


SMVMCH/HR/02	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 1 of 2
Amendment No:00		Issue No:02
Amendment Date: - -	POLICY AND PROCEDURE – FACULTYWELFARE POLICY	Issue Date:

1. PURPOSE :

To provide the teaching and non teaching staffs to avail the staff welfare schemes available in our institute.

2. SCOPE :

This procedure is applicable to teaching and non teaching staffs working in Sri Manakula Vinayagar Medical College and Hospital.

3. RESPONSIBILITY:

Administrators, HODs, staff welfare committee, HR department


4. PROCEDURE:

Teaching faculties:

- Concessional/ subsidized medical care for family
- Sanction of amount for faculties participating in conference/ memberships in professional bodies
- Free AC transport facility
- Lunch provided at subsidized rates
- Sanction of maternity leave for women faculties for a period of **90 days**.
- Free annual health checkup
- Free wifi facility

Non teaching staffs:

- Employment Provident Fund (EPF) for all non teaching staffs
- Employees' State Insurance (ESI) for all non teaching staffs drawing salary less than Rs. 15,000/-
- Concessional/ subsidized medical care for family
- Lunch shall be provided at subsidized rates
- Sanction of maternity leave for women employees for a period of **90 days**.
- Free annual health checkup
- Sanction of educational loan for higher studies (conditions apply). Subject to full filing prescribed conditions
- Sanction of group insurance loan in case of emergency.
- Sanction of interest free loans in case of emergency.
- Free transport for non teaching staff.
- A separate lunch room for the benefit of women / men staff members and girl students.
- Establishment of canteens and coffee shops at the campus
- In the event of the death of an employee, while in service, his/ her dependent shall be considered for employment, depending on individual merits, limited to the case of Junior assistant, subject to availability of the post.

SMVMCH/HR/02	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 2 of 2
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- In case the dependent is highly qualified, he / she would go through the normal selection process, but all the things being equal, preference shall be given to this category of applicants.

5. RECORDS :

SL.NO	RECORD NAME	RECORD NO	LOCATION	MINMUM RETENTION PERIOD
1.	Staff welfare committee		HR	
2.	Employees personal file		HR	

6. REFERENCE:

Guidebook for NABH Accreditation 5th Edition April 2020