

EMPLOYEE WELFARE POLICY & PROCEDURE FOR THE CATEGORY OF TEACHING

1.0 OBJECTIVE

- 1.1 Healthy organizational environment is necessary to enable employees to perform their functions productively towards achieving organizational goals. Good working environment results in harmonious working relationship between the Management and employees. Narayana Medical College Hospital has formulated the Welfare Policy to ensure the well-being of the employees which in turn will enrich the quality of life of employees.
- 1.2 To promote a harmonious working environment that brings in a qualitative change in the lives of the people working for the organization.

2.0 ELIGIBILITY&APPLICABILITY

- 2.1 This policy is applicable to all employees in all Teaching grades of organization
- 2.2 Provision in approved HR annual operating plan (AOP) will be a pre-requisite for all welfare management in the organization

3.0 RASCI

- 3.1 Responsible : HRD
- 3.2 Approver : PRINCIPAL/MS/CFO /HOD's /HRD
- 3.3 Support : HRD
- 3.4 Inform : HOD/HRD/A& F Department

4.0 POLICY & PROCEDURE

4.1 Welfare Budget:

The HR dept is in consultation with Management, all business heads/leaders and Employee welfare committee to prepare a budget for welfare management for every financial year.

4.2 Employee Welfare Measures:

4.2.1 Advance / Loan From organization.


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The Advance / Loan facility is available to meet urgent medical expenses for self & dependent family members / marriage / education of children. The eligible loan amount will be two Months Gross Salary This loan amount will be recovered in Installment basis from the faculty monthly salary without any interest.

4.2.2 Free Accommodation

All the teaching faculty are provided Accommodation in the premises of campus without any charges

4.2.3 Medical Benefit

All the employees working in NMCH can avail concessional for treatment.

SI No	Description	For Employee (OP&IP)	For Employee Dependents (Parents, Spouse & Children) (OP & IP)
1	Consultation Charges	Free	Free
2	Lab Investigations	Free	50%
3	Radiology	50%	50%
4	Pharmacy	10%	10%
5	Surgery, Procedure charges(Broad Specialties)	Free	50%
6	Surgery, Procedure charges(Super Specialties)	50%	50%
7	Private Rooms/ICU Bed Charges/General Ward	50%	50%
8	Physiotherapy Charges	Free	50%
9	Employee Referral	10% Concession on OP & IP Lab Investigations, Radiology (Excluding Pharmacy and Consumables)	

4.2.4 Group Medclaim(Insurance):

All the employees are covered under Group Medclaim Policy to cover against the risk of unforeseen hospitalization expenses to the employee and family members. The amount of Insurance coverage for all the eligible employees is GMC upto Rs 3 lakhs and GPA upto Rs. 3 lakhs per annum


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4.2.5 Group Gratuity:

All the employees are covered with Group gratuity provision from the employee joining. The gratuity amount will be arranged to the employees in the events of superannuation, employee voluntary exit from employment (subjected to employee service more than five years) . In case of death, the employee nominee shall get lum sup amount/floater basis pension.

4.2.6 Travel Claims Reimbursement:

Travel is an integral part of the business and all the employees are expected to undertake the travel within India and abroad to perform their official functions. Expenses during such travel shall be reimbursed by the NMCH as per the travel rules of the company in force from time to time. The travel rules and travel entitlements of the employees of various categories are detailed in the following pages.

All employees are permitted to reimbursement of expenditure towards travel, hotel, food & incidentals incurred during travel on business, official work or training. The claims shall process the based on grade structure and applicable amounts.

4.2.7 TLD Badges/LED Aprons:

In view of Faculty/Doctors health & preventive measures to avoid the radiations those are working in radiation exposure areas are provided with TLD badges& LED Aprons.

4.2.8 Rewards & Recognition

Rewards and Recognition practices is offered to encourage employees particularly field staff whose performance is outstanding either individually or through team that contribute to the overall objectives of the organization ex: Incentives , Star of the Month, Best service award

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4.2.9 Staff Children Fee Concession @ Narayana Schools & Colleges

Narayana Medical College Hospital Staff children are privileged to obtain the concession on Locked tuition fee at the time of admission in Narayana School & Colleges based on the employee's years of work experience in NMCH. This is applicable for classes from Nursery to 12th across all Narayana Group Schools& Colleges.

Years of Experience of Staff	Percentage of Concession (on Tuition Lock Fee)	Concession can be availed on
Up to 1 Year of Service	10%	Lock Fee (Tuition Fee)
Between 1 year to 2 years of Service	20%	
Between 2 years to 3 years of Services	30%	
Between 3 years to 4 years of Services	40%	
Above 4 years of Services	50%	

4.2.10 Welfare Committee

To define the guidelines and implementation of welfare measures the following committee is framed and the committee should meet at least twice in a financial year.

S.No	Official Designation	Committee Designation
1	PRINCIPAL-NMCH	Chairperson
2	All MEDICAL SUPERINTENDENT &CFO	Member
3	HEAD HR	Convener

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NARAYANA MEDICAL COLLEGE HOSPITAL

Dept of Human Resources

EMPLOYEE WELFARE POLICY & PROCEDURE FOR THE CATEGORY OF NON TEACHING

1.0 OBJECTIVE

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- 1.2 To promote a harmonious working environment that brings in a qualitative change in the lives of the people working for the organization.

2.0 ELIGIBILITY&APPLICABILITY

- 2.1 This policy is applicable to all employees in all Non-Teaching grades of organization
- 2.2 Provision in approved HR annual operating plan (AOP) will be a pre-requisite for all welfare management in the organization

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4.2 Employee Welfare Measures:

4.2.1 Advance / Loan From organization:

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4.2.2 Immunization of Staff:

Employees who are at risk to acquire Hepatitis B while performing duties and the purpose is to immunize them from that risk as a welfare measure as determined by their departmental heads will be eligible to receive Hepatitis B vaccine. The dose shall give to employee in three times and ensure each dose gap period to be maintained minimum a month and later than arrangement of 01 booster dose. The cost of dose of the vaccine will be borne by the hospital.

4.2.3 TLD Badges/LED Aprons:

In view of employee health & preventive measures to avoid the radiations those are working in radiation exposure areas are provided with TLD badges & LED Aprons.

4.2.4 Safety Sets:

Employees are working with hazardous & HVAC areas are provided to GUM shoes, gloves & aprons to prevent from perilous situations.

4.2.5. Free Accommodation

Some of essential service staff are provided Accommodation in the premises of campus and also have subsidized dining services offering with delicious hygienic food.


4.2.6 Travel Claims Reimbursement:

All employees are permitted to reimbursement of expenditure towards travel, hotel, food & incidentals incurred during travel on business, official work or training. The claims shall process the based on grade structure and applicable amounts.

4.2.7 Social Security Benefits:

Contributory Provident Fund: All employees who are on time pay scale are eligible for contributory provident fund as per the provisions of Provident Fund Act, 1952. The employer's contribution would be limited to 12 percent of Basic Pay plus Dearness Allowance.

ESIC: As per ESI act 1948, all the eligible employees are provided with this benefit whose gross salary is equal or less than Rs.21,000


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4.2.8 Medical Benefit:

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4.2.9 Group Mediclaim (Insurance):

All the employees are covered under Group Mediclaim Policy who's salary is more than Rs.21,001 to cover against the risk of unforeseen hospitalization expenses to the employee and family members.

4.2.10 Group Gratuity:

All the employees are covered with Group gratuity provision from the employee joining. The gratuity amount will be arranged to the employees in the events of superannuation, employee voluntary exit from employment (subjected to employee service more than five years) . In case of death, the employee nominee shall get lum sup amount/floater basis pension.

4.2.11 Subsidized canteen facility:

Meals, Coffee and Tea are provided at subsidized rates for staff in separate canteens. Both Normal meal and Diet meal are served in the canteen and employees can choose their meal based on their choice.

4.2.12 Staff Uniform :

Three sets of uniforms are provided for all employees per year.

4.2.13 Free Transportation:

Company Bus services are offered to all employees for convenient commuting between Residence and office and back with out any charges

4.2.14 Rewards & Recognition


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