

**17. BENEFITS
EXTENDED TO
THE EMPLOYEES**

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17.1 Salary

Monthly salary will be paid as per SRMIST norms. An annual increment will be sanctioned to all employees as per SRMIST norms.

17.2 Wages / Salary

- a. Every month the salary processing cutoff date would be 20th and any requests after the said cutoff date will be processed only in the subsequent month.
- b. Any new employee joining after 20th will receive his/her 1st pay out only in the subsequent month.
- c. Wages/Salary shall be paid to the bank account of the employee. This shall not be applicable in the case of casual employees.
- d. Wages/Salary may be paid on monthly rates as may be applicable to the cadre of employment.
- e. No wages/salary shall be paid for any period of unauthorized absence for indefinite absenteeism period or for any period the employee did not perform the work as directed by the Department Head (absenteeism includes the absenteeism without obtaining the prior permission or without any intimation to the concerned authorities under unforeseen circumstances).

17.3 Unclaimed Wages/ Salary

Any wages/salary due to an employee but not claimed by the employee on the usual day may be claimed by the employee or his/her legal heir at any time within THREE YEARS from the date on which the wages/salary became due. On the claim being found substantiated, the wages/salary will be paid on a date that will be notified to the claimant for payment of unclaimed wages to the legal heir of the deceased employee. The legal heir-ship certificate is necessary for payment of the due. In other cases the legal heir shall be required to submit an indemnity bond as may be prescribed by the Institute.

17.4 Disbursement of Salary

Salary of each employee will be directly deposited in the Employee's SB account in the designated bank. Income Tax, if any, will be deducted from the salary and remitted to the Government.

17.5 Employee Provident Fund (EPF)

All employees on permanent rolls of the establishment will be enrolled under EPF scheme and their contribution as fixed by the EPFO will be deducted from their pay. Management will make its contribution applicable as per EPF Act.

17.6 Employee State Insurance (ESI)

All employees on permanent establishment who are earning Rs.25000/- and below per month will be enrolled under ESI scheme and their contribution as fixed by the government will be deducted from their pay. The Management will make a contribution applicable as per ESI Act.

17.7 Gratuity

An employee who has completed five years of continuous service is eligible to get gratuity after retirement/ relief/ death or disablement due to accident or disease as per the Payment of Gratuity Act.

Educational Allowances

- All employees of SRMIST, whose children are studying at SRMIST, are eligible for a fee concession as per approved norms.
- All employees of SRMIST are eligible to avail medical treatment in SRM Hospital on concessional rates.

17.8 PERFORMANCE EVALUATION OF FACULTY

Performance evaluation & review will be measured annually as per norms

17.9 EMPLOYEES WELFARE FACILITIES

17.9.1 Transport Facility

SRMIST is operating its buses for the benefit of faculty members free of cost on all working days.

17.9.2 Canteen Facility

Full-fledged canteen facilities with utmost hygiene and high quality are available in the campus to the students and employees at reasonable costs.

17.9.3 Medical Facility

Health Centre at subsidized cost with complete facilities including duty Doctors & Paramedical staff are available on the campus round the clock to cater to the medical requirements of students, employees and their immediate family members. The Ambulance services are also attached to the Health Centre for any emergencies.

17.9.4 SCHEME /POLICY FOR PROVIDING APPOINTMENT ON COMPASSIONATE GROUND TO THE DEPENDENTS OF THE DECEASED EMPLOYEE OF SRMIST

The objective of the scheme is to grant appointment on compassionate grounds to a dependent family member of the permanent employee [excluding probationer] dying in harness during service or who retired on medical grounds, thereby leaving their family in penury and without means of livelihood. Thus, on humanitarian grounds, this scheme will enable the families of such employees at least to have scope of survival.

The existing position is reviewed and it has been decided by the competent Authority that in order to achieve the objective of the scheme for Compassionate appointment and to ensure complete transparency, the merits of the cases can be conveniently decided by allocating Serial Number of the applications received and forming a committee to assess the indigent circumstances of the family at the respective department level.

Keeping in view, the administrative requirement in processing such applications for appointment on compassionate grounds, the Form annexed herewith may be used for ascertaining the necessary information.

ANNEXURE

Sl. No.	Particulars of Applicant	
1.	Name of the Applicant	
2.	Date of application for appointment (only one dependent in the family can be provided appointment on compassionate grounds).	
3.	His / Her relationship to the deceased employee	
4.	Date of Birth and age (the age of wife or husband / son or unmarried daughter should not be more than 40/30 years respectively on the date of death of employee)	
5.	Qualifications	
6.	Name of the post for which his / her name is recommended / for appointment	
7.	Whether the candidate is fully qualified for the post	
II Particulars of Deceased employee		
8.	Name and Designation of the deceased staff	
9.	Office where he / she worked at the time of death	
10.	Whether he/she is a probationer or permanent staff	
11.	Date of Death / Date of Retirement on medical invalidation	
Certificates / Particulars to be furnished		
12.	a. Nomination made by the wife / husband of the deceased employee	

Sl. No.	Particulars of Applicant	
	b. Certificate relating to educational qualification	
	c. Death certificate of the deceased staff	
	d. Legal heir certificate issued by the Tahsildar	
	e. No objection Certificate from other members of the family (sons / unmarried daughters / spouse)	
13	Recommendations of the concerned Administrative Department of the employee	
Signature of the Appointing Authority		
N.B.	a. The term 'near relative' is defined and restricted to include only the wife / husband / son / unmarried daughter adopted son / adopted daughter / adopted unmarried daughter / widow / divorced or deserted daughter of the employee who died in harness. Cases or near relative such as brothers / sisters etc. of the deceased should be excluded.	
	b. Candidate seeking employment should possess all the prescribed qualification for the post concerned and that this condition should not be relaxed.	
	c. Dependents of the temporary employee/probationer who died in harness are not eligible to be considered.	

Sl. No.	Particulars of Applicant	
	d. Dependents of the employee who died after retirement are not to be considered.	
	e. Even if one member of the family other than the deceased employee was employed before the death of the employee and was living separately without extending any help to the family, then the case of other eligible dependents may be considered.	

17.9.5 Other Facilities

Staff quarters in the Main campus, creche in Main campus, issue of laptops to faculty members and food courts are available within the campus.

17.10 PROMOTION, PERFORMANCE EVALUATION.

17.10.1 Faculty

The promotion / performance evaluation of faculty members shall be based on the procedures and guidelines issued by UGC/AICTE and other statutory bodies from time to time.

17.10.2 Non-Teaching Employees

For the appointment and promotion of non-teaching employees the recommendation of the committee constituted for this purpose shall be implemented.