



Inderprastha Dental College & Hospital

POLICY FOR STAFF WELFARE

PURPOSE & SCOPE OF THE POLICY AMENDED ON 6TH SEPTEMBER 2023

The purpose of the welfare policy of the IPDC is to ensure 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 recognises the staff for their outstanding contribution and commitment towards IPDC by giving awards for various categories like Budding Faculty award, Star Faculty award and Most Enterprising Faculty award.
- These awards further motivate the staff to put in their best efforts in teaching.

PUBLICATION REWARDS:

Publications in PubMed/Web of Science/Scopus Indexed Journals are encouraged and the institution appreciates the staff by awarding them as follows:

Publication	Award Money
Publication in PubMed Journals (which can be searched in single citation matcher)	Rs 10,000/- per publication
Publication of Web of Science/Scopus	Rs 8000/- per publication
Patent	College to bear the cost of expenditure of process at actual
Copyright	Rs 2000/- per copyright



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 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 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.



CONCESSION IN DENTAL TREATMENT:

Employees of the institution are given the benefit of discounted dental treatments for self and family.

CONFERENCE REIMBURSEMENT:

IPDC encourages staff to attend national conferences. The benefit entitles teaching staff to avail conference expenses reimbursed for attending one conference in a year as per the following:

National Speciality Conference/National Conference	
Professor & HOD	Full Registration fee
Professor	50% of Registration fee
Reader	30% of Registration fee
Senior Lecturer	20% of Registration fee

In order to enrich the academic career of the staff members, academic leaves are also sanctioned to the faculty.

Academic Leaves	
For conducting BDS/MDS Exam	Twice in a year – 2 days each
For attending the conference	2 days in a year

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

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