	VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE	DOC.NO	NABH/VMCHRI/HRM/02
		NABH Std Ref	HRM/01/a-d
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VMCHRI Policy Document on Staff Welfare Measures

1. Statement:

VMCHRI sponsors 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. The welfare programmes aims 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 company deems fit to keep up the motivation level of the workforce.

Statutory Welfare

- As per the Applicable Statutes

Non - Statutory Welfare

- As per the welfare programs approved by the management

2. Goal:

To provide clear directives for staff welfare measures, outlining the responsibilities of the employer and employees.

3. Responsibilities of Employer:

3.1 The Institution is aware of employment laws and regulation in force and abides by them.

3.2 The Institution lays emphasis on a transparent professional relationship and communication with its employees.

3.3 There will not be any discrimination based on gender, religion, race or disabilities.

3.4 It ensures that all staffs are provided with equal opportunities at workplace.


3.5 It provides an effective Grievance Redressal Mechanism.

3.6 It offers confidential support to its employees whenever needed, identify practical solutions with effective counseling.

3.7 It provides appropriate liasoning with external organizations/ institutions in the interest of its employees.

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	Prof. T. THIRUNAVUKARASU, M.D., D.A., Dean		

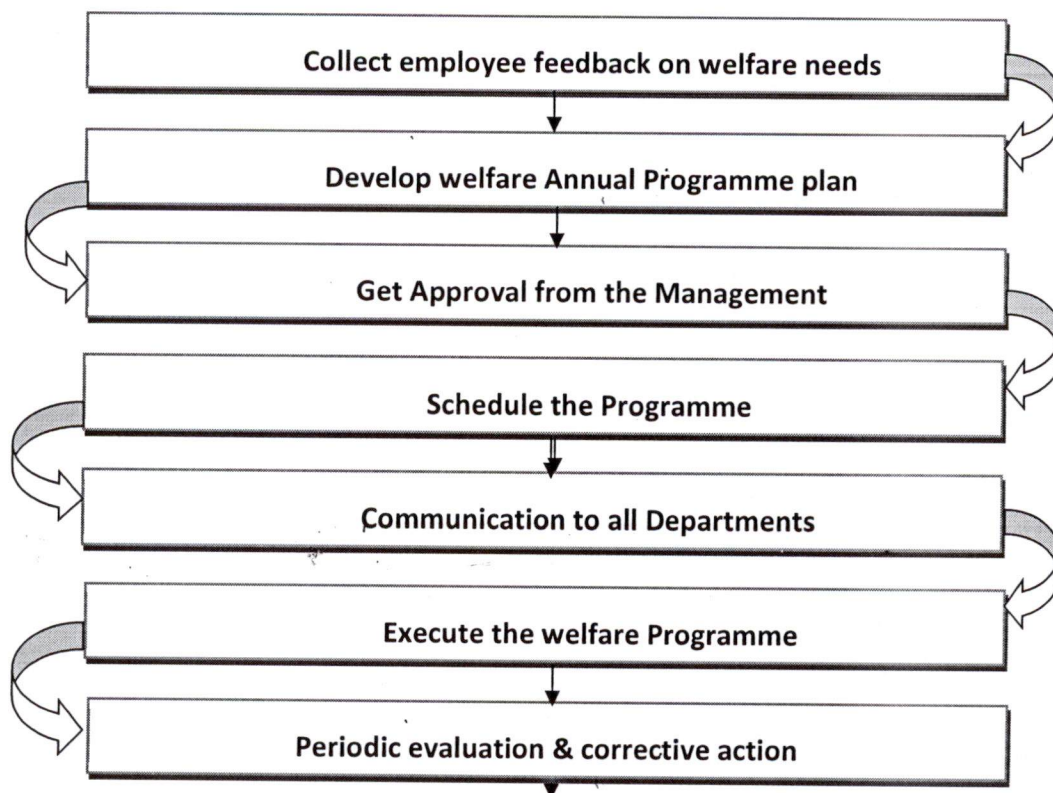
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4. Responsibilities of the Employee:

- 4.1 All staff members should be concerned with their own welfare at workplace.
- 4.2 They should be aware of the administrative hierarchy for redressal of their problems.

THE PROCESS FLOWCHART FOR THE VARIOUS WELFARE SCHEMES AND ACTIVITIES:




5. Benefits

1. Medical Benefits

Employees whoever completed one year of service in Velammal will be eligible for the following medical Benefits

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Medical Benefits	Employees	Students
OP / IP Consultation.	Free	Free
Medicine bought in Velammal IP Pharmacy	8%	8%
Lab and other investigations	50%	25%
Clinical Procedures and surgeries	50%	25%
Rooms / ICU services	50%	25%
Diet IP Specialty	25%	25%
Ambulance Services	25%	25%

2. Tea & Coffee

Tea & Coffee is provided at free of cost to all essential grade employees

3. Crèche

VMCHRI is running crèche, for its employees' children.

4. Uniform

Certain category of employees will be provided two sets of uniform per year

5. Salary Loan / Advance

VMCHRI provides a salary loan in advance without interest for medical emergencies; loan amount and repayment period Varies as per the experience of the employee

6. Hostel


On request and based on the availability of hostel the employees/ students of Velammal will be provided accommodation.

7. Residential Quarters

The employees of different categories will be eligible for allotment of residential accommodation of the type as shown against each category given hereunder:

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Name of the Block	Type
Kaveri	3BH
Thamirabarani	2BH
Vaigai Block	2BH
Staff quarters	1BK
Shed house (workers)	1BK

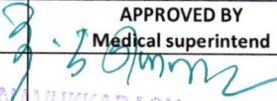
8. Annual Celebrations at Hospital

- Anniversary Day
- Sports Day
- Festival / celebrations
- Pooja Celebrations
- Christmas
- New year


9. Funeral Expense

This benefit is extended to all our employees when they lost their dear once (dependence) in their family

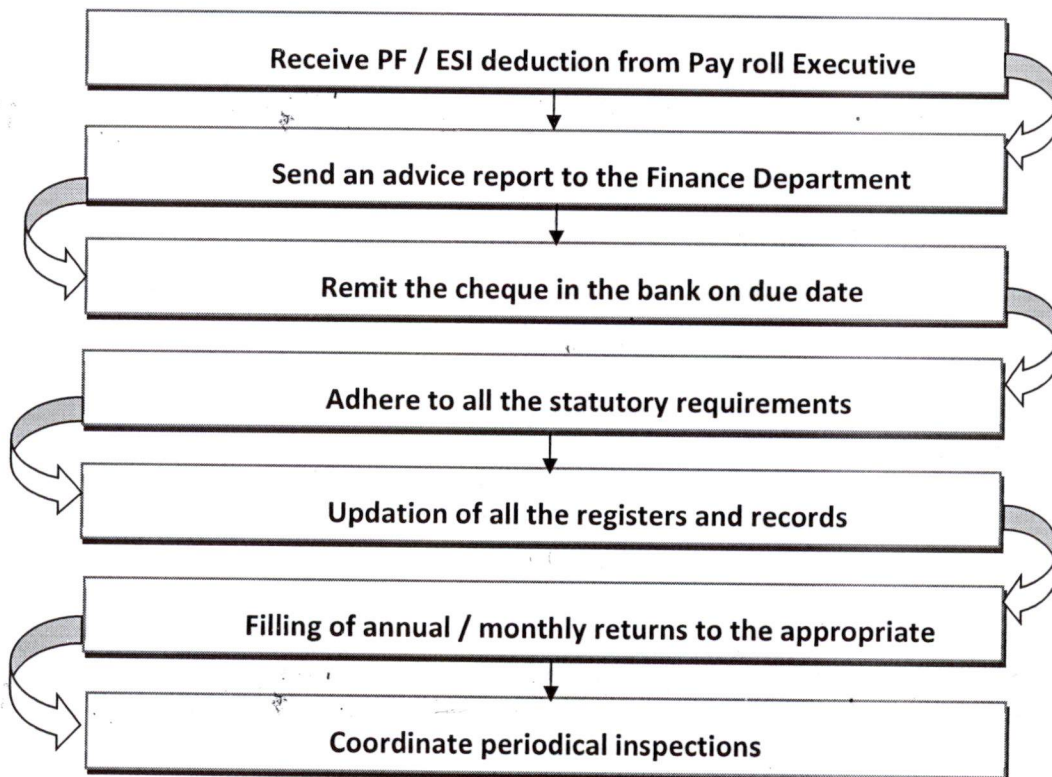
6. **Statutory Compliance** The concerned units will ensure compliance of the provisions of the Labor Statutes applicable to the hospital. The maintenance of all statutory records, filing of returns to the respective government offices will be carried out at HR Office.

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Process Flowchart For Statutory:



7. Monitoring and Review:

The said policy will be monitored and periodically reviewed by the Internal Quality Assurance Cell of Velammal

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