



**EMPLOYEE WELFARE**

WELFARE



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### **Employee Provident Fund Scheme**

All the members of staff other than those who joined in the University after completing the age of 58 years or staff appointed as Apprentice or Adhoc appointments 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 Pay + DA put together) with a maximum pay limit of Rs. 15,000 per month and EPF amount is capped to Rs.1800 maximum.

### **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 the University shall be paid service gratuity at the rate of approximately 1/2 month's wage salary.

### **Employees' State Insurance (ESI)**

The employees of Jain (Deemed-to-be University) are also governed by ESI scheme. This is applicable only to those drawing gross salary less than Rs. 21,000/- per month.

### **Staff Insurance and Medical Schemes**

All members of staff (Teaching and Non-teaching) are covered by a group personal accident policy. The premium is paid by the management during June / July each year. The benefits of the scheme shall be a sum of rupees one lakh (Rs. 1,00,000/-) per person for death and permanent total disablement, only if rising out of accident.

### **Domestic Travel**

The University will reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized University work. Travel expenses shall be properly documented and approved on a Travel Expense Report.

### **Financial support for attending Conferences & towards membership fee of professional bodies**

The University motivates the faculty members to attend national/international conferences which will give a better exposure to them. The finance necessary towards this is borne by the University. In addition the University encourages the faculty members to become members of professional bodies for which the financial assistance is provided. This is administered through a review of the quality of the conference or the credentials of the professional body.

### **Incentive for Research and Publication**

Jain (Deemed-to-be University) motivates the faculty members to undertake quality research, consultancy and other related activities. The Incentive for Research and Publication covers all faculty members of all Departments. The scope of the scheme envisages in the following:

- To motivate faculty members to concentrate on research related activities in addition to teaching so as to publish articles in reputed refereed international and national

- journals with impact factor.
- To pursue efforts to write books monographs for publication by International and National publishers of repute.
  - To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
  - To encourage the faculty to submit proposals and secure funded research projects from various funding agencies in India and abroad.
  - To undertake consultancy projects sponsored by both the Government and Private Industrial and other organizations.
  - To encourage creativity in the minds of faculty, so that they make original contributions by way of products, concepts etc. and obtain patents.

### **Doctoral Program Education Support to Employees of the University**

Members of the University Staff having the requisite, minimum qualification can opt for studies either in the University or any other University for:

- Doctoral Program leading to Ph. D. Degree
- Post-Doctoral Program

Interested staff members are required to make an application to the Vice Chancellor of the University through the Dean of the Faculty (or Director of the School / Center). The Vice Chancellor may form a committee to study the request of the candidate for Doctoral program and will communicate the University's acceptance or otherwise of the candidate's request for support together with the relevant terms and conditions of such approval.

### **Covid Mitra – A Jain Group initiative for Employee Welfare**



Jain (Deemed-to-be University) launched Covid Mitra - a project to support the employees across institutions and corporate branches in Bengaluru.

This initiative provides round-the-clock support to the faculty and staff members affected by Covid-19. It also aims to create awareness about Covid-19 prevention and care.

## Choose from the following services:

Get RT-PCR test at a concessional rate

Book an isolation bed at Jain Group's quarantine care center

The Kidwai Memorial Institute of Oncology offers RT-PCR test to the employees and staff members of Jain Group, Bengaluru at a concessional rate of INR 450/-. If the diagnosis is positive, the report will also provide the CT value.

[Click here](#) to download the scanned copy of the hospital letter which you are required to show at Kidwai Memorial Institute of Oncology to avail the facility.

### Kidwai Memorial Institute of Oncology

Dr. M H Marigowda Road  
Near Bangalore Dairy Circle  
Hombegowda Nagar, Bengaluru - 560 029  
Karnataka



## Vaccination Drive

Timely vaccination for everyone is the best chance to win the war against Covid-19. As India battles the second wave of the pandemic, Jain Group organized a vaccination drive in association with Malathi Manipal Hospital for its employees and their family members at Jain Knowledge Campus on 06 June, 2021. More than 250 people got their first jab in the drive.







#### **Here are some of the testimonials:**

"Thank you Jain Group and Chenraj Sir for organizing the vaccination drive. The crowd management was carried out with proper social distancing and the health workers were very polite towards all vaccine takers." ~ **Nayana S**

"I was searching for vaccination slot for past 20 days. As soon as Jain Group announced the vaccination drive for its employees and their family members, I was very happy." ~ **Rajani Suresh**

"I got my first dose of Covishield today. Very well organized vaccination drive. Heard so much about the group's welfare activities from my wife, and today I have witnessed it myself." ~ **Tarun Yadav**

"We had a lovely vaccination experience at Jain. I and my whole family got our first jab in the drive. The process was quick and all the safety measures were considered by the organizers." ~ **Aravinda M**

### **LEAVE RULES**

#### **Coverage**

The categories of employees covered by the leave rules include all teaching, administrative/professional and non-teaching staff at various campuses/ schools and constituent units of Jain (Deemed-to-be University).

#### **Terms and Conditions**

Employment is subject to a variety of terms and conditions as identified by (University) needs and generally accepted personnel management practices. Employees will be designated as per work categories (Regular or Limited Term), or work statuses (Probation, Confirmation, Training/Apprenticeship, Visiting or Part Time or Adjunct, Leave Vacancy, Contract / Adhoc Full-time/ Part-time). Additionally, they will be categorized as per their posts (Vacation, Non-vacation).

### **Purpose**

Eligible employees are entitled to request and be considered for various types of leave with and without pay, based on certain qualifying conditions. This document, describes the various types of leave available, the conditions that apply to each type of leave, For the purpose of leave rules, a leave of absence includes those times when an employee requests time away from the performance of work related duties.

### **Conditions**

Leave cannot be sought as a matter of right. Grant of any leave shall depend on the exigencies and shall be at the discretion of the Sanctioning Authority.

- Leave may be granted for various purposes. The staff member remains an employee of the University while taking approved leave including periods of leave without pay.
- Merely applying for leave will not mean sanction, until and unless the leave is approved by the Sanctioning Authority.
- Leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.
- All teachers, researchers, officers of various administrative departments, Librarians and the academic staff of any/all allied Centers of the University should be available for at least 8 hours a day at the University/Center; all support staff including drivers shall work for a minimum of 9 hours a day.
- Any delay in reporting to work due to unavoidable circumstances clocking beyond two hours shall be considered as leave of absence for that day. If this occurs repeatedly (more than 3 occurrences in a Calendar Year) it will be cause for disciplinary action.
- Disciplinary action and Break in Service: Abuse of leave entitlements or failure to observe proper procedures for requesting, using and documenting leave may be cause for disciplinary action. An employee who is absent from duty without approval shall not be entitled to any pay and allowances during the period of such absence.
- No employee while on leave shall ordinarily be permitted to take up any other service or employment.
- Competent Authority of the University shall be the final decision making Authority and reserves the right to modify, amend or cancel any of the leave provisions. Any such amendment will be communicated by the Office of the Human Resources/Registrar Office.
- Leave Year shall be the Calendar Year (1<sup>st</sup> January to 31<sup>st</sup> December).
- The regular work week will be from Monday to Saturday with the weekly off on Sunday.
- The list of general holidays for the Calendar Year shall be communicated through the Office of the Registrar to all the Offices and Constituent Units of the University towards the end of the forgoing year. A copy of this list of general holidays should be maintained at the University/Constituent Unit.



- General Holidays are applicable to all classifications of employees except visiting/part-time/adjunct employees. Visiting/part-time/adjunct employees shall compensate for classes concurring on holidays by delivering them on some other working day within the same week or month without impinging on the regular class schedule.
- All Employees shall compensate work for emergency holidays due to various unavoidable causes by working on holiday(s)
- Any leave of absence for the probationary employees sanctioned under 'extraordinary' circumstances within those provisioned in these Leave Rules shall imply extension of the probationary period by the corresponding number of days.
- Upon successful completion of probation, the employee becomes eligible for leave provisions as applicable to the confirmed employees. Leave balance will be computed pro-rata from the period of completion of probation till the end of that Calendar year.

### **Types of Leave**

#### **Leave Earned by Duty**

1. Casual Leave (CL)
2. Duty Leave (DL)

#### **Leave not debited to Leave Account**

3. Special Leave (SL)
4. Maternity Leave (ML)
5. Sabbatical Leave (SabL)

#### **Leave not Earned by Duty**

6. Extraordinary Leave (EOL)
7. On Official Duty (OOD)

### **Casual Leave (CL)**

Casual Leave is intended essentially for short periods of absence due to unexpected contingencies or sickness. It is limited to a maximum of 12 days (Twelve days) in a calendar year (i.e. 1 day casual leave for every 30 days of service).

### **Duty Leave (DL)**

Duty Leave may be granted for the following:

- o To participate in literary, scientific or educational conferences, symposia, seminar, or cultural or athletic activities conducted by bodies recognized by the University.
- o Attending conferences, congresses, symposia and seminars on behalf and with the permission of the University.
- o Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University and accepted by the Vice-Chancellor.
- o Undertaking field work in India or abroad.

### **Special Leave (SL)**

**Infirmity Leave:**

Infirmity Leave is extended to faculty (Probation, confirmation, Training or Apprenticeship, Leave Vacancy, Adhoc/Contract (fulltime)) in case of her/his hospitalization only due to accident, injury, disease (epidemic, endemic or pandemic) or any/all health related issues requiring confinement. Maximum five days special leave may be granted to an employee upon approval

**Examination Leave:**

Examination leave may be granted for writing Ph.D. exams. A confirmed employee appearing for Ph.D. examination (subject stream) which will upgrade qualification directly related to her/his job will be covered under this provision. Examination Leave is admissible only for the day of exam(s) and all intervening leave taken shall be considered as loss of pay.

**Marriage leave:**

An employee shall be permitted a 5 days (Five days) leave of absence for the purpose of her/his marriage. Contract, Training or Apprenticeship, Leave Vacancy staff are granted 3 days (Three days) leave without pay. A confirmed employee shall be permitted a 10 days (Ten days) leave of absence with pay for the purpose of her/his marriage only. Marriage leave may be granted once in the entire service of the employee with the University.

**Paternity Leave**

A confirmed employee shall be granted 4 days (Four days) special leave with pay as paternity leave up to 2 surviving children.

**Child Adoption**

A confirmed woman employee may be granted 12 weeks (twelve weeks) leave for valid adoption of a child whose age is less than 3 months (Three months). Special leave not exceeding 30 days (Thirty days) valid adoption of a child above the age of 3 months (Three months) and age below 1 year (one year), immediately succeeding the date of valid adoption. Any such leave shall be granted after receipt and verification of the valid adoption documents.

**Bereavement**

Three days special leave with pay may be granted to an employee in case of bereavement of her/his immediate family member(s). A copy of the death certificate must be furnished at the time of reporting to duty.

**Maternity Leave**

- A regular (fulltime) woman employees who has worked in the university for a period of at least 80 days during the 12 months immediately preceding the date of her expected delivery are eligible for maternity benefits. Trainees, Apprentices, Part time, visiting and Adjunct faculty are not entitled for maternity pay. Maternity leave may be granted to a woman member of the University with less than two surviving children.
- Maternity leave sanctioned for probationary employees shall imply extension of the probationary period by the corresponding number of days.

- In case of a woman to whom the Employees' State Insurance Act, 1948 applies, the maternity salary shall be paid by the ESI.

### **Sabbatical Leave**

Regular full time academic employees (Confirmed teachers only) of the University who have completed 7 years (Seven years) of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and the higher education system.

### **Extraordinary Leave (EOL)**

Regular full time employees of the University may be granted Extraordinary Leave:

- a. When no other leave is admissible.
- b. When other leave is admissible, but the employee applies in writing for the grant of EOL.

The maximum EOL that may be sanctioned in a calendar year shall not exceed 15 days (fifteen days). Extraordinary Leave can be sanctioned by the Head of the Constituent Unit with the approval of the Vice Chancellor/Registrar.

### **On Official Duty Leave (OOD)**

The Head of the Constituent Unit with the approval of the Vice Chancellor/Registrar can depute/sent staff on duty to any of the constituent units/ to other Universities either to participate or to attend to any requests received by the University and accepted by the Vice Chancellor. Confirmed, Probationary (fulltime) employee shall be eligible for On Official Duty Leave.