



LENORA INSTITUTE OF DENTAL SCIENCES

(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)

Accredited with NAAC "A" Grade

NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt.), AP, India.

Web: www.lids.ac.in, E-Mail: lidsrajahmundry@gmail.com, PH:0883-2484492.Fax: 0883 2484493

6.3.1

- **POLICY DOCUMENT ON WELFARE MEASURES**
- **LIST OF BENEFICIARIES OF WELFARE MEASURES**

6.3.1 POLICY DOCUMENT ON WELFARE MEASURES

The following are the welfare measures undertaken by the institution for teaching and non- teaching staffs

- 1) The following are the types of leave that may be granted to the employees,
 - a. Maternity Leave
 - At KLRs LIDS, all women employees are given 26 weeks of maternity leave as per maternity benefit act (1961).
 - And also paternal leaves are also sanctioned.
 - b. Special casual leave for teaching staff
 - Special casual leaves can be availed by teaching staff for attending national/international conferences, CDE programs and for examination purposes.
 - c. Casual Leave (CL)
 - An employee shall be eligible for 12 days casual leave in a year calendar to attend personal and unforeseen work • ½ day leave can be applied in case of emergency.
 - d. Academic leaves and study leaves are given for the students.
- 2) In-house staff quarters for teaching and non-teaching staffs. Staff quarters are available for teaching and non-teaching staffs are free of cost.
- 3) Employee Provident Fund (EPF)
 - At KLRs LIDS, eligible employees will be covered under EPF scheme as per Employees provident fund and miscellaneous provisions act 1952.
 - Monthly returns will be filled and will be submitted through accounts department.
 - The periodical returns will be filled and will be submitted through accounts department.

- It may be noted that if any employee resigns from his/her position in the organization he/she is entitled to make an application for his/her PF claim.

4) ESI Scheme

- Employees are provided ESI facility as per norms, Now as per the flexibility given by the state government for the colleges having their own speciality hospital, we are providing Employee Health Scheme to our employees as par with ESI scheme.
- All staff are provided Hepatitis B vaccination free of cost.

5) Subsidized transport

- As the Institution is located in a place which is remote and not easily accessible to all its employees by different modes of transport. To make mobility easy, the College operates a bus services from major nodal points in the vicinity of the Institution for the employees and students.

6) Subsidized canteen.

- The Institution has a canteen at the campus which is operational during working hours.

7) Guest Houses

- The institution has Guest Houses at the campus area with boarding and lodging facilities. Round the clock mess and Wi-Fi facilities are provided to the guests.

8) Free internet access in the campus for students and staff.

9) The institute has set up an exclusive facility for KLRs LIDS employee's children, by providing a concession at the admission, if they want to join our Dental college.

10) Subsidized medical and free dental health care treatment for all the Teaching and Non-teaching staff. And conducts free dental camps to their families.

11) Financial assistance for attending and conducting program.

12) Free Uniform for nurses, attenders and house-keeping staffs.

13) Staffs affected with COVID-19 have been given paid leave for 7 days and provided with household groceries and vegetables throughout the covid affected period.


14) Clean and Green Campus

- The KLRs LIDS campus is smoke free and plastic free and sustains the green area through available resources. The Institution strives to build and maintain an adequate

green cover. Initiatives are taken for a hygienic and clean campus services of housekeeping personnel are outsourced.

15) Recreational Facilities

- The Institution has built playgrounds, recreational facilities and organizes sports and fitness events, cultural programs etc. for the health and wellness of the employees and students.
- Organizing regular programs like Communication Skills, Interpersonal Skills, Work life balance, Life support and emergency management programs etc.



Lenora Institute of Dental Sciences
RAJANAGARAM

PRINCIPAL



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WELFARE SCHEME FOR NON TEACHING STAFF

| S.No | Name of Employee | Designation | Signature |
|------|----------------------|------------------|-------------------|
| 1 | N.V.Lakshmi | Attender | N.V.Lakshmi |
| 2 | Y.Hyma | Attender | Y.Hyma |
| 3 | G.Durga Bhavani | OP | G.Durga Bhavani |
| 4 | B.Sirisha | OMFS Asst. | B.Sirisha |
| 5 | B Divya | OMFS Asst | B Divya |
| 6 | V.Venkata Ramana | OMR Asst | V.Venkata Ramana |
| 7 | R.Veeraveni (chinni) | CONS Asst | R.Veeraveni |
| 8 | D.Kanaka Lakshmi | PERIO Asst. | D.Kanaka Lakshmi |
| 9 | Y.Devi | ORTHO Asst. | Y.Devi |
| 10 | G.Varalakshmi | OP Asst. | G.Varalakshmi |
| 11 | K Priyanka | ORTHO Asst. | K Priyanka |
| 12 | K.V.S.Nagalakshmi | Asst | K.V.S.Nagalakshmi |
| 13 | P.Sujatha | PHD Clinic Asst. | P.Sujatha |
| 14 | L Durga | B/S Attender | L Durga |
| 15 | K.Veeramani | Scavenger | K.Veeramani |
| 16 | P.Mariyamma | Scavenger | P.Mariyamma |
| 17 | B.Jaya Kumari | Scavenger | B.Jaya Kumari |
| 18 | M Durga | G/H Sweeper | M Durga |
| 19 | B.Venkata lakshmi | G/H Sweeper | B.Venkata lakshmi |
| 20 | K.Ammaji | G/H Sweeper | K.Ammaji |
| 21 | B.Aruna | G/H Sweeper | B.Aruna |
| 22 | Ch shanthi | M/B Sweeper | Ch shanthi |
| 23 | B Naga Devi | Perio Sweeper | B Naga Devi |
| 24 | K.Lakshmi Kantham | OP Sweeper | K.Lakshmi Kantham |
| 25 | D Rani | Sweeper | D Rani |
| 26 | K Venkata Lakshmi | Sweeper | K Venkata Lakshmi |
| 27 | N.Satyavathi | Sweeper | N.Satyavathi |
| 28 | G Manga | Sweeper | G Manga |
| 29 | S.Anantha Lakshmi | Library Sweeper | S.Anantha Lakshmi |
| 30 | T Chakramma | Sweeper | T Chakramma |
| 31 | Y Manga | Sweeper | Y Manga |
| 32 | T Satyavathi | Sweeper | T Satyavathi |
| 33 | M Satyavathi | Sweeper | M Satyavathi |
| 34 | G.Venkata Lakshmi | Sweeper | G.Venkata Lakshmi |

| | | | |
|----|---------------------|----------------|----------------|
| 35 | R.Venkata Lakshmi | Sweeper | Venkatah |
| 36 | Seshagiri | Helper | Seshagiri |
| 37 | I.N.S.Sai Lakshmi | Warden | S.L. |
| 38 | Ch Venkata Lakshmi | Sweeper | Venkatalakshmi |
| 39 | B Sarojini | Sweeper | Sarojini |
| 40 | Raghava Reddy | Security | Raghav |
| 41 | Bulakshmi | Sweeper | Lakshmi |
| 42 | T Merry | Sweeper | Merry |
| 43 | M Poojitha | Sweeper | Poojitha |
| 44 | P Srinu | Plumber | Srinu |
| 45 | Y Ratnaraju | PRO | Rat |
| 46 | K.Nani Babu | I.T | Nani |
| 47 | Ch.Rajini | Asst Librarian | Rajini |
| 48 | Ch.Venkata Hanumaan | Xray tech | Hanuman |
| 49 | V.Srinivas Reddy | Store | Srinivas |
| 50 | V.Rambabu | P.R.O | Rambabup |
| 51 | B.Ramesh | Supervisor | Ramesh |
| 52 | D.Baby | Supervisor | Baby |
| 53 | D V V Ramana | Electrician | Ramana |
| 54 | Srihari | Driver | Srihari |
| 55 | D.Sattibabu | Driver | Sattibabu |
| 56 | Ch.Padmabhai | O.P | Padmabhai |
| 57 | Anjibabu | Attender | Anjibabu |
| 58 | L.Srinu | Gardener | Srinu |
| 59 | D.Thatarao | Scavenger | Thatarao |
| 60 | Bujjibabu | Security | Bujjibabu |
| 61 | R.Bulli Venkanna | Security | Venkanna |
| 62 | K.satyanarayana | Security | Satyanarayana |
| 63 | Yesu | GH Security | Yesu |
| 64 | Kandula Naresh | Security | Naresh |
| 65 | T.Srujini | GNM Nurse | Srujini |
| 66 | P Vara lakshmi | Accounts Asst | Lakshmi |

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