



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

6.3.1. Staff Welfare Policy and Welfare Measures



STAFF WELFARE POLICY

Preamble

For sustainable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of staff welfare policies which are dynamic and accommodative in creating a conducive working environment. The Staff Welfare Policy is to ensure the benefits, facilities given to the employees to work in a better environment. These policies are promoted and sustained so that employees may maintain proper productivity.

Staff Welfare Policy

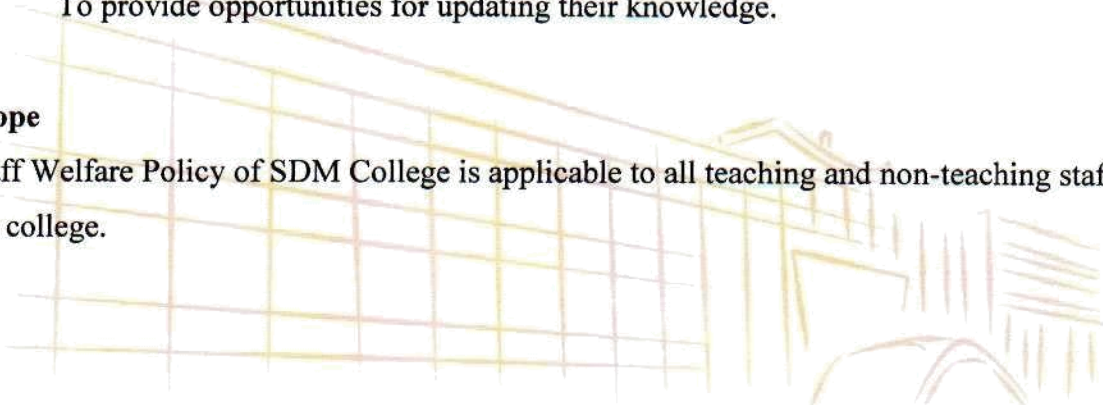
The college is committed to providing all facilities and benefits to its staff as it believes in 'Happy Staff, Happy Institution'. Financial support and other service related supports are to be extended without any discrimination to all.

Objectives of Staff Welfare

- To facilitate all-round development and progress for the college.
- To foster healthy relationships and ambience among the staff.
- To provide assistance and aid to the needy staff members
- To foster healthy relations between the students and the staff.
- To look after the needs of the staff to maintain their high morale.
- To ensure a favorable working environment for members of staff.
- To plan for general welfare activities for staff.
- To provide a platform to the staff for expressing their ideas and grievances as well.
- To develop mutual co-operation and co-ordination among the staff.
- To create opportunities for exchange of interdisciplinary knowledge.
- To provide opportunities for updating their knowledge.

Scope

Staff Welfare Policy of SDM College is applicable to all teaching and non-teaching staff of the college.



Schemes

- Compensation and Benefits
- Staff Association
- Monthly meeting - Knowledge Sharing
- SDM Employees Cooperative Society
- Staff Welfare Fund
- Staff Quarters
- Staff Vehicle Parking
- Financial support and other facilities for Professional Excellence and promotion of research by way of organising staff training programmes, organising skill upgradation activities and deputing them for participation in seminars and workshops
- Fringe benefits - Group Insurance, Health Insurance, Concessional Health Services, Financial Concession to the children of staff in SDM Institutions
- College Canteen


PRINCIPAL
S.D.M.COLLEGE
UJIRE - 574240, D.K



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

6.3.1. List of Staff Welfare Measure



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

List of Staff Welfare Measures

1.	SDM Staff Association
2.	SDM Sibbandi Sowharda Sahakari (SDM Staff Cooperative Ltd)
Housing /Uniform	
3.	Staff quarters at concessional rates
4.	Financial support for house construction to Group D Employees
5.	Free uniforms to Group D employees
Health Care	
6.	Management contribution to Medi-claim Insurance ' <i>Sampoorna Suraksha</i> '
7.	Emergency Health Fund
8.	Medical treatment at concessional rates in SDM Hospitals to the staff and family
Avenues for Career/ Professional Development	
9.	OOD / Special Casual leaves to attend academic programs
10.	Special leave for Research Course work or Completion of research work
11.	Seed Money for research
12.	Organizing Professional Development / Orientation/ Training programs to enhance professional competence
Financial Support/Benefits	
13.	Salary advance to the staff in emergency situation
14.	Earned Leave encashment provision for management staff
15.	Interest-free loan to the faculty to purchase laptops
16.	Performance based increment
17.	Fee concession / Scholarships to the children of staff studying in SDM group of institutions.
18.	Financial support for participation in Seminar/Conference/Workshop
Statutory Welfare Measures	
19.	All benefits as per government norms to aided teaching and non teaching staff
20.	15 CLs and 10 ELs per year to management staff



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(Re-accredited by NAAC at "A" grade with CGPA 3.61 out of 4)

21.	Maternity leave to female staff as per government norms
22.	Gratuity to management staff
23.	Employees Provident Fund
24.	ESIC as per organization norms.
Appreciations and Recognitions	
25.	Felicitations to staff during Annual Day celebrations,
26.	Appreciation for research paper publication, award of Ph.D or any other achievement on annual staff get-together
27.	Customized birthday cards for staff
28.	Automated messages on Teachers day and other festivals
Other Facilities in the campus	
29.	Cafeteria
30.	Free Wi-Fi with domain email ID and password
31.	Access to library resources and online databases
32.	Banking and ATM facility
33.	Staff vehicle parking
34.	Access to Gymnasium, Indoor/Outdoor stadiums, Swimming pool, Yoga centre
35.	SDM co-operative Stores
36.	Milk parlour
37.	Post office

**Scheme for faculty attending Conferences/Seminars/Workshops
at International/National/State Level**

PREAMBLE/OBJECTIVE:

In order to ease the faculties' probable hurdles in attempting for conferences/seminars, to enhance their skills, Management has brought out the scheme for attending State/National/International Conferences/Workshops & Seminars etc. The scheme is as under:

SCHEME:

A table showing the classification of conferences, eligibility criteria coupled with financial limitations are depicted below:

Sl. No.	Type	Eligible Staff	Conditions	Financial Provision	
I (a)	International Conference held abroad	Associate Professor & above	a) Requires approval of the President SDME Society	a) Registration fee	At actuals
			b) Faculty must present a paper at the conference	b) International Airfare by Economy Class	At actuals
			c) Eligible only once in three years	c) Travel fare between place of employment and authorised exit point in India	As per Travel Expense Reimbursement Rules
			d) Special Leave of 6 days would be allowed for the participants	d) Financial Assistance (for the above)	A maximum amount of Rs.1.00 lakh would be paid by the institution including above Or at actuals whichever is less



(b)	Conference in SAARC Countries (Bangladesh, Bhutan, Maldives, Nepal, Pakistan & Sri Lanka)	Reader & Above	a) Requires approval of the President of SDME Society	a) Registration fee	At actual
			b) Faculty must present a paper at the Conference. c) Eligible only once in two years d) Maximum 6 days of Special Leave would be allowed for the participants excluding Journey time.	b) Travel, Per diem & Accommodation c) Air Travel only to Professors-& beyond overnight journey only.	As per Travel Expense Reimbursement Rules
				d) Financial Assistance (for the above)	A maximum amount of Rs.75,000/- would be paid by the institution including above Or at actuals whichever is less
c)	International Conference held in India	Lecturer & above	a) Requires approval of the Secretary & Head of the Institution	a) Registration fee	Maximum of Rs.5,000/- or at actuals whichever is less
			b) Faculty must present a paper/poster or chair a session or deliver guest lecturer c) Eligible once in a year d) Maximum 6 days of Special Leave inclusive of journey time.	b) Travel, per diem & Accommodation	As per Travel Expense Reimbursement Rules. With the following limits: maximum of RS.15,000/- for Professors, RS.10,000/- for Associate Professors and RS. 7000/- for Asst. Professors Or At Actuals with supporting documents whichever is less.



II (a)	National/ Regional/ State Level Conference/ Seminar/ Symposia (With Paper presentation)	Lecturer & above	a) Requires approval of the Secretary & Head of the Institution	b) Registration fee	Maximum of Rs.3,000/- or at actuals whichever is less
			b) Faculty must present a paper/poster or chair a session or deliver guest lecturer c) Eligible once in a year d) Maximum 6 days of Special Leave inclusive of journey time.	b) Travel, per diem & Accommodation	Maximum of Rs.3,000/- Or At Actuals with supporting documents whichever is less.
(b)	National/ Regional/ State Level Conference/ Seminar/ Symposia (Attending Conference without paper presentation)	Lecturer & above	a) Requires approval of the Secretary & Head of the Institution	c) Registration fee	Maximum of Rs.1,500/- or at actuals whichever is less
			b) Eligible once in a year c) Maximum 6 days of Special Leave inclusive of journey time.	b) Travel, per diem & Accommodation	Maximum of Rs.2,000/- Or At Actuals with supporting documents whichever is less.
III)	Continuing Higher Education Programme ROTP, TOT, CME	Lecturer & above	a) Requires the approval of the Secretary and the Head of Institution.	a) Registration fee	Maximum of Rs.1,500/- or at actuals whichever is less
			b) Only when conducted as part of professional Conference and faculty has attended the conference.	b) Travel Per diem & Accommo- dation	As per Travel Expense Reimbursement Rules
IV)	Workshop/ Training Programme	Lecturer & above	a) Requires approval of the Secretary and the Head of the Institution	a) Registration fee	Rs.1,000/-
			b) Once in a year	b) Travel Per Diem & Accommo- dation	As per travel Expense Reimbursement Rules.



OTHER TERMS AND CONDITIONS FOR PARTICIPATING IN THE Conferences/ Seminars/ Workshops

1. Presentation of Papers:

- 1.1 All papers/poster meant for presenting at the conference must have been cleared by a Committee constituted for such purpose, either by the University/Management or in its absence, by the Head of Institution.
- 1.2 A copy of the paper to be submitted to the HOI along with the application.
- 1.3 The staff members may also be considered for deputation of Re-orientation programme to upgrade their working skills/knowledge depending upon the necessity on case to case basis.

2. Sanction of Special Leave:

- 2.1 The period of deputation will be treated as special casual leave and this leave shall not be more than the specified period.
- 2.2 The same staff members of the respective departments shall not be deputed frequently and the benefit shall be utilized by all the staff members equally.
- 2.3 At a time, not more than 50% of the staff of the department shall avail the special casual leave.
- 2.4 Extended stay beyond the permitted days will not be entertained without the permission by the management.
- 2.5 Final ratification of the special leave, shall be against the production of copy of the attendance certificate.

3. General Conditions:

- 3.1 While on deputation, the staff members themselves shall adjust the duties to run the departmental assignments under written intimation to the Principal.
- 3.2 Staff members eligible for the above facilities will not include those who are on probation and adhoc appointment, Post-doctoral fellows, tenure/contract and locum appointees.
- 3.3. Care to be exercised for equal opportunities for all the departments depending on the funds availability.
- 3.4. A proposal to be submitted to the authorities concerned, well ahead of the Seminar.
(Specimen format attached)
- 3.5. Attendance certificate shall be produced to claiming benefits along with report within 2 days on arrival.

4. T.A., D.A. & Financial Commitments:

- 4.1 Reimbursement of expenses will be made only on claims which are supported by vouchers, receipts, etc. in original and a certificate of attendance.



- 4.2 No TA/DA shall be claimed if the staff members are visiting other institutions as a guest lecturer or as a Resource Person at conference/seminar.
- 4.3 The expenditure on account of deputation of staff shall be restricted as per the approved budget of the financial year and will be considered only with the prior written sanction of the management.
- 4.4 Expenses incurred towards extended stay, will be borne by the staff only.

5. As Resource Person:

- 5.1. Staff members are eligible to participate as resource person in National conferences/Seminars.
- 5.2. No financial benefits will be given.
- 5.3. Maximum of 7 days Special Leave can be considered.
- 5.4. Prior approval of management is mandatory.
- 5.5. Alternate arrangements shall be done.

6. Air Travel:

- 6.1 Any Air Travels for International/National Seminars, Work shops & Conferences shall have the prior approval of the President/Secretary.

7. Specific Service Conditions:

- 7.1 Those who attended International Level Conference held in Foreign Countries, will serve with SDME Institutions, a minimum of 3 years, after attending the conference, with an execution of bond.
- 7.2 All participants, who attend International Conference in India, National Conferences, State, Zonal & Regional level conferences will serve for SDME institution for at least till completion of that academic year or otherwise, the total expenditure towards this cause, shall be recovered from the respective faculty.

IMPLEMENTATION DATE : 01-07-2007

APPLICABILITY:

- 1) SDM College, Ujire.
- 2) SDM College of Naturopathy & Yogic Sciences, Ujire.
- 3) SDM Institute of Technology, Ujire
- 4) SDM College of Business Management, Mangalore.
- 5) SDM MBA, Mangalore
- 6) SDM Law College, Mangalore.
- 7) SDM College of Ayurveda, Udupi.
- 8) SDM College of Ayurveda, Hassan.
- 9) MMK & SDM Mahila Maha Vidyalaya, Mysore.
- 10) SDM Institute of Ayurveda, Bangalore.
- 11) Dharwad Institutions (through SDME Society, Dharwad)

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SECRETARY

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True Copy
K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

NAME OF THE INSTITUTION:		
PROPOSAL FOR ATTENDING STATE/ZONAL/NATIONAL/INTERNATIONAL SEMINARS/PRESENTATIONS/WORKSHOPS		
Name of the staff & designation		
Department		
Name of the Organizer, Venue, Topic & No. of days of Seminar/Workshops		
Titles of the Papers to be presented		
Required No. of days special casual leave (including traveling days)		
Approximate total expenses to be incurred for the proposed Seminar		
No. of Seminars attended National/State Level (This Year)		
International Seminar last attended		
		Signature of the applicant
Recommended /Not recommended		Head of the Dept.
OFFICE USE:		
Special leave status	Leave availed	Leave Balance
Budget allocation and availability of funds	Budget Utilized	Budget Balance
Applicant meets all the requirements/criteria laid in the note No. SDMESU/ _____ Date: _____		
		Head of the Institution Date
		Secretary, SDME Society/Trust Ujire/Dharwad Date
(For International Conferences only)		
		President, SDME Society/Trust Ujire Date

Enclosures:

- Copy of the Paper to be presented
- Brochures
- Other Communications/Correspondences pertaining to the above



SDM EDUCATIONAL SOCIETY®, UJIRE

SCHEME FOR T.A. & D.A (For travel and other expenses)

PREAMBLE:

In view of the general increase in price and tariff, Management has revised the rate of Daily Allowance (D.A.) and accommodation for staff attending outstation official works.

SCHEME:

Grade	Institutions			
		Category 1	Category 2	Category 3
		H.O. Ujire Degree College, Ujire Engg. College, Ujire Ayurveda College, Udupi Ayurveda Hospital, Udupi Ayurveda College, Hassan Ayurveda Hospital, Hassan MMK Degree College, Mysore Management College, Mangalore Law College, Mangalore Naturopathy College, Ujire Ayurveda Pharmacy, Udupi	All PU Colleges All Diploma Colleges All Technical Institutes B.Ed and D.Ed Physiotherapy College Nursing Institute Printing Press	All Schools Misc
Teaching Cadre				
A		Heads of Institution		
B		Deans, Registrars, HODs, Professors	Heads of Institution	
C		Asst. Professors, Lecturers	HODs, Professors	Heads of Institutions
D				Senior Teachers
E				Junior Teachers



Grade		Institutions		
		Category 1	Category 2	Category 3
		H.O. Ujire Degree College, Ujire Engg. College, Ujire Ayurveda College, Udupi Ayurveda Hospital, Udupi Ayurveda College, Hassan Ayurveda Hospital, Hassan MMK Degree College, Mysore Management College, Mangalore Law College, Mangalore Naturopathy College, Ujire Ayurveda Pharmacy, Udupi	All PU Colleges All Diploma Colleges All Technical Institutes B.Ed and D.Ed Physiotherapy College Nursing Institute Printing Press	All Schools Misc
Non- Teaching Cadre				
A		Functional Heads, Directors		
B		Dy/Asst Directors, GMs		
C		Managers, Dy/Asst Managers	Managers, Dy/Asst Managers	
D		Superintendents, Officers	Superintendents, Officers	Superintendents, Officers
E		Supervisory, Clerical, Technical staff	Supervisory, Clerical, Technical staff	Supervisory, Clerical, Technical staff
F		Attenders, Peons, Drivers, Watchman, Cleaners etc.	Attenders, Peons, Drivers, Watchman, Cleaners etc.	Attenders, Peons, Drivers, Watchman, Cleaners etc.

Revised T.A./D.A.

Grade	D.A. Per Day		Accommodation Tariff Per Day	
	Metro/ Cosmo-Cities	Other Places	Metro/ Cosmo-Cities	Other Places
A	500	400	2000	1500
B	400	320	1600	1200
C	300	240	1200	900
D	250	200	1000	750
E	200	160	800	600
F	150	120	600	450

OTHER CONDITIONS:

- 1) The advance if requested and granted to meet the expenses should be in proportion to the number of days on outstation duty. Realistic estimate shall be obtained while granting advance.
- 2) The advance for booking travel ticket can be granted 15 to 30 days before the commencement of the journey. But a copy of the ticket must be submitted within 2 days of granting the advance.
- 3) Advance against D.A. and accommodation shall not be given more than 2 days before commencement of journey.
- 4) The advance should be settled within 3 days from reporting to duty with supporting bills.
- 5) Please note to charge interest @ 1% per month for any delay in settlement of the advance beyond 3 days.
- 6) Proper tour report/outcome of the visit to be submitted to the Principal along with the statement of settlement.
- 7) The approval from the Secretary with a proper checklist to be obtained before proceeding to the outstation work.
- 8) 24 hrs. block shall be considered as one full day. Less than 5 hours of outstation duty at a stretch will not entail for claiming D.A. 5 hours or more, but less than 12 hours of outstation official duty entails half D.A. Outstation work of 12 hours and more only is eligible for full D.A.

DATE OF IMPLEMENTATION: 01-10-2013


SECRETARY




SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240



SDM EDUCATIONAL SOCIETY®, UJIRE

SCHEME FOR CONCESSION FOR STAFF MEMBERS ON FEE STRUCTURES

PREAMBLE/OBJECTIVE:

Providing higher education to the children has become the wish of every parent. In view of helping such children of staff members, Management has sanctioned scheme for concession in fee structures.

SCHEME:

- The extent of concession shall not exceed Rs.2.00 lakh or 25% of the management fees whichever is less.
- Concession is permitted only on the special categorised fees other than the regular tuition fees of the Schools & Colleges.
- This provision can be availed in any of the SDM institutions for 2 children per employee/family throughout his career in SDM.
- The employee shall have completed 5 years of service for availing the above facility at professional colleges and 2 years in other courses.
- For staff members whose gross salary is less than Rs.5,000/- per month, the concession is enhanced to 50% for non-professional courses.

CONDITIONS:

- The benefited employee shall serve the SDM organisation for a minimum period of 3 years or till the completion of the course of the ward whichever is higher.
- Awarding concession is purely at the discretion of the management and cannot be demanded as a matter of right.

DATE OF IMPLEMENTATION: 22-05-2008

APPLICABILITY:

Concession is applicable only for the children of the SDM staff who are studying at SDM institutions.


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K. SHASHIDHARA SHETTY
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SDM Educational Society (B.)

POLICY FOR ADMISSION TO GRADUATION AND POST-GRADUATION PROGRAMME FOR THE WARDS/SPOUSE OF SDME STAFF- DHARWAD SECTION

PREAMBLE:

SDME Management is granting concessions in fees to the wards and spouse of SDM staff. This was to encourage and assist our staff members and their children and take the benefit of education activity carried out in professional courses. Rev. President realized the need of extending such help to the SDM Employees and was giving concessions in fees based on the request letters from their parents.

EXISTING SYSTEM:

The Seat Matrix of Professional Colleges has provisions under Management quota, which can be allotted to the preferential candidates by the Management's approval. The broad policy followed is 50% concession in the Development Fees, 25% concession in the College Fees, irrespective of the course pursued in the graduation and post-graduation programme selected by the wards of the employees. Some conditions are laid down in respect of serving employee and academic standard in respect of the student seeking admission.

NEED FOR CHANGE:

The fee structure largely varies in UG and PG Professional Courses, such as Medical, Dental, Physiotherapy, Engineering etc. Therefore, policy is required to be put in place to remove ambiguity and for easy administrative/accounting needs.

PROPOSAL:

- 1) The total concession granted will not exceed Rs. 10 lakhs, including concession on Development Fees and concession on College Fees.
- 2) The Development Fees to be remitted under the scheme before admission only. College Fees to be paid every year.
- 3) The employee is required to execute a bond for the repayment of concession granted in the event of discontinuation of the course at a future date or leaving the employment before the completion of course.
- 4) The Eligibility under the scheme goes to those students who have cleared any Government determined Entrance Exam and have scored more than 50% of marks in the qualifying Examination for MBBS, BDS and 45% for BE courses.
- 5) Seats granted under concession are restricted to only 15% of Management Seats under each category. The seats will be allotted in the order of merit.
- 6) If the Employee wishes to cancel the seat subsequent of Booking, he may do so only within 3 days of 1st counseling by COMEDK/CET. Any cancellation after this date will not be entertained and the fees remitted will be forfeited.
- 7) The employees who have rendered more than 5 years of confirmed service in our institutions, are only eligible to avail this facility. This shall be extended to only one ward of employees.
- 8) An Employment certificate from Head of Institution shall be produced at the time of application confirming the respective candidate is the ward of an employee.



SCHEME:

Sl. No.	Course	Development Fees	College Fees	Remarks
1	Medical	25%	25%	With the maximum cap. of Rs.10-00 lakhs
2	Dental	50%	25%	With the maximum cap. of Rs.5-00 lakhs
3	Engineering	50%	25%	With the maximum cap. of Rs.2.5 lakhs
4	MDS	20%	20%	With the maximum cap of Rs.10-00 lakhs
5	MD/MS Courses	20%	20%	With the maximum cap of Rs.15-00 lakhs
6	Students who have taken seat under COMEDK		15%	With the maximum cap. of Rs.5-00 lakhs


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UJIRE - 574 240



SDM EDUCATIONAL SOCIETY®, UJIRE

CONCESSION IN HOSPITAL FACILITIES TO THE STAFF MEMBERS AT SDM AYURVEDA HOSPITALS, UDUPI, HASSAN, MANGALORE, CHICKMANGALORE AND BANGALORE

PREAMBLE:

It has been decided by the management to provide concession in hospital services for the staff members/dependents and students of SDM at SDM Ayurveda Hospital at Udupi, Hassan, Mangalore, Chickmagalore, Bangalore as per the details given below:

SCHEME:

• **Out Patient Section (OPD) :**

1. Consultation/Registration fees - 100%
2. Emergency Service - 100%
3. Medicines
 - SDM Pharmacy Product - 35%
 - Other Products - 20%
4. Lab Test
 - SDM - Lab
 - * Routine 100%
 - Special Investigations 50%
 - Other Sources - at actuals
5. X-ray - 25%
6. Ultrasound - 100%
7. Panchakarma Treatment - 50%
8. Physiotherapy Treatment - 50%

• **In Patient Section (IPD) :** Employees can choose any ward of their choice and the rate of concession is as follows:

		Gener al ward	S/S ward	Speci al ward	Dlx Rooms	
					Non AC	AC
1. Registration Fee		100%	100%	100%	100%	100%
2. Room rent/Bed charge		100%	50%	50%	40%	25%
3. Services/Treatment/Surgery/Delivery etc		100%	50%	50%	50%	50%
1. Medicines	SDM Pharmacy	35%	35%	35%	35%	35%
	Others including allopathy	20%	20%	20%	20%	20%
2. Lab	At SDM	*Routine	100%	100%	100%	100%
		Special investigations	50%	50%	50%	50%
	Others	----- at Actuals -----				



APPLICABILITY:

- I. The above concession is applicable for the following
 - a. Staff members of the SDM Ayurveda College, Udupi, Hassan, Bangalore.
 - b. Staff members of the SDM Ayurveda Hospital, Udupi, Mangalore Hassan, Chickmagalore, Bangalore, SDM Ayurveda Pharmacy, Udupi.
 - c. Boys & Girls Hostel staff, Udupi, Hassan, Bangalore
 - d. Family members of the above staff, consisting of dependent Parents, spouse and 2 children (A separate family card with photo identity of all the members shall be maintained).
 - e. Students of both UG & PG, Udupi, Hassan, Bangalore.
- II. Similar concessions are permitted to other staff members of SDM and Dharmasthala Institutions based on the recommendations of the concerned unit head duly approved by the management/The Secretary, SDME Society/Trust.

OTHER CONDITION:

- III. There will not be any concession on visiting Professional's Charges.

IMPLEMENTATION DATE: 01-01-2015

CONCESSION IN HOSPITAL FACILITIES TO THE NEEDY AT
SDM AYURVEDA HOSPITALS,
UDUPI, HASSAN, MANGALORE, CHICKMANGALORE AND BANGALORE

PREAMBLE:

The Management has decided to give concession to the needy patients at our Ayurveda Hospitals at Udupi, Hassan etc as per the following guidelines.

- The total sum of concessions that is permitted would be limited to 10% of the revenue surplus of the Hospital in the previous month. The target for each month to be notified by first week of the month.
- The concessions are limited to the patients of General Ward.
- The consultant treating the patient would decide the case and recommend to the CMO/the Medical Superintendent for approval.
- The benefit given to the patients would be calculated based on the amount of bill, period of stay and repeated admission.



The following chart may be referred as a guidance.

Concession in percentage of total bill	10%	15%	20%	25%	30%
Bill amount	Upto Rs.2000	2000-3000	3000-4000	4000-5000	Above 5000
Duration of hospital stay	Up to 10 days	10-20 days	20-30 days	30-40 days	More than 40 days
Repeated admission for same/related complaints	Second	Third	Fourth	Fifth	More than five times

- A panel of 3 members committee headed by CMO/Medical Supdt. be formed to review the concession issues beyond the limits, but well within the overall concession amount of the month.
- The management may exempt the hospital charges to any category of patient at their discretion.

OTHER CONDITION:

IV. There will not be any concession on visiting Professional's Charges.

IMPLEMENTATION DATE: 01-01-2015


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SDM EDUCATIONAL SOCIETY®, UJIRE

CONCESSION IN HOSPITAL FACILITIES TO THE STAFF MEMBERS AND THEIR DEPENDENTS AT SDM HOSPITAL, UJIRE

PREAMBLE:

To have medical treatment for self/dependents is one of the basic requirements of everybody. In view of the costly medical treatment, staff members are finding difficulty in getting proper medical treatment.

Concession is being given in hospital services in IPDs for all the staff of Society/Trust as per the prevailing scheme at Ayurveda Hospitals, Udupi, Mangalore & Hassan.

Now the Management has extended this facility to the staff members of SDME Society at SDM Hospital, Ujire which is coming under Medical trust, Dharmasthala.

SCHEME:

The details of the concession sanctioned in IPD are as follows:

Particulars		General Ward	Semi Special ward	Special Ward	Deluxe Rooms		ICU
					Non AC	AC	
Registration fees		100%	100%	100%	100%	100%	100%
Room rent/Bed charge		100%	50%	50%	40%	25%	25%
Services/Treatment/Delivery etc.		100%	50%	50%	50%	50%	25%
Medicines		20%	20%	20%	20%	20%	20%
Lab test	Routine only (Urine, stool, Tc, DC, HB)	100%	100%	100%	100%	100%	100%
	All special investigations (in house)	50%	50%	50%	50%	50%	50%
Surgeries including Caesarean		25%	25%	25%	25%	25%	25%

Note: Day care observations-25%

CONDITIONS:

- Those staff members who are desirous to avail this facility should approach SDME Society office, Ujire through HOIs and obtain an authorization letter whenever the need arises. The request to be forwarded to Head office in the specified format, along with ID proof of the patient, within 24 hours of admission in the hospital, for onward transmission to SDM Hospital, Ujire.
- The authorization letter to be presented to SDM Hospital, Ujire for availing concessions.
- The institutions shall keep the records of family members of the employees who wish to avail this facility.

IMPLEMENTATION DATE: 01.11.2015

APPLICABILITY:

The concession is applicable for the staff and the dependent parents, spouse and 2 children.

Handwritten signature

K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)

Handwritten signature
SECRETARY



FORMAT FOR MEDICAL REIMBURSEMENT AT SDM HOSPITAL, UJIRE

Date:

To:

The Secretary,
SDM Educational Society,
UJIRE.

Dear Sir,

Sub: Medical Treatment to Mr.....(Patient Name)

Ref : Your Circular dated 20-10-2015

We are referring the case of our employee Mr./Ms.....
S/o/D/o.....our institution(name of the institution) for medical
treatment in SDM Hospital, Ujire for the following patient.

Name of the Patient **	Relationship with the Employee
.....	Self/Spouse/Dependent Parent/Daughter/Son

Photocopy of identification proof of the patient is enclosed herewith.(Ration Card/DL/Voter ID/School ID/College ID/Institutional ID/Aadhar Card – any one).

Thanking you,

Yours sincerely,

.....(HOI)

Name:**Cell No:**.....

** Claim can be submitted in the case of self & spouse & also parents and children who are dependent (not having independent source of income).

SDM EDUCATIONAL SOCIETY® UJIRE

Date:

FORWARDED TO:

The Executive Officer,
SDM Hospital,
UJIRE.

Dear Sir,

Please extend concession on treatment to our above referred employee and submit the details in your monthly statement for re-imbursement as per our letter Ref. No. 6629 dated 29-10-2015

Thanking you,

Yours faithfully,
For SDME Society,

SECRETARY
SDME Society,
UJIRE



SDM EDUCATIONAL SOCIETY®, UJIRE

FINANCIAL ASSISTANCE FOR CONSTRUCTION OF HOUSE TO EMPLOYEES

PREAMBLE/OBJECTIVE:

Everybody dreams to have an own house. But all are not affordable to own house. In order to help the employees below 'C' Grade; especially for staff with low income to construct new house the Management has approved financial assistance scheme to staff below 'C' grade.

SCHEME:

Financial assistance of Rs.5000/- for every completed years of service of the employee from the date of confirmation with a maximum of Rs 1 lakh in instalments.

CONDITIONS:

- a) The financial assistance will be available for constructing new house only.
- b) The employees who do not own a house either in the name of the self or spouse only are eligible.
- c) The scheme is applicable only if the site/land is in the name of employee or his/her spouse, either purchased, gifted or inherited. If the land is ancestral property with joint ownership, either partition deed or no objection from other co-owners of the land for construction is needed by Affidavit.
- d) There will be one inspection in the first stage of construction itself.
- e) Disbursement of amount will be in three or four stages depending on the quantum. Fund will be released after inspection and ensuring progress of work. Final disbursement will coincide with the completion of the house.
- f) The employee benefited under the scheme continues to serve in the institution for at least 3 years from the date of final disbursement.
- g) The scheme covers Management staff only. Grant – in-aid staff are not covered.
- h) The application should be accompanied by:
 - License for proposed new construction issued by Panchayat office or the respective authority.
 - Approved plan issued by the authority.
 - Estimate for construction issued by the qualified Engineer.

IMPLEMENTATION DATE: 01.09.2015

APPLICABILITY:

Permanent Employees coming under "D" group and below with a minimum of 5 years of service.

SECRETARY

Art of the Secretary.
Page 1 of 1



K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

WORKSHEET

Date :

The Secretary
SDMES,
Ujire.

Dear Sir,

**Sub.: Application for the financial assistance of Sri /Smt
for the construction of House Building.**

In terms of H.O circular, we are submitting herewith the application of the above employee for your consideration.

1. Name of the Applicant:	
2. Grade :	
3. Pay scale:	
3. Designation:	
4. Date of joining: Date of confirmation: Date of fixation of regular salary:	
5. No. of years of service:	
6. Amount eligible for:	
7. Present salary:	
8. In whose name the land is held: [Relationship with the Applicant] [Enclose land documents]	
9. Whether the building plan is approved by the concerned Authorities? If yes, [enclose copy of approved plan]	
10. Estimated expenditure [enclose estimate copy]	
11. Whether the employee has satisfactory service record ? Instances of complaints / dereliction of duties, misbehavior if any.	

Recommendation of the Head of the Institution:

Signature of HOI with seal

For office use at the Head Office

1. Recommendation of the HR Cell at H.O
2. Recommendation of the Legal cell at H.O
3. Amount sanctioned




SECRETARY
(Sanctioning Authority)

SDM EDUCATIONAL SOCIETY®, UJIRE

GIFT ITEMS TO STAFF MEMBERS AT THE TIME OF SUPERANNUATION

PREAMBLE:

The Management has sanctioned the scheme of presenting a memento along with a shield as a gesture from the management for the services rendered sincerely in our institution, to the staff members at the time of superannuation for the services rendered by them sincerely in our institution.

OBJECTIVE:

As a goodwill gesture by the management for the sincere services rendered by the staff in our institution at the time of superannuation.

SCHEME:

No. Of years of service	Item	Amount (in Rs.)
25 years & above	Golden Ring	15,000
20-25 years	Golden Ring	12,000
15-20 years	Silver item	10,000
10 to 15 years	Silver item	8,000

DATE OF IMPLEMENTATION: 19.07.2015.

APPLICABILITY:

The scheme is applicable for the staff members who are entitled for terminal benefits such as Gratuity, PF, EL encashment etc. and shall be paid as per their years of service, irrespective of their cadre.


SECRETARY

Attested from copy.


K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240



SDM EDUCATIONAL SOCIETY®, UJIRE

SCHEME FOR PERFORMANCE BASED ALLOWANCE TO THE UNAIDED STAFF MEMBERS

PREAMBLE/ OBJECTIVE:

In order to assess the performance of teaching faculty on an ongoing basis, in view of bringing academic excellence as well as to adhere to various academic parameters, the Management has decided to extend performance based allowance to the unaided teaching staff members of our institution.

SCHEME:

Extent of allowance is as under:

Years of service	Allowance Rs.
1-5 years	2500
6-10 years	2750
11-15 years	3000
16-20 years	3250
Above 20 years	3500

CONDITIONS:

- The extent of allowance to an individual staff will be decided based on his/her contribution in the academic, research, extension and governance.
- Involvement of staff in implementation of institutional best practices will be taken into consideration.

DATE OF IMPLEMENTATION: 04.10. 2016

APPLICABILITY:

Unaided staff members of our institution are eligible.

Atte. Shashidhara Shetty

K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

[Signature]
SECRETARY



SDM EDUCATIONAL SOCIETY®, UJIRE

MATERNITY BENEFIT TO WOMEN EMPLOYEES

PREAMBL/ OBJECTIVE:

In order to extend the Maternity Benefit to the eligible female employees, the Management has amended the Maternity Benefit to the eligible employees as under:


SCHEME:

1. Entitlement for maternity leave will be 26 weeks (182 days) for two surviving children and 12 weeks for more than two children.
2. 12 weeks of maternity benefit to a 'Commissioning Mother' and 'Adopting Mother'.
3. The provisions regarding cash benefit of Rs. 5000/- remain unchanged.

IMPLEMENTATION DATE: 01.04.2017


SECRETARY




SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240



SDM EDUCATIONAL SOCIETY® / TRUST®
UJIRE - 574 240.

Maternity Leave Application Form

(Please submit this form alongwith usual leave application,if any) Dt.

NAME OF THE EMPLOYEE	
DESIGNATION	
NO. OF DAYS APPLIED FOR LEAVE	
DATE
TEACHING / NON-TEACHING	
UNIT / INSTITUTION	
DATE OF JOINING	
NO. OF YEARS OF SERVICE	
WHETHER MATERNITY LEAVE AVAILED EARLIER OR NOT, IF YES GIVE DETAILS - DURATION AND BOTH DATE	
SUBMIT MEDICAL CERTIFICATE FOR MATERNITY LEAVE	
CONTACT ADDRESS AND NUMBER WHEN ON LEAVE	
OTHER DETAILS (IF ANY)	
APPLICATION RECEIVED ON	
Approved by	
Prepared by	Scrutinised by
Counter checked by	
Forwarded to.....	

SDMESU/HRD/FOR-M-LEAVE-2011-12



SDM EDUCATIONAL SOCIETY®, UJIRE

SCHEME FOR GRANT OF SALARY ADVANCE TO STAFF

PREAMBLE:

To meet genuine expenses like hospitalisation, medical expenses of self or dependents, school/college fees of children, marriage expenses of self/dependents; repair of house owned/leased, purchase of two wheelers/computers/laptop etc. Management has approved scheme for salary advance to staff members

Quantum: Up to Rs.15,000/-

Repayment: In 10 equal monthly instalments out of salary payable.

Eligibility:

- a) All confirmed employees with good track record and who have completed minimum of 2 years of service. The employees on Loss of Pay/pending Disciplinary actions are not eligible to apply.
- b) Loan will not be sanctioned to defaulters in any other Financial Institutions/Societies/other Non-banking Financial Institutions.
- c) Advance salary applied should not exceed the probable gratuity amount of the employee.

Other conditions:

- a) Renewals: The employee will be eligible for fresh salary advance only after completion of 6 months of closing the existing loan.
- b) Any request of employee to stop deduction from salary in between will not be entertained.
- c) Before recommending the application, the HOI should satisfy himself about the genuineness of reason mentioned for salary advance.
- d) Applications should be submitted in the enclosed format only, filled in all respects, duly certified by the HOI.

DATE OF IMPLEMENTATION: 26-06-2018

Applicability:

All units of SDME Society- Ujire section

[Handwritten Signature]

K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

[Handwritten Signature]
SECRETARY



SDM Educational Society ® Ujire

Application for Salary Advance by

1	Name of the Applicant with designation	
2	Name of the Institution	
3	Date of Joining	
4	Amount of Advance Requested	
5	Purpose	
6	Present Salary	
7	Date of Last Advance Cleared	
8	Balance, if any	
9	Installment requested (Amount / Month)	

Applicant's Signature

Head of the Institution

Date

Forwarded to the Secretary for Kind approval		
1	Sanctioned Amount	
2	Installment Per Month	

Date

Secretary

Forwarded to Institution :
The said amount to be recovered from salary by monthly installment of Rs(in words).....each commencing from the month of

Date

Executive Officer



SDM EDUCATIONAL SOCIETY®, UJIRE

Amendment of SDM Employees' Service Regulations Earned Leave Encashment on Retirement from Service

Regulation 26 of SDM Employees Service Regulations (2015) deals with rules regarding earned leave encashment on retirement from service.

Leave entitlement, that is, number of days eligible for encashment is specified under Regulation 26.8.

Regulation 26.10 says that the Management may review, change the policy or withdraw leave encashment benefit by bringing an amendment to these regulations.

By invoking the provisions contained under Regulation 26.10 the Board of Management have passed a resolution on 20.11.2017, bringing following change in rules for earned leave encashment on retirement from service:

Existing Regulation 26.8		Amended Regulation 26.8	
Leave encashment entitlement:		Leave encashment entitlement:	
> 5 years active service < 10 years	90 days	> 5 years active service < 10 years	90 days
>10 years active service <20 years	120 days	>10 years active service <20 years	120 days
>20 years active service <30 years	180 days	>20 years active service <30 years	180 days
> 30 years active service	240 days	> 30 years active service	240 days
		Above criteria for entitlement remaining the same the amount payable will be restricted to: (i) Amount arrived at as leave salary (Basic +DA) Or (ii) Rs 3 lakhs (monetary ceiling) whichever is less.	

Date of Implementation: The above amendment made effective from 16.01.2018.

Applicability: All units

SECRETARY

[Signature]

K. SHASHIDHARA SHETTY

Executive Officer

SDM Educational Society (R.)

Page 1 of 1



Date: 22-02-2020

ಮಾನ್ಯರೆ,

ವಿಷಯ: ನಮ್ಮ ಸಂಸ್ಥೆಯ ನೌಕರರನ್ನು 2020-21ನೇ ಸಾಲಿಗೆ ಸಂಪೂರ್ಣ ಸುರಕ್ಷಾ ಆರೋಗ್ಯ

ವಿಮಾ ಯೋಜನೆಗೆ ನೋಂದಾವಣೆ ಮಾಡುವ ಬಗ್ಗೆ


ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಶ್ರೀ ಕ್ಷೇತ್ರ ಧರ್ಮಸ್ಥಳ ಗ್ರಾಮಾಭಿವೃದ್ಧಿ ಯೋಜನೆಯ ಸಂಪೂರ್ಣ ಸುರಕ್ಷಾ ಆರೋಗ್ಯ ವಿಮಾ ಯೋಜನೆಗೆ ಮುಂದಿನ ವರ್ಷಕ್ಕೆ (2020-21) ಸೇರಲಚ್ಛಿಸುವವರು ನೋಂದಾವಣೆ ಪತ್ರಗಳನ್ನು ನಮ್ಮ ಕಛೇರಿಯಿಂದ ಪಡೆದು ಭರ್ತಿ ಮಾಡಿ **07-03-2020**ರೊಳಗೆ ಸಲ್ಲಿಸುವುದು. ಪ್ರತಿಯೊಬ್ಬ ಸದಸ್ಯರಿಗೆ ರೂ. 875/-ರಂತೆ ಸದಸ್ಯತ್ವ ಶುಲ್ಕವಿರುತ್ತದೆ.


ಕಾರ್ಯದರ್ಶಿ

ರಿಗೆ,

- | | | |
|--|---|---|
| 1) ಶ್ರೀ ಧ.ಮ. ಎಚ್ಚುಕೇಶನಲ್ ಸೊಸೈಟಿ, ಉಜಿರೆ | 13) ಶ್ರೀ ಧ.ಮ. ಕಾನೂನು ಮಹಾವಿದ್ಯಾಲಯ, ಮಂಗಳೂರು. | 27) ಶ್ರೀ ಧ.ಮ. ಆಂಗ್ಲ ಮಾಧ್ಯಮ ಶಾಲೆ, ಬೆಳ್ಳಂಗಡಿ. |
| 2) ಶ್ರೀ ಧ.ಮ. ಕಾಲೇಜು, ಉಜಿರೆ | 14) ಶ್ರೀ ಧ.ಮ. ಕೈಗಾರಿಕಾ ತರಬೇತಿ ಕೇಂದ್ರ, ವೇಣೂರು | 28) ಶ್ರೀ ಧ.ಮ. ಪ್ರೌಢ ಶಾಲೆ, ಬೆರಿಂಜೆ |
| 3) ಶ್ರೀ ಧ.ಮ. ಪಿ.ಯು. ಕಾಲೇಜು, ಉಜಿರೆ. | 15) ಶ್ರೀ ಧ.ಮ. ಕೈಗಾರಿಕಾ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಸಂಸೆ | 29) ಶ್ರೀ ಮಂಜುನಾಥಸ್ವಾಮಿ ಹಿ.ಪ್ರಾ.ಶಾಲೆ, ಧರ್ಮಸ್ಥಳ |
| 4) ಶ್ರೀ ಧ.ಮ. ವಸತಿ ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜು, ಉಜಿರೆ | 16) ಶ್ರೀ ಧ.ಮ. ಆಯುರ್ವೇದ ಕಾಲೇಜು, ಉಡುಪಿ | 30) ಶ್ರೀ ಧ.ಮ. ಹಿ.ಪ್ರಾ.ಶಾಲೆ, ಉಜಿರೆ |
| 5) ಶ್ರೀ ಧ.ಮ. ಪ್ರಕೃತಿ ಚಿಕಿತ್ಸಾ ಮತ್ತು ಯೋಗ ವಿಜ್ಞಾನ ಕಾಲೇಜು, ಉಜಿರೆ | 17) ಶ್ರೀ ಧ.ಮ. ಆಯುರ್ವೇದ ಆಸ್ಪತ್ರೆ, ಉಡುಪಿ | 31) ಶ್ರೀ ಧ.ಮ. ಹಿ.ಪ್ರಾ.ಶಾಲೆ, ಪುದುವೆಟ್ಟು |
| 6) ಶ್ರೀ ಧ.ಮ. ಮಹಿಳಾ ಕೈಗಾರಿಕಾ ತರಬೇತಿ ಕೇಂದ್ರ, ಉಜಿರೆ. | 18) ಶ್ರೀ ಧ.ಮ. ಆಯುರ್ವೇದ ಸಂಶೋಧನಾ ಕೇಂದ್ರ, ಉಡುಪಿ | 32) ಮಂಗಳಜ್ಯೋತಿ ಸಮಗ್ರ ಶಾಲೆ, ವಾಮಂಜೂರು |
| 7) ಶ್ರೀ ಧ.ಮ. ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ, ಉಜಿರೆ | 19) ಶ್ರೀ ಧ.ಮ. ಆಯುರ್ವೇದ ಆಸ್ಪತ್ರೆ, ಮಂಗಳೂರು | 33) ಮಂಗಳಜ್ಯೋತಿ ಕೈಗಾರಿಕಾ ತರಬೇತಿ ಕೇಂದ್ರ, ವಾಮಂಜೂರು |
| 8) ಶ್ರೀ ಧ.ಮ. ತಾಂತ್ರಿಕ ಸಂಸ್ಥೆ, ಉಜಿರೆ | 20) ಶ್ರೀ ಧ.ಮ. ಆಯುರ್ವೇದ ಧಾರ್ಮಿಕ, ಉಡುಪಿ | 34) ಶ್ರೀ ಲಕ್ಷ್ಮೀನಾರಾಯಣ ಹಿರಿಯ ಪ್ರಾಥಮಿಕ ಶಾಲೆ, ಕಾಂಚನ |
| 9) ಶ್ರೀ ಧ.ಮ. ಶಿಕ್ಷಣ ಮಹಾವಿದ್ಯಾಲಯ, ಉಜಿರೆ. | 21) ಶ್ರೀ ಮಂಜುನಾಥೇಶ್ವರ ಪ್ರೌಢ ಶಾಲೆ, ಧರ್ಮಸ್ಥಳ | 35) ವೆಂಕಟಸುಬ್ರಹ್ಮಣ್ಯ ಸ್ಮಾರಕ ಪ್ರೌಢ ಶಾಲೆ, ಕಾಂಚನ |
| 10) ಶ್ರೀ ಧ.ಮ. ಶಿಕ್ಷಕ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಉಜಿರೆ. | 22) ಶ್ರೀ ಧ.ಮ. ಸೆಕೆಂಡರಿ ಶಾಲೆ, ಉಜಿರೆ | 36) ಪ್ರಕೃತಿ ಹಾಸ್ಟೆಲ್, ಉಜಿರೆ |
| 11) ಶ್ರೀ ಧ.ಮ. ವ್ಯವಹಾರ ನಿರ್ವಹಣಾ ಕಾಲೇಜು, ಮಂಗಳೂರು. | 23) ಶ್ರೀ ಧ.ಮ. ಪ್ರೌಢ ಶಾಲೆ, ಬೆಳಾಲು | 37) ಪತಂಜಲಿ ಹಾಸ್ಟೆಲ್, ಉಜಿರೆ |
| 12) ಶ್ರೀ ಧ.ಮ. ವ್ಯವಹಾರ ನಿರ್ವಹಣಾ ಹಾಗೂ ಸ್ನಾತಕೋತ್ತರ ವ್ಯವಹಾರ ಅಧ್ಯಯನ ಹಾಗೂ ಸಂಶೋಧನಾ ಕೇಂದ್ರ, ಮಂಗಳೂರು. | 24) ಶ್ರೀ ಧ.ಮ. ಆಂಗ್ಲ ಮಾಧ್ಯಮ ಶಾಲೆ(ರಾಜ್ಯ), ಉಜಿರೆ | 38) ಹಾಸ್ಟೆಲ್‌ಗಳು - ಶ್ರೀ ಧ.ಮ. ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ, ಉಜಿರೆ |
| | 25) ಶ್ರೀ ಧ.ಮ. ಆಂಗ್ಲ ಮಾಧ್ಯಮ ಶಾಲೆ(ಸಿಜಿಎಸ್‌ಇ), ಉಜಿರೆ | 39) ಹಾಸ್ಟೆಲ್‌ಗಳು- ಶ್ರೀ ಧ.ಮ. ತಾಂತ್ರಿಕ ಸಂಸ್ಥೆ, ಉಜಿರೆ |
| | 26) ಶ್ರೀ ಧ.ಮ. ಆಂಗ್ಲ ಮಾಧ್ಯಮ ಶಾಲೆ ಧರ್ಮಸ್ಥಳ | 40) ಹಾಸ್ಟೆಲ್‌ಗಳು- ಶ್ರೀ ಧ.ಮ. ಸ್ನಾತಕೋತ್ತರ ಪದವಿ ಕಾಲೇಜು, ಉಜಿರೆ. |
| | | 41) ಮೈತ್ರೆಯ ಹಾಸ್ಟೆಲ್‌ಗಳು, ಉಜಿರೆ |
| | | 42) ಮಂಜುಷಾ ಹಾಸ್ಟೆಲ್, ಉಜಿರೆ |




K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

ವಿ.ಸೂ:

- 1) ಯುನೈಟೆಡ್ ಇಂಡಿಯಾ ವಿಮಾ ಯೋಜನೆಗೆ ಸೇರಿರುವವರು, ಎರಡು ಯೋಜನೆಗಳಲ್ಲಿ ಯಾವುದಾದರೊಂದು ಯೋಜನೆಯಿಂದ ಮಾತ್ರ ಸೌಲಭ್ಯ ಪಡೆಯಲು ಅರ್ಹರು.
- 2) ಯಾವುದಾದರೊಂದು ವಿಮೆಗೆ ಮಾತ್ರ ಸೋಸೈಟಿಯ ವತಿಯಿಂದ ಭರಿಸುವ ಮೊತ್ತವನ್ನು ಪರಿಗಣಿಸಲಾಗುವುದು.
- 3) ಸಂಪೂರ್ಣ ಸುರಕ್ಷಾ ನೋಂದಾವಣೆ ಮಾಡಿಸುವ ಸಿಬ್ಬಂದಿಗಳು ಹಾಗೂ ಅವರ ಮನೆಯ ಸದಸ್ಯರಿಗೆ ಸದಸ್ಯತ್ವ ಶುಲ್ಕದಲ್ಲಿ 50% ರಿಯಾಯಿತಿ, ಪ್ರಥಮ ಸದಸ್ಯರು ಸೇರಿ ನಾಲ್ಕು ಮಂದಿಗೆ ಮಾತ್ರ ಸೀಮಿತವಾಗಿರುತ್ತದೆ. ಉಳಿದ ಸದಸ್ಯರ ಶುಲ್ಕದಲ್ಲಿ ಯಾವುದೇ ರಿಯಾಯಿತಿ ಇರುವುದಿಲ್ಲ.
- 4) ಮಾರ್ಗದರ್ಶಿ ಪತ್ರವನ್ನು ಓದಿ, ಸದಸ್ಯರಾಗುವವರಿಗೆ ವಿವರಿಸುವುದು.
- 5) ಅರ್ಜಿಯೊಂದಿಗೆ ಕುಟುಂಬದ ಪಡಿತರ ಚೀಟಿಯ ಒಂದು ಭಾಯಾಪ್ರತಿ ನೀಡಬೇಕು. ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿ ಸುರಕ್ಷಾ ಸದಸ್ಯತ್ವ ಪಡೆಯುವ ಎಲ್ಲಾ ಸದಸ್ಯರ ಹೆಸರು ಮತ್ತು ಪ್ರಾಯ ನಮೂದಿಸಿರಬೇಕು ಮತ್ತು ಅದೇ ಹೆಸರು ಮತ್ತು ಪ್ರಾಯವನ್ನು ಸದಸ್ಯತ್ವಕ್ಕಾಗಿ ಅರ್ಜಿಯಲ್ಲಿ ತುಂಬಿರಬೇಕು.
- 6) ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿ ಹೆಸರು ಮತ್ತು ಪ್ರಾಯ ನಮೂದಾಗಿದ್ದು ಭಾವಚಿತ್ರ ಇಲ್ಲವೆಂದಾದರೆ ಪಡಿತರ ಚೀಟಿಯ ಪ್ರತಿಯ ಜತೆಯಲ್ಲಿ ಈ ಕೆಳಗಿನ ದಾಖಲೆಗಳ ಪೈಕಿ ಯಾವುದಾದರೂ ಒಂದು ದಾಖಲೆಯ ಪ್ರತಿಯನ್ನು ಸಹ ನೀಡಬೇಕು. ಇದು 6 ವರ್ಷ ಪೂರ್ಣಗೊಂಡ ಮತ್ತು 6 ವರ್ಷಕ್ಕಿಂತ ಮೇಲ್ಪಟ್ಟ ಸದಸ್ಯರಿಗೆ ಮಾತ್ರ, 6 ವರ್ಷ ಪ್ರಾಯ ಪೂರ್ಣಗೊಳ್ಳದ ಮತ್ತು ಅದಕ್ಕಿಂತ ಕೆಳಗಿನ ಪ್ರಾಯದ ಮಕ್ಕಳಿಗೆ ಗುರುತುಚೀಟಿಯ ಅಗತ್ಯವಿರುವುದಿಲ್ಲ.
1. ಚುನಾವಣಾ ಗುರುತು ಚೀಟಿ 2. ವಾಹನ ಚಾಲನಾ ಪರವಾನಿಗೆ 3. ಪಾನ್ ಕಾರ್ಡ್ 4. ಆಧಾರ್ ಕಾರ್ಡ್ 5. ಪಾಸ್‌ಪೋರ್ಟ್ 6. ಶಾಲಾ (ಭಾವಚಿತ್ರವಿರುವ) ಅಂಕಪಟ್ಟಿ/ವರ್ಗಾವಣೆ ಪತ್ರ, ಮಕ್ಕಳಿಗೆ ಶಾಲಾ ಮುಖ್ಯೋಪಾಧ್ಯಾಯರಿಂದ ಪಡೆದ ಗುರುತು ಚೀಟಿ ಇತ್ಯಾದಿಗಳು ಮಾತ್ರ.
- 7) ಹೊಸದಾಗಿ ಮದುವೆಯಾಗಿ ಬಂದ ಸೊಸೆ ಮತ್ತು ನವಜಾತ ಮಕ್ಕಳನ್ನು ಹೊರತುಪಡಿಸಿ ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿ ಹೆಸರಿಲ್ಲದ ವ್ಯಕ್ತಿಗಳಿಗೆ ಸುರಕ್ಷಾ ಸದಸ್ಯತ್ವ ಪಡೆಯಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.
- 8) ಮದುವೆ ಮಾಡಿಕೊಟ್ಟ ಮಗಳು ತವರು ಮನೆಯಲ್ಲಿ ನೋಂದಾಯಿಸುವಂತಿಲ್ಲ. ಆದರೆ ತವರಿನಲ್ಲಿಯೇ ಸ್ಥಿರವಾಸವಾಗಿರುವ ಮದುವೆಯಾದ ಮಗಳು, ಅವಳ ಗಂಡ ಮತ್ತು ಮಕ್ಕಳನ್ನು ನೋಂದಾಯಿಸಬಹುದು. ಆದರೆ ಇವರ ಹೆಸರು ಮನೆಯ ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿರಬೇಕು.
- 9) ಒಬ್ಬರು ಎರಡು ಅರ್ಜಿ ಸಲ್ಲಿಸುವಂತಿಲ್ಲ. ಅಂತೆಯೇ ಬೇರೆ ಮನೆಯಲ್ಲಿ ವಾಸಿಸುವವರನ್ನು ಸೇರ್ಪಡೆಗೊಳಿಸುವಂತಿಲ್ಲ.
- 10) ಜಾಲದ ಆಸ್ತುಗಳಲ್ಲಿ ಜನರಲ್ ವಾರ್ಡ್‌ನಲ್ಲಿ ಮಾತ್ರ ಪಾವತಿ ರಹಿತ ಚಿಕಿತ್ಸೆಯ ಸೌಲಭ್ಯವಿರುತ್ತದೆ. ಯಾವುದೇ ಸಂದರ್ಭದಲ್ಲಿ ಜಾಲದಲ್ಲಿಲ್ಲದ ಆಸ್ತುಗಳಲ್ಲಿ ಚಿಕಿತ್ಸೆ ಪಡೆದಲ್ಲಿ ಹಾಗೂ ಪಾವತಿ ಮಾಡಿ ಪಡೆದ ಚಿಕಿತ್ಸಾ ವೆಚ್ಚಗಳ ಮರುಪಾವತಿಗೆ ಅವಕಾಶವಿರುವುದಿಲ್ಲ.
- 11) ಪ್ರಾಯದ ಮಿತಿ 3 ತಿಂಗಳಿಂದ 79 ವರ್ಷ ಪೂರ್ಣಗೊಂಡವರು ನೋಂದಾಯಿಸಬಹುದು.
- 12) ಗುರುತು ಚೀಟಿಯ ಪ್ರಾಯಕ್ಕೆ ಅರ್ಜಿಯ ಪ್ರಾಯ ತಾಳೆಯಾಗತಕ್ಕದ್ದು.



Date: 22-02-2020

ಮಾನ್ಯರೇ,

ವಿಷಯ: ನಮ್ಮ ಸಂಸ್ಥೆಯ ನೌಕರರನ್ನು 2020-21ನೇ ಸಾಲಿಗೆ ಸಂಪೂರ್ಣ ಸುರಕ್ಷಾ ಆರೋಗ್ಯ

ವಿಮಾ ಯೋಜನೆಗೆ ನೋಂದಾವಣೆ ಮಾಡುವ ಬಗ್ಗೆ

ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಶ್ರೀ ಕ್ಷೇತ್ರ ಧರ್ಮಸ್ಥಳ ಗ್ರಾಮಾಭಿವೃದ್ಧಿ ಯೋಜನೆಯ ಸಂಪೂರ್ಣ ಸುರಕ್ಷಾ ಆರೋಗ್ಯ ವಿಮಾ ಯೋಜನೆಗೆ ಮುಂದಿನ ವರ್ಷಕ್ಕೆ (2020-21) ಸೇರಲಿಚ್ಛಿಸುವವರು ನೋಂದಾವಣೆ ಪತ್ರಗಳನ್ನು ನಮ್ಮ ಕಛೇರಿಯಿಂದ ಪಡೆದು ಭರ್ತಿ ಮಾಡಿ **07-03-2020**ರೊಳಗೆ ಸಲ್ಲಿಸುವುದು. ಪ್ರತಿಯೊಬ್ಬ ಸದಸ್ಯರಿಗೆ ರೂ. 875/-ರಂತೆ ಸದಸ್ಯತ್ವ ಶುಲ್ಕವಿರುತ್ತದೆ.


ಕಾರ್ಯದರ್ಶಿ


ರಿಗೆ,

- | | |
|---|---|
| 1) ಶ್ರೀ ಧ.ಮ. ಎಜ್ಯುಕೇಶನಲ್ ಟ್ರಸ್ಟ್, ಉಜಿರೆ | 6) ಪುಸ್ತಕ ಪ್ರಕಾಶನ ಮಾಲೆ, ಉಜಿರೆ |
| 2) ಶ್ರೀ ಸಿದ್ಧವನ ಗುರುಕುಲ, ಉಜಿರೆ | 7) ಪಬ್ಲಿಕೇಶನ್ ಟ್ರಸ್ಟ್, ಉಜಿರೆ |
| 3) ರತ್ನಮಾನಸ ವಿದ್ಯಾರ್ಥಿನಿಲಯ, ಉಜಿರೆ | 8) ಶ್ರೀ ಧ.ಮ. ಕ್ರೀಡಾ ಸಂಘ, ಉಜಿರೆ |
| 4) ಮಂಜುಶ್ರೀ ಪ್ರಿಂಟರ್ಸ್, ಉಜಿರೆ | 9) ಮಧ್ಯಮಸ್ವರ ತರಬೇತಿ ಕೇಂದ್ರ, ಉಜಿರೆ |
| 5) ಮಂಜುವಾಣಿ, ಉಜಿರೆ | 10) ನೇತ್ರಾವತಿ ಕರಕುಶಲ ತರಬೇತಿ ಕೇಂದ್ರ, ಉಜಿರೆ |

ವಿ.ನೋ:

- 1) ಯುನೈಟೆಡ್ ಇಂಡಿಯಾ ವಿಮಾ ಯೋಜನೆಗೆ ಸೇರಿರುವವರು, ಎರಡು ಯೋಜನೆಗಳಲ್ಲಿ ಯಾವುದಾದರೊಂದು ಯೋಜನೆಯಿಂದ ಮಾತ್ರ ಸೌಲಭ್ಯ ಪಡೆಯಲು ಅರ್ಹರು.
- 2) ಯಾವುದಾದರೊಂದು ವಿಮೆಗೆ ಮಾತ್ರ ಸೋಸೈಟಿಯ ವತಿಯಿಂದ ಭರಿಸುವ ಮೊತ್ತವನ್ನು ಪರಿಗಣಿಸಲಾಗುವುದು.
- 3) ಸಂಪೂರ್ಣ ಸುರಕ್ಷಾ ನೋಂದಾವಣೆ ಮಾಡಿಸುವ ಸಿಬ್ಬಂದಿಗಳು ಹಾಗೂ ಅವರ ಮನೆಯ ಸದಸ್ಯರಿಗೆ ಸದಸ್ಯತ್ವ ಶುಲ್ಕದಲ್ಲಿ 50% ರಿಯಾಯಿತಿ, ಪ್ರಥಮ ಸದಸ್ಯರು ಸೇರಿ ನಾಲ್ಕು ಮಂದಿಗೆ ಮಾತ್ರ ಸೀಮಿತವಾಗಿರುತ್ತದೆ. ಉಳಿದ ಸದಸ್ಯರ ಶುಲ್ಕದಲ್ಲಿ ಯಾವುದೇ ರಿಯಾಯಿತಿ ಇರುವುದಿಲ್ಲ.
- 4) ಮಾರ್ಗದರ್ಶಿ ಪತ್ರವನ್ನು ಓದಿ, ಸದಸ್ಯರಾಗುವವರಿಗೆ ವಿವರಿಸುವುದು.
- 5) ಅರ್ಜಿಯೊಂದಿಗೆ ಕುಟುಂಬದ ಪಡಿತರ ಚೀಟಿಯ ಒಂದು ಭಾಯಾಪ್ರತಿ ನೀಡಬೇಕು. ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿ ಸುರಕ್ಷಾ ಸದಸ್ಯತ್ವ ಪಡೆಯುವ ಎಲ್ಲಾ ಸದಸ್ಯರ ಹೆಸರು ಮತ್ತು ಪ್ರಾಯ ನಮೂದಿಸಿರಬೇಕು ಮತ್ತು ಅದೇ ಹೆಸರು ಮತ್ತು ಪ್ರಾಯವನ್ನು ಸದಸ್ಯತ್ವಕ್ಕಾಗಿ ಅರ್ಜಿಯಲ್ಲಿ ತುಂಬಿರಬೇಕು.
- 6) ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿ ಹೆಸರು ಮತ್ತು ಪ್ರಾಯ ನಮೂದಾಗಿದ್ದು ಭಾವಚಿತ್ರ ಇಲ್ಲವೆಂದಾದರೆ ಪಡಿತರ ಚೀಟಿಯ ಪ್ರತಿಯ ಜತೆಯಲ್ಲಿ ಈ ಕೆಳಗಿನ ದಾಖಲೆಗಳ ಪೈಕಿ ಯಾವುದಾದರೂ ಒಂದು ದಾಖಲೆಯ ಪ್ರತಿಯನ್ನು ಸಹ ನೀಡಬೇಕು. ಇದು 6 ವರ್ಷ ಪೂರ್ಣಗೊಂಡ ಮತ್ತು 6 ವರ್ಷಕ್ಕಿಂತ ಮೇಲ್ಪಟ್ಟ ಸದಸ್ಯರಿಗೆ ಮಾತ್ರ, 6 ವರ್ಷ ಪ್ರಾಯ ಪೂರ್ಣಗೊಳ್ಳದ ಮತ್ತು ಅದಕ್ಕಿಂತ ಕೆಳಗಿನ ಪ್ರಾಯದ ಮಕ್ಕಳಿಗೆ ಗುರುತುಚೀಟಿಯ ಅಗತ್ಯವಿರುವುದಿಲ್ಲ.
1. ಚುನಾವಣಾ ಗುರುತು ಚೀಟಿ 2. ವಾಹನ ಚಾಲನಾ ಪರವಾನಿಗೆ 3. ಪಾನ್ ಕಾರ್ಡ್ 4. ಆಧಾರ್ ಕಾರ್ಡ್ 5. ಪಾಸ್‌ಪೋರ್ಟ್ 6. ಶಾಲಾ (ಭಾವಚಿತ್ರವಿರುವ) ಅಂಕಪಟ್ಟಿ/ವರ್ಗಾವಣೆ ಪತ್ರ, ಮಕ್ಕಳಿಗೆ ಶಾಲಾ ಮುಖ್ಯೋಪಾಧ್ಯಾಯರಿಂದ ಪಡೆದ ಗುರುತು ಚೀಟಿ ಇತ್ಯಾದಿಗಳು ಮಾತ್ರ.




A. SHASHIDHARA SHETTY
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SDM EDUCATIONAL SOCIETY®, UJIRE

SCHEME FOR SPECIAL INCENTIVE TO TEACHING STAFF WITH M.D./M.Sc in YOGA AND NATUROPATHY

2

PREAMBLE/OBJECTIVE:

In order to encourage the research oriented work with the responsibility to undertake research work on an ongoing basis, the Management has sanctioned an additional incentive to the teaching staff (qualified with PG in Yoga or Naturopathy) over and above the existing salary.

OBJECTIVE:

An encouragement towards the research oriented work with the responsibility to undertake research work on an ongoing basis.

SCHEME::

Special Incentive shall be as under:

Grade	Special Incentive Per month (Rs)
Asst. Professor	3000
Associate Professor	4000
Professor	5000

7) ಹೊಸದಾಗಿ ಮಂಡಳಿಯಲ್ಲಿ ನೇಮಕಗೊಂಡ ಮತ್ತು ನವಜಾತ ಮಕ್ಕಳನ್ನು ಪರಿಶೀಲಿಸಿ ಪಡಿತರ ಚೀಟಿಯಲ್ಲಿ ಹೆಸರಿಟ್ಟ ವ್ಯಕ್ತಿಗಳಿಗೆ ಸುರಕ್ಷಾ ಸದಸ್ಯತ್ವ ಪಡೆಯಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.

8) ಮದುವೆ ಮಾಡಿಕೊಂಡು ಮನೆಯಲ್ಲಿ ನೋಡುಸುವಂತಿಲ್ಲ. ಆದರೆ ತವರಿನಲ್ಲಿಯೇ ಸ್ಥಿರವಾಸವಾಗಿರುವ ಮದುವೆಯಾದ ಮಗಳು, ಅವಳ ಗಂಡ ಮತ್ತು ಮಕ್ಕಳನ್ನು ನೋಂದಾಯಿಸಬಹುದು. ಆದರೆ ಇವರ ಹೆಸರು ಮನೆಯ ಪಟ್ಟಿಯಲ್ಲಿರಬೇಕು.

9) ಒಬ್ಬರು ಎರಡು ಅರ್ಜಿ ಸಲ್ಲಿಸುವಂತಿಲ್ಲ. ಅಂತೆಯೇ ಬೇರೆ ಮನೆಯಲ್ಲಿ ವಾಸಿಸುವವರನ್ನು ಸೇರ್ಪಡೆಗೊಳಿಸುವಂತಿಲ್ಲ.

10) ಜಾಲದ ಆಸ್ತಿಗಳಲ್ಲಿ ಜನರಲ್ ವಾರ್ಡ್‌ನಲ್ಲಿ ಮಾತ್ರ ಪಾವತಿ ರಹಿತ ಚಿಕಿತ್ಸೆಯ ಸೌಲಭ್ಯವಿರುತ್ತದೆ. ಯಾವುದೇ ಪಂದ್ಯದಲ್ಲೂ ಜಾಲದಲ್ಲಿದ್ದ ಆಸ್ತಿಗಳಲ್ಲಿ ಚಿಕಿತ್ಸೆ ಪಡೆದಲ್ಲಿ ಹಾಗೂ ಪಾವತಿ ಮಾಡಿ ಪಡೆದ ಚಿಕಿತ್ಸಾ ವೆಚ್ಚಗಳ ಮರುಪಾವತಿಗೆ ಅವಕಾಶವಿರುವುದಿಲ್ಲ.

CONDITIONS:

- The above special incentive is sanctioned with the responsibility on the beneficiary to research oriented work.
- The staff members who have been benefited by this scheme are expected to undertake the research activity and publish at least one publication in reputed peer reviewed journal every year.
- The special incentive given will be continued every year only on fulfillment of above requirement.

DATE OF IMPLEMENTATION: 01.09.2015

APPLICABILITY:

Teaching staff with M.D/M.Sc in Yoga and Naturopathy, working in SDM college of Naturopathy & Yogic Sciences, Ujire

SECRETARY

K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240