

**23.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 Institutions 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/CEO /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:**

The Advance / Loan facility is available to meet urgent medical expenses for self & dependent family members / marriage /

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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 Group Mediclaim:**

All the employees are covered under Group Mediclaim 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


**4.2.4 Maternity Leave And Benefit**


The Narayana Medical Institutions is committed to protect the dignity of motherhood by providing maternity leave and benefit for the full and healthy maintenance of women and her child when she is not working. With the advent of modern age, as the number of women employees is growing, the maternity leave and other maternity benefits are becoming increasingly common. This provision is to achieve the object of doing social justice to women workers employed.

Female Faculty/Doctor shall be entitled to 26 weeks paid maternity leave including rest days and any public holidays that fall during that time provided she satisfies the following:

She has been employed by the Institute at any time in the four (4) months immediately before her confinement;

A Faculty/Doctor shall not be entitled to any maternity benefits if at the time of her confinement she has two or more surviving natural

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children irrespective of age

**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.

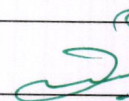
All employees are permitted to reimbursement of expenditure towards travel, hotel, food & incidentals incurred during travel on business, official work or training. The claims shall process the based on grade structure and applicable amounts.

**4.2.6 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.

**4.2.7 Rewards & Recognition**

Rewards and Recognition practices is offered to encourage employees particularly field staff whose performance is outstanding

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either individually or through team that contribute to the overall objectives of the organization ex: Incentives , Star of the Month, Best service award

#### 4.2.8 **Staff Children Fee Concession @ Narayana Schools & Colleges**

Narayana Medical Institutions Staff children are privileged to obtain the admission in our Schools & Colleges @ 50% concession on Locked tuition fee. This is applicable for classes from Nursery to 12th across all Narayana Group Schools& Colleges.

#### 4.2.9 **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	DEAN-NMCH	Chairperson
2	HEAD HR	Convener
3	All Medical Institutions HEADs & CFO	Member

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