms or “Hawai” chappals, Sports/ Canvas Shoes are not allowed.

- **Prohibited activities:**

- The institute holds a strong opposition to tobacco, alcohol, drug abuse and gambling in any form inside the premises. The institute strictly prohibits employees and visitors from bringing any firearm into the institute premises.
- In addition to any damage to institute's property, dishonesty and harassment or violence against students, visitors or staff will lead to disciplinary action, including suspension and discharge under termination for failure to comply with Institute's policy.

- **13.0 ACT OF MISCONDUCT:**

- Any act of misconduct or breach of discipline or misbehavior, negligence of duty, dishonesty, indiscipline, disobedience and other similar deficiencies shall render the employee liable for disciplinary action and punishment.
- The nature of punishment will be decided by the governing body concerned taking into consideration the seriousness of the case.
- In case of serious deficiencies on the part of employee (s) the concerned authority may appoint an enquiry officer / Enquiry committee as deemed fit, to enquire into the alleged offences and submit its report / findings for the authorities concerned to acts on.

- All faculty members are provided an identification card and are expected to carry / wear it while within the college premises. Loss of ID cards must be reported to the Management and duplicate card should be obtained by paying the prescribed amount.

- **12.1 PUNISHMENT FOR MISCONDUCT:**

- Employees found and / or proved guilty of the acts of commission or omission set out under Rules mentioned above and committed jointly or severally shall be given any of the following punishments by way of disciplinary actions: -

- **Types of misconduct**

- The following list shows examples of the type of rules/offences which the institute has categorized for each level of misconduct. This is not an exhaustive list and management reserves the right to decide how any other misconduct shall be categorized:

- **A MINOR MISCONDUCT**

- Regular incidents of absence
- Poor Timekeeping
- Failure to comply with Absence Notification and Certification Procedure
- Careless work and poor effort at work
- Minor breach of safety/hygiene/security rules
- Extended tea and meal breaks
- Failure to maintain a tidy and safe working environment
- Misuse of telephone
- Excessive time away from the job
- Failure to wear any protective clothing/equipment provided (if any)
- Failure to complete time/stock or work sheets as instructed (if any)

- **B MAJOR MISCONDUCT**

- Neglect causing damage to or loss of the institute or other employee's property/  
equipment/tools



- • Serious neglect of safety/hygiene/security rules
- • Smoking in the workplace
- • Consuming intoxicants during working hours or bringing intoxicants into the premises without permission
- • Entry into any unauthorized areas
- • Willful or excessive wastage of material
- • Use of foul language
- • Gambling on the premises
- • Insubordination
  
- C GROSS MISCONDUCT
- • Theft
- • Physically violent behavior
- • Leaving the premises or site without permission
- • Refusal to carry out a reasonable work instruction
- • Deliberately ignoring safety/hygiene/security rules and thereby endangering one's own or another's physical well-being or safety
- • Obscene behavior
- • Intoxication induced by alcohol or drugs
- • Fraud
- • Disclosing confidential information to a third party
- • Willful damage to or gross negligence of the institute or other employee's Property / equipment / tools
- • Undertaking work in competition with own Institution
- • Falsification of records



- • Unauthorized use of Institution's vehicle
- • Clocking offences
- • Gross misuse of Institution's internet/e-mail system
  
- NOTE:
- Any allegation of bullying in the workplace or any allegation of discrimination, victimization or harassment linked to anti-discrimination legislation including gender, gender reassignment, sexual orientation, marriage, civil partnership, disability, race, age, religious beliefs or political opinions will be thoroughly investigated and where appropriate will be dealt with under the disciplinary procedure. The disciplinary response will depend upon the nature and seriousness of the incident and in extreme cases may result in summary dismissal.
- The order of suspension shall be in writing and shall take effect immediately. On communication thereof the suspended employees shall not during the period of suspension enter the University / college / hospital premises except with special written permission of the Management, the order of suspension will be followed with a Charge sheet within a responsible time. And allowance will be paid in accordance with The Tamil Nadu Payment of Subsistence Allowance Act.
- The Disciplinary Action will be taken by a Disciplinary Committee appointed for this purpose. An Employee may file an appeal to the Vice Chancellor within 5 working days of the action taken against him.
- **14.0 DISCIPLINARY ACTION**
- All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
- Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.

- While pursuing disciplinary action, the competent authority of the University is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.
- Censure
- Withholding of increments
- Recovery of salary, whole or a portion towards the loss caused to the University.
- Suspension issued pending enquiry.
- Dismissal from service.
- If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.
- **15.0 Sexual Harassment at Work Place**
- The Supreme Court of India, in a landmark judgment on 13 August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). A second Supreme Court Judgment on 20 January 1999 (Apparel Export Promotion Council vs. A.K.Chopra) stated that sexually harassing behavior “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”. Following the Supreme Court guidelines on the prevention and deterrence of sexual harassment in the work place, CDCRI has adopted a Policy against Sexual Harassment . The said Policy is hereby announced.
- CDCRI is committed to providing a place of work and study free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty and staff will treat one another and visitors to CDCRI with respect. All members of the CDCRI community,

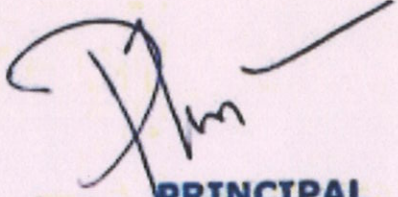
including those who are in temporary or short-term positions, are subject to this policy.

Anyone violating this policy is subject to disciplinary action.

- Reports of sexual harassment are taken seriously and will be dealt with promptly by a designated Committee on Sensitization of Gender, Prevention and Redressal of Sexual Harassment. The specific action taken in any particular case will depend on the nature and gravity of the conduct reported.
- CDCRI will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible. Reprisals against an individual who in good faith reports, or provides information in an investigation, about behavior that may violate this Policy, are against the law and will not be tolerated. Intentionally providing false information, however, is grounds for disciplinary action.
- The emphasis of the Policy is on gender sensitization, and equitable, accountable and representative process of resolution and redressal in case of sexual harassment complaints, and it strives to prevent a division of men and women into two opposing interest groups.
- CDCRI is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the pursuit of knowledge, and this Policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is never an exercise of academic freedom or freedom of expression. It compromises the integrity of CDCRI and its traditions of intellectual freedom, and it also violates the principle of equality and dignity of all its members.
- **What is Sexual Harassment?**
- Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a CDCRI activity, or when the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic work or living environment on the basis of a person's gender identity/sexual orientation.

- Determining what constitutes sexual harassment depends upon the specific facts and the
- context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect, or blatant and overt. For example,
  - • It may be conduct towards an individual of the opposite sex or the same sex.
  - • It may occur between peers or between individuals in a hierarchical relationship.
  - • It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
  - • It may consist of repeated actions or may even arise from a single incident.
- What to do if you feel you are being sexually harassed
  - Know your rights – Sexual harassment is illegal, both the law of the land and CDCRI prohibit sexual harassment.
  - Speak up – If you can, tell the person to stop. State clearly and firmly that you want a particular behavior to cease.
  - Get information and support – If you feel you cannot speak up, ask your friends to help you and bring it to the notice of CDCRI management. Keep records that might be useful for pursuing the case.
  - **Anti- Sexual Harassment Redressal Committee** was established at CDCRI to maintain a workplace and learning environment free of sexual harassment and intimidation. To establish a procedure whereby the employees/students have a right to raise harassment issues. It Aims to provide an effective and appropriate response to any type of alleged misconduct.
- **What not to do**
  - Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
  - Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may
  - misinterpret a lack of response as approval of the behavior.

- Do not delay. Delay in action increases the probability that unwanted behavior will continue or escalate.
- Do not hesitate to ask for help. Speaking up may prevent others from being harmed as well.
- **What to Do**
- Immediately inform your HOD / HR verbally stating what exactly happened
- Follow it up with a written document to HR through HOD narrating what exactly happened
- **Redressal**
- HR / HOD will conduct a preliminary enquiry
- Basis the preliminary enquiry, recommendation will be sent to the Sexual Harassment Redressal Committee.
- ASHRC will hold its enquiry and provide an opportunity to both the parties of a fair hearing.
- After the hearing, ASHRC will submit its recommended action to the principal for implementation through HR.



**PRINCIPAL**  
**CHETTINAD DENTAL COLLEGE &**  
**RESEARCH INSTITUTE**  
**RAJIV GANDHI SALAI**  
**KELAMBAKKAM - 603 103.**

