



EMPLOYEE WELFARE POLICY
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Reviewed by
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EMPLOYEE WELFARE POLICY

Purpose:

It is desirable state of existence involving the physical, mental, moral and emotional well being of an employee. Welfare measures need not be in monetary terms only but in any kind/forms. The welfare programs aim at improving employee morale and welfare and shall endeavor to increase the efficiency of the workforce. The welfare activities will cover services, which are enumerated in the social security statutes as well as services that the institution deems fit to keep up the motivation level of the workforce.

Welfare facilities provides healthy working environment & develop sense of belongingness towards organization or the institution they belong. It makes workers more responsible & efficient. A comprehensive benefits program for eligible employees and each benefit plan has specific eligibility conditions. All full-time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit.

Scope:

It is applicable for all employees of all categories.

Classification of Employee Welfare

There are two types of Employee Welfare as mentioned below

1. **Statutory Welfare** - As per the Applicable Statutes
2. **Non - Statutory Welfare** -As per the welfare programs approved by the management

Statutory Employee Welfare

Human Resources Department will ensure compliance of the provisions of the Labor Statutes as applicable to the Institutions. The maintenance of all statutory records, filing of returns to the respective government offices will be carried out at the Unit level.

1. The Employees Provident Fund and Miscellaneous Provisions Act, 1952 - All the employees shall be eligible for 12% Provident Fund contribution from the management.



2. The Employees State Insurance Act, 1948 - all employees, as per provisions of the act is covered under ESI.
3. As per the Gratuity Act 1972, all employees are paid Gratuity as per the rule.
1. The Maternity Benefit Act, 1961 – All women employees who completes one year of service with the institution shall be given paid Maternity Leave for the period of 6 months.
4. The Minimum Wages Act, 1948 – All employees are covered as per the provisions of the act.
5. The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 – All applicable leaves are provided to the employees, as per the Act.
6. The Supreme Court Guidelines 2002 a Committee for prohibition of sexual harassment – POSH policy in place to protect the rights of the employees.

Non - Statutory Employee Welfare

1. Employees including their Spouse, Children & parents will be eligible for free Basic diagnostic facility, ambulance, Pharmacy supplies at a subsidized rate at our Medical college campus Hospital. They are eligible for Free OP Treatment. Employee's Relation (Blood Relations) will be eligible for 50% on reduction on OP Fees. Employees and their dependents will be eligible 30 % discount in IP Bill.
2. Group Medical Insurance for employees for a sum of Rs, 100,000/- who opt for the same. Accident Insurance: All employees are covered under Personal Accident Insurance
3. Celebrations for Employees on the following days – Birthday, Annual Day, Independence Day, Republic Day, Vijayadasami Celebrations, Pongal and Christmas. Personal Gifts are given during Diwali celebrations.
4. Employee Referral Bonus is been given for all Teaching Hires.
5. Sabbatical leave for a period of 3years for Teaching Staff who wants to pursue higher education.
6. TA & DA for Teaching staff who travel for Paper presentation.
7. Engaged External experts for coaching Non Teaching staff for an effective Employee engagement. Soft Skill programs on effective communication, Personality development, Interpersonal relationship, discipline are provided.
8. Employee of the month award given to 15-20 Non teaching staff every month through nomination.
9. Subsidized Staff Accommodation for Staff inside our Medical college campus with amenities like Grocery shop, provision store, Food Courts, personal grooming etc.
10. Subsidized Transport facilities for all employees to commute between Home and Office.
11. Employees who had completed one year of service shall be eligible for 15 days of paid leave for their Marriage.
12. Fee concession for Employee's children. Employee children are offered fee concessions in the constituent Institutions
13. Fees concession for our own teaching faculty doing PhD program in the constituent institutions.
14. Fees concession for our own non-teaching staff doing PG in our constituent institutions.



15. A sum of Rs 10,000 is given to employee for his/her wedding or any other employee's family function. This benefit is subject to one time only during the entire service period of the employee. This benefit can avail after the completion of three years continuous service.
16. Ex-gratia for all Non Teaching staff ranging from Rs.2500 to Rs. 10,000 every year for every employee during Diwali Festival.
17. In the event of death of parents or spouse or children in the family of the employee a sum of Rs 5000 is given as funeral benefit. This benefit is subject to maximum of two times during the entire service period of the employee. This benefit can avail after the completion of three years continuous service.
18. The non teaching employees in our medical hospitals will be provided with Uniform once in a year (1 set of shoes to nursing staff & one set of formal sandals to other workmen). For Every three years once 1 set of rain coat will be provided to all workmen.

In addition to the Statutory and Non – Statutory employee welfare measures, the following are also provided.

- Tea & Coffee is provided at free of cost to all our employees.
- Readily accessible first-aid boxes or cupboards, equipped with the prescribed contents shall be provided and maintained in every premises
- Cafeteria facilities for all employees.
- Yoga, Outdoor and Indoor Activities: For those with a desire for something more active, there are Yoga centre, outdoor games, athletics; physical exercises and indoor games.