

**6.3.1 The institution has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staff reflects on the output and selfless contribution towards tremendous growth of any Institution.**

<b>S.No</b>	<b>Supporting Documents</b>
1	Our Institution Welfare measures
2	Policy document for funds provided for paper presentation & workshops within and outside India.
3	Sample Proof of Festival Advance
4	Sample proof for Group Insurance

## **The institution has effective welfare measures for teaching and non-teaching staff.**

In our Institution Staff welfare is given foremost importance. In connection with this, Existing welfare measure for teaching and non-teaching staff are itemized below:

- Health insurance.
- Medical Leave & Maternity leave for eligible staff members
- Faculty members are eligible for Earned Leave
- Advances for the school fee & festivals.
- Gym is also accessible for the staff.
- Grocery store.
- Medical center.
- Transport on reasonable cost.
- Employee gets fees concession for their ward.
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.
- Recreation centers are established for staff staying in campus.
- Staff quarters with no maintenance cost are available at affordable cost.
- Sponsorships to attend and present papers in conferences both in India as well as abroad.
- In and around campus, various food centers has been established which are accessible by staff during the working and extended hours.
- Internet and free Wi-Fi facilities are also available in campus for staff
- Teaching and Non-Teaching Staff Club organizes tour, and sports activities for the staff.
- Faculty members can obtained admission for their wards in Crescent School.
- Faculty members are provided with Individual cabin and system to facilitate good ambience.

- Faculty Abroad Program to enable faculty to visit foreign universities for study/ research
  - 30 days - Summer and Winter Vacations for faculty members
  - Faculty development programs(FDP) for faculty members on regular basis
  - Skill development courses are organized for non-teaching staff to enhance their skills in work environment.
  - Automation of attendance and leave using biometric system.
  - All the faculty members who upgrade their research work through quality publications during the academic year are honored by management and institute through research incentive scheme every year.
  - The management also extends financial assistance to the needy students for pursuing higher education in our institution as per the requirement.
  - Gratuity for the employees of the institution.
  - Shuttle services are available in the campus helps faster and comfortable commutation. Elevator facility is enabled in all the blocks in the institution.
  - All the staff members are treated on par with each other in obtaining benefits from the institution.
  - Worker Engagement is a key perspective which helps to comprehend and portray, both subjectively and quantitatively, the nature of the connection between an association and its representatives.
  - Motivation through counseling is also available for staff members to create a healthy working environment. This not only increases the work life balance of the employee, it also helps us in increasing the productivity and allows our staff to work effectively with complete satisfaction.
  - Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.
- In a nutshell, the Institution strives hard to keep our staff happy and healthy.

**CIRCULAR**

**Sub: Intimation of existing rules and procedures to Members of staff – Reg.**

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The rules and procedures which are now being followed by the University with regard to leave, vacation, paper presentation etc., are given below briefly.

**I. GRANT OF VARIOUS KINDS OF LEAVE TO THE EMPLOYEES**

**a) CASUAL LEAVE:**

- ❖ 12 days casual leave is allowed in a calendar year for regular staff (Teaching & Non-Teaching).
- ❖ The C.L. should not be combined with Earned Leave or Unearned leave etc.,
- ❖ The casual leave can be combined with compensatory leave or holidays, but the total number of days should not exceed ten days. If the eleventh day is declared as a holiday after proceeding on leave, the total may exceed ten days.
- ❖ Members of staff (Teaching and Non-Teaching) who are on probation are eligible to avail casual leave for one day only, after completing one month of service.
- ❖ A register of casual leave taken should be maintained in every Department.

**b) COMPENSATION LEAVE:**

1. Compensation for working on a Government declared holiday is allowed only if the University officially notifies it as a working day.
2. Someone may come and work on Sundays or other holidays on his / her own for research or to complete pending work etc. which is common in a university system. This will not make them eligible for any compensation leave.
3. Likewise working for long hours is the normal practice of all University teachers and therefore, such staffs are also not eligible for any compensation leave.
4. Compensation leave shall automatically lapse at the end of the six months of the holidays to which it relates.
5. Compensation leave can be combined with casual leave or authorized public holidays subject to the condition that the total period of absence does not exceed ten days.

- (3) Number of staff members permitted from a department will be restricted to 10% of the total faculty strength of the department concerned.
- (4) For those who go for undertaking Post-Doctoral Research and Teaching assignment in Universities abroad, the period of their absence as mentioned above, will be considered as "in service" and may be considered for granting annual increments, if and when they join back **without extending the leave**.

### III. **RULES RELATING TO PAPER PRESENTATION BY STAFF:**

→ **Permission is granted to staff to present their paper subject to the following conditions:**

#### **1 (1) Conferences within India.**

- ❖ To attend conferences conducted by recognized Professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD.
- ❖ For full presentation only and **not for poster presentation**.
- ❖ Funding could be given **once in two years**
- ❖ Staff should also apply to funding agencies like TN State Council for Science & Technology etc.

#### **1 (2) The funding provided could be as follows:**

- a) Economy class airfare for cities like Mumbai, Delhi, Kolkatta, where the train travel is more than 18 hours, **for Professors only**. For others, it is train fare.
- b) Train fare in First Class or AC-2 Tier including reservation. Evidence should be provided.
- c) No DA / Local conveyance will be given at either end for travel.
- d) Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise the allowances will be provided as per Government rates

#### **2.(1) For Conferences Outside India.**

- ❖ The conference in which the paper is presented should be a reputed conference, certified by HOD.
- ❖ Papers should be for full presentation and **not for poster presentation**.
- ❖ The faculty member should have applied for funding to all funding agencies (Registrar may facilitate this by providing a letter stating that the Institution will provide half the airfare and per diem allowances, subject to getting the funds from funding agencies).
- ❖ The foreign travel can be permitted **once in three years**.



**2 (2) The funding provided could be as follows:**

- a) 50% of the Airfare – Economy class
- b) Actual Registration fee
- c) Visa charges
- d) The per diem charges as provided by the Government at present. The per diem charges are restricted to the days of actual conference.

**3. POSTER PRESENTATION:**

On duty only, depending on the occasion

**IV. PRESENTATION OF PROJECT FOR GETTING FUND**

Rules yet to be framed.

**V. RESIGNATION OF THE STAFF MEMBERS IN THE MIDDLE OF A SEMESTER.**

The members of the faculty and others suddenly give notice of one month and even less and want them to be relieved immediately. It affects the normal functioning of the University. Hence it was decided by the Board of Management that any one leaving the service of the University shall give a notice of three months. They will be relieved only at the end of the semester after fulfilling the academic commitment. This condition will apply to all members of staff who are in the service of the University as on the date of issue of these orders.

  
**REGISTRAR**

To

All HODs (2 copies) (One copy for circulation among staff members)  
Deans and Directors, COE  
P&TO, PD, LIBRARY, DR(Admin), DR (Fin.), DR (Academic)  
Copy to Director (Admissions)  
Copy submitted to VC.

**B. S. ABDUR RAHMAN UNIVERSITY, VANDALUR, CHENNAI 48.**  
**PROC. NO : 1089 : B3 : 2019, DATED 30.07.2019**

Sub: Advances / Advances repayable / Payment of Festival Advance  
for **BAKRID** in August 2019 - Sanctioned.

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Sanction is accorded for the payment of Festival advance of **Rs. 60,000/- (Rupees Sixty Thousand only)** for Bakrid 2019, to the following Non-Teaching Staff.

S.No	Name of the Applicant	Designation	Department	Amount of Festival Advance Sanctioned Rs
1	MR. F. ABUBECKER	PRO	PRO OFFICE	10000
2	Mr. A. S. M. MOHAMED AZAM	FOREMAN	EEE	10000
3	MR. A. YAGIA KHAN	Technician	EEE	10000
4	Mr. A. M. MOOSA GANI	Jr. Assistant	POLYMER	10000
5	Ms. P. HUSNARA MUSAVEER	System Analyst cum Optr.	COE	10000
6	MR. M. HALEELUR RAHMAN	STORE INCHARGE	PURCAHSE OFFICE	10000
<b>TOTAL</b>				<b>60000</b>

**(Rupees Sixty Thousand only )**

The advance will be recovered in ten equal monthly instalments commencing from their pay for the month of August 2019.

*N. M. S.*  
30/7/19  
**DEPUTY REGISTRAR**

To

Copy to A6/A2/A5 Sec.  
Festival advance file, Stock file

Si/27.9

## TAILOR MADE GROUP PERSONAL ACCIDENT INSURANCE POLICY SCHEDULE

Policy No. : P/111118/02/2014/000336	Previous Policy No. : P/111118/02/2013/000209
Proposer's Code : 2146412	Issuing Office Code : 111118
Proposer's Name : B.S.ABDUR RAHMAN UNIVERSITY	Issuing Office Name : Branch Office - Tambaram
Address : SEETHAKATHI ESTATE, G.S.T.ROAD, VANDALUR, CHENNAI - 600 048.  Chennai, Kancheepuram, Tamil Nadu-600048	Address : First Floor, No. 10 Venkatesan Street, (Above Heritage Fresh Departmental Store) Tambaram West, Chennai - 600 045. TAMBARAM
Phone No : 0/0/	Phone No : 044-49002850-49002899
E-mail Id : 0	E-mail Id : chennai.tambaram@starhealth.in
Receipt No : 1033003091	Fulfiller Code : SH0478      Sector : Urban
Date : 07/01/2014	<b>Intermediary Code : SD11118</b>
Premium :Rs.74760/-    Service Tax :Rs.9240/- Stamp Duty :Rs.5/-      Total Premium :Rs.84000/-	<b>Name : 11118 SD CODE</b>
	<b>Phone No : /</b>
	<b>E-mail Id : NIL</b>

**Total Premium In Words : Rupees Eighty-Four Thousand Only**

**PERIOD OF INSURANCE    From : 10/01/2014      To : Midnight Of 09/01/2015**

### RISK COVERAGE DETAILS

No Of Persons Covered	600	
<b>Accident Care Group - Named</b>		
<b>TABLE</b>	<b>COVER</b>	<b>SUM INSURED</b>
TABLE 1	Death Only Benefits	Rs.0/-
TABLE 2	Death PTD and PPD	Rs.0/-
TABLE 3	Death,PTD,PPD and TTD	Rs.0/-
TABLE 4	Death and PTD Only	Rs.60000000/-
Total Sum Insured		:RS.60000000 /-

**NOTE:**

PTD-Permanent Total Disablement  
PPD-Permanent Partial Disablement  
TTD-Temporary Total Disablement

Total Sum Insured In Words : Rupees Six Crores Only

This Insurance is subjected to exclusion of all pre-existing illness/disabilities as per the printed Policy conditions.

**SPECIAL EXCLUSION:** Any claims relating to nuclear , chemical and biological terrorism is excluded from the scope of the Policy.

**Condition Precedent :** In the event of any claim under the policy or intimation should be given to the company immediately, through toll free no: 1800 425 2255 / 1800 102 4477, 044 2826 3300 (chargeable), or email: support @ starhealth.in or fax - 1800 425 5522

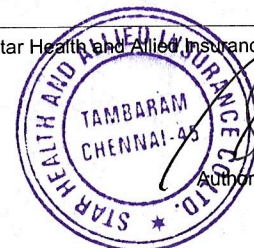
**Special Conditions:**

- 1 Coverage not exceeding Rs.50,000/- per Person for Hospitalization Medical Expenses incurred as inpatient for grievous injuries arising out of accidents only.
- 2 All Other Terms & Conditions Subject to printed Policy (Accident care Insurance policy - Group) Clause attached.

It is hereby declared and agreed that in the event of any claim for the 'Death' of an employee covered under the policy, the benefits shall become payable to the employer i.e., the Insured against the discharge. Such payment will discharge the company (Insurer) from its obligation under the

Entered by : SH9198  
Approved by : SH11499  
Place :  
Date : 01/02/2014

For Star Health and Allied Insurance Company Ltd.



Authorised Signatory

**Star Health And Allied Insurance Company Limited**  
 Regd. & Corporate Office : 1, New Tank Street, Vailuvur Kottam High Road, Nungambakkam, Chennai - 600 034  
 Phone : 044-28263300 / 28288800    Telefax : 044-28260056 Toll Free : 1800-4252255 Website : www.starhealth.in



Attached to and forming part of Policy No P/111118/02/2014/000336

policy in respect of such claims

Warranted that in case of dishonour of premium cheque(s), the Company shall not be liable under the policy and the policy shall be void abinitio (from inception).

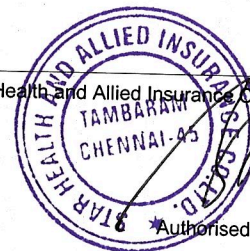
The insurance under this policy is subject to conditions, clauses, warranties, endorsements as per Printed Policy Clauses attached.

In witness whereof the undersigned being authorised by and on behalf of the company has / have herein to set his/ their hands at Branch Office - Tambaram on 01st Day of February 2014 .

"Consolidated Stamp duty paid vide G.O. Rt. No.898 dated 27.09.2013"

Entered by : SH9198  
Approved by : SH11499  
Place :  
Date : 01/02/2014

For Star Health and Allied Insurance Company Ltd.



Authorised Signatory

Star Health And Allied Insurance Company Limited

Regd. & Corporate Office : 1, New Tank Street, Valluvar Kottam High Road, Nungambakkam, Chennai - 600 034  
Phone : 044-28263300 / 28288800 Telefax : 044-28260056 Toll Free : 18004252255 Website : www.starhealth.in

Attached to and forming part of Policy No P/111118/02/2014/000336

Period of Insurance : From 10/01/2014 To Midnight Of 09/01/2015

Particulars of the Person covered :

No. of Persons Insured: 600

Sl.no.	Insured Person	ID No.	Sex	Date of Birth	Age (Yrs)	Relationship with Proposer	Occupation	Pre - existing Disabilities	Nominee Name	Nominee Relation*	Nominee's share	SUM INSURED IN (Rs.)				ME**
												TABLE 1	TABLE 2	TABLE 3	TABLE 4	
1	Prof. J.A.K.TAREE N (Padma Shri)	Vice Chancellor	M	26-APR-47	66	EMPLOYEE	OTHERS	NIL	Mrs.Syeda Gulnaz Tareen	Wife	100				100000	50000
2	Dr. V. M. Periasamy	Pro Vice Chancellor	M	20-APR-47	66	EMPLOYEE	OTHERS	NIL	Ms. P. Kothai	Wife	100				100000	50000
3	Dr. V. Murugesan	Registrar	M	15-JUN-51	62	EMPLOYEE	OTHERS	NIL	Mrs. Nagalakshmi Murugesan	Wife	100				100000	50000
4	Mr. V. N.A. Jalal	Director ( Admissions)	M	21-APR-37	76	EMPLOYEE	OTHERS	NIL	Ms. S.N. Shamsu Beevi	Wife	100				100000	50000
5	Dr. M.S. Haji Sheik Mohammed	Civil Engineerin g	M	10-APR-71	42	EMPLOYEE	OTHERS	NIL	Ms.D. Mymoon	Wife	100				100000	50000
6	Dr. M.V. Moly kuty	Civil Engineerin g	F	15-APR-63	50	EMPLOYEE	OTHERS	NIL	Mr. K. Jacob	Husband	100				100000	50000
7	Dr. E. Rasul Mohideen	Civil Engineerin g	M	09-JUN-61	52	EMPLOYEE	OTHERS	NIL	Ms.K. Jamima Begam	Wife	100				100000	50000
8	Dr. Vasanthi Padmanaban	Civil Engineerin g	F	13-NOV-65	48	EMPLOYEE	OTHERS	NIL	Mr.A. Arul Kumar	Husband	100				100000	50000
9	Dr. J. Revathy	Civil Engineerin g	F	14-AUG-76	37	EMPLOYEE	OTHERS	NIL	Ms.G. Lalitha	Mother	100				100000	50000
10	Ms. P. Gajalakshmi	Civil Engineerin g	F	10-JUN-79	34	EMPLOYEE	OTHERS	NIL	Mr.K. Suresh	Husband	100				100000	50000
11	Mr. S. Akbar	Civil	M	19-JAN-78	35	EMPLOYEE	OTHERS	NIL	Ms.H. Shakila	Wife	100				100000	50000

\*Relationship of the nominee with the Insured person.

\*\* Sum Insured for Medical expenses extension.

Entered by : SH9198  
Approved by : SH11499

Place :  
Date : 01/02/2014

For Star Health and Allied Insurance Company Ltd.



Star Health And Allied Insurance Company Limited

Regd. & Corporate Office : 1, New Tank Street, Velupur Kottam High Road, Nungambakkam, Chennai - 600 007  
Phone : 044-28263300 / 28288800 Telefax : 044-28260056 Toll Free : 18004252255 Website : www.starhealth.in

GROUP PERSONAL ACCIDENT INSURANCE - ENDORSEMENT

ENDORSEMENT ISSUED DATE: 04-Dec-2015  
NAME OF THE POLICY HOLDER: Apollo Shine Foundation  
ADDRESS: Apollo Hospital Enterprises Limited  
-Shine Project, Old No:3rd Floor,G Block  
Ali Tower,Old No:22,New No:55,Gream Road  
Chennai - 600006  
Tamil Nadu  
India  
REFERENCE POLICY No.: 140600/22001/2015/A005009  
ENDORSEMENT No.: 140600/22001/2015/A005009/004  
ENDORSEMENT TYPE: Changes in Member Details

ENDORSEMENT SCHEDULE

- Notwithstanding anything to the contrary, it is hereby agreed and declared at the request of the Policy Holder that the annexed list(s) of member(s) details are updated in the policy.
- In view of the above updations, a total premium of Rs 60200.00/- is hereby charged to the Policy Holder.
- All the other terms, conditions and warranties of the policy remain unaltered.

Premium Calculation:

Net Premium	(Rs) 52807.44
Tax, duties and cess as applicable	(Rs) 7392.56
Gross Premium	(Rs) 60200.00
Gross Premium Amount (in words)	Rupees Sixty Thousand Two Hundred Only

Location: Gurgaon  
Date: 04-Dec-2015

For and on behalf of Apollo Munich Health Insurance Company Limited



Authorized Signatory

