



# GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar  
ISO Certified 9001:2015

S. Ashish Daniel  
Secretary & Director

C. Rama Gopal  
Principal

Ref. No.: GPC/IQAC/POLICY/20

Date: 09.03.2022

## Teaching & Non-Teaching Faculty Welfare Policy Document

### Introduction:

In recognition of the diverse beliefs and values held by our staff members, GEMS Polytechnic College (GPC) is committed to providing welfare schemes that cater to the needs of all employees. Regardless of their individual faiths or backgrounds, all staff members are entitled to access the welfare initiatives outlined below.

### Common Guidelines:

The following welfare schemes are available to staff members, subject to their eligibility and potential changes as determined by the Administrative Council & Governing Board:

- Annual Travel Allowance
- Christmas Gift
- Staff Children's Education Benefits
- Medical Support
- GEMS Shalom
- EPF
- Personal Accident Insurance

A 2% monthly deduction from the gross salary will be allocated towards the welfare schemes. Eligibility for welfare schemes and loan schemes begins after 6 months and 1 year of consistent monthly deductions, respectively.

The availability of welfare benefits is contingent upon proper justification provided by reporting leaders, as well as the staff member's ability to fulfil their assigned roles and responsibilities. Staff members over the age of 58 are ineligible for loan schemes but remain eligible for welfare schemes.

Payments for welfare benefits will be disbursed from the Staff Benefit Fund (SBF) account unless otherwise specified.



NH - 2, Jogiya More, Ratanpura, Aurangabad, Bihar - 824121  
Website: [www.gempolytechnic.edu.in](http://www.gempolytechnic.edu.in) E-mail: [polytechnic@gemsbihar.org](mailto:polytechnic@gemsbihar.org)

07070066877, 7366889683, 7366889684

**1. Annual Travel Allowance:****1.1 Guidelines:**

- Two-way sleeper train fare is provided for the entire family.
- Dependent children under 23 years of age (unmarried and not employed) are eligible if both parents work at GEMS Polytechnic College.
- Staff members may upgrade or downgrade tickets at their own expense.

**1.2 Eligibility:**

- All Heads of Departments (HODs), teaching staff, and non-teaching staff members are entitled to sleeper class fares for round-trip travel tickets.
- 10 years of service are required for 3AC train fare eligibility.
- The Principal is eligible for 3AC fares.

**1.3 Financial Funding:**

The Principal office and the finance departments process payments.

**2. Christmas Gift:**

- The provision of Christmas gifts for each member of the staff family.
- The allocation of gifts is determined annually by the GEMS Administrative Council based on available funds.

**3. Staff Children's Education Benefits:****3.1 Eligibility:**

- All staff children studying in GEMS school.

**3.2 Scheme Details:**

For Any Staff Joining GPC After 1st May 2021 in Any Category:

- Those who have completed 5 Years of Service will be given free education for 1 Child in tuition fees only.
- Those who have completed 8 Years of Service will be given free education for 2 Children, but the fee for Books should be paid for both children.
- All who do not have the required experience, Tuition Fee & Term Fee (50%) and all other Fees will be full.



#### 4. Medical Support:

##### 4.1 Outpatient Department (OPD) Treatment at GEMS Hospitals:

- Staff availing OPD treatment at GEMS Hospitals will pay 50% of the medical bill.
- The remaining 50% will be borne by GPC.
- If both parents of a child are employed by any GEMS Organization, the child is eligible for a 50% subsidy for OPD treatment at GEMS Hospitals.

##### 4.2 Inpatient (IP) Treatment at GEMS Hospitals:

- For staff not eligible for GESHA (GEMS Health Assurance), GEMS Hospital will provide a subsidy of 50% of the cost of IP treatment.

#### 5. GEMS SHALOM (GE-SHA) Service:

The GEMS SHALOM (GE-SHA) service, established by GEMS Management, aims to offer welfare benefits to both teaching and non-teaching faculty across all GEMS Institutions, including GEMS Polytechnic College. Enrolled members are eligible for a range of benefits under this scheme, contingent upon specific terms and guidelines.

##### 5.1 Enrollment Process:

- Faculty members can enroll for the GE-SHA scheme by submitting a duly filled enrollment form to the Welfare Department. Upon enrollment, members become eligible to avail of the benefits offered under the scheme.

##### 5.2 Waiting Period:

- Faculty members can avail of the benefits of the GE-SHA scheme after a waiting period of **six months** from the date of enrollment. However, in case of emergencies, the GE-SHA Panel may consider granting immediate benefits upon approval.



**5.3 Monthly Contribution:**

- As part of the GE-SHA scheme, a monthly contribution is required from enrolled members. A deduction of Rs. 100 will be made from the salary of each staff member, while Rs. 50 will be deducted for their children. These contributions are pooled together to create a common fund for the welfare benefits provided under the scheme. Additionally, a registration fee of Rs. 100/- is required at the time of enrollment.

**5.4 Coverage:**

- The GE-SHA scheme covers various medical expenses and treatments for enrolled members and their families. Preferably, treatments should be sought at **GEMS Hospitals**.
- However, in cases where treatment is required at other hospitals, **prior permission must be obtained from the GE-SHA Panel**.

**5.5 The coverage includes:**

- Inpatient (IP) care for any diseases requiring admission.
- Daycare procedures such as endoscopy, minor surgical excisions, and major radiological investigations (e.g., CT, MRI, PET scan).

**5.6 Benefit Limits:**

- Each staff member is eligible for a total benefit of Rs. 1,00,000 (1 lakh) over two years from the benefits' avail.
- For family coverage, the total benefit limit is Rs. 3,20,000 over the same two-year period.

**5.7 Contact Information:**

- For inquiries regarding procedures and updates related to the GE-SHA scheme, faculty members can contact the Welfare Department for assistance.



**6. EPF**

- Our Teaching & Non-Teaching Faculty Welfare Policy ensures that experienced teaching staff enjoy the benefits of a contributory Provident Fund scheme, with a uniform subscription rate of 12% of their total basic pay plus grade pay, capped at Rs. 1800.
- All eligible employees are mandated to subscribe to the Provident Fund, with the management matching their contribution each month, credited to their accounts accordingly.
- Part-time teachers and staff on probation are exempt from PF membership under this policy, ensuring equitable treatment across the institution's workforce.
- The policy aims to provide financial security and stability to our teaching staff, acknowledging their invaluable contributions to the institution's success.

**7. Personal Accident Insurance**

At Gems Polytechnic College, we prioritize the well-being of our faculty members. That's why we're proud to announce our partnership with The New India Assurance Company Limited to provide personal accident insurance coverage to all our staff.

**Highlights:**

- This policy ensures compensation for death or bodily injury resulting directly from an accident by external, visible, and violent means.
- With 24-hour worldwide coverage, it offers various options from restricted cover to comprehensive protection, including death, permanent disablements, and temporary total disablements.

**Scope:**

- Designed to compensate for bodily injury from external, violent, and visible accidents, excluding illness or disease-related incidents.
- Coverages include loss of limbs/eyes, permanent total disablement, and expenses for carriage of deceased.



**Add-on Covers:**

- Extension for medical expenses treatment, covering up to 10% of the sum insured.
- War risk coverage for Indian personnel on civilian duty abroad.
- Flexibility in coverage during duty or off-duty hours, with options for group policies.
- This insurance ensures financial support in case of accident-related death or disability, underscoring our commitment to the welfare of our faculty members.

**Approval:**

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 09.03.2022

College Seal:



Reviewed by

*P. S. S. 09/03/2022*  
**Principal**  
**PRINCIPAL**  
GEMS Polytechnic College  
Ratanpura, Aurangabad  
Bihar-824121

Approved by

*[Signature] 09/03/2022*  
**Director**  
**DIRECTOR**  
GEMS Polytechnic College  
Ratanpura, Aurangabad  
Bihar-824121