

**6.3.1: Policy document on welfare measures**

**Amendment date: 26.04.2017**

**Revised on: 16.08.2022**



**Karpaga Vinayaga Institute of Medical Sciences & Research Centre**  
GST Road, Chinnakolambakkam, Palayanor (P.O)  
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KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

POLICY DOCUMENT ON WELFARE MEASURES FOR TEACHING AND NON TEACHING

POLICY DOCUMENT NO: KIMS / POL/2017

AMENDMENT DATE:26.04.2017

**1.STATEMENT**

Karpaga Vinayaga Institute Of Medical Science helps financially to its staff with the help of its various monetary benefits through different schemes. Our management consistently makes its efforts to take some welfare measures for the staff members. For maintaining good rapport with all the employees, the management organizes informal dinner party for faculties. All the new recruiters get acquainted with the norms of our institute .Our Managing Director always attends all the faculty development events organized in the campus to motivate the students and staff of the college. The management offers fee concession to the children of the non teaching staff.

**2.AIM:**

To provide welfare support to all faculties of K.I.M.S

**3.SPECIFIC OBJECTIVES:**

To Formulate the list of welfare measures .

**3.1PROVISION OF STAFF QUARTERS :**

The Management provides accommodation facilities for all the staff members of Karpaga Vinayaga Institute of Medical Sciences . We provide Two Bedrooms Hall and Kitchen accommodation with all the basic amenities at a very nominal and low rates as compared to standards.

**3.2TRANSPORT FACILITIES**

The Management provides transport facilities for all the staff members of Karpaga Vinayaga Institute of Medical Sciences. Air conditioned buses free of cost for all teaching and non teaching faculties.

**3.3 HEALTH CARE FACILITIES**

The Management provides optimal health care to all teaching, non teaching faculties and their family members at concession rate including diagnostic and treatment . 20% concession for faculties and 30% concession for students.

*[Signature]*

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**3.4 DUTY LEAVE FOR ATTENDING SEMINARS, CONFERENCES AND WORKSHOPS**

For encouraging the faculty towards research and development, the management permits the faculty to attend national and international conferences, seminar, and workshops by sanctioning them seven duty leave, five days for paper evaluation and 4 days as external examiner.

**3.5 ECO-FRIENDLY CAMPUS**

The institution has eco-friendly environment with least air pollution. The green trees provide fresh air to breathe in.

**3.6 HYGIENIC WORKING ENVIRONMENT**

The institution ensures hygienic working environment with a provision of hygienic sanitation for both staff and students.

**3.7 EMPLOYEES PROVIDENT FUND AS PER PF RULES**

Keeping in view the future safety of employees, the institute contributes specific amount towards

PF of an employee as per PF rules.

**3.8 FULL PAID MATERNITY LEAVE**

kims provides full paid maternity leaves to all female employees.

**3.9 SALARY TIMELY CREDITED TO BANK ACCOUNT OF EMPLOYEE.**

In each month, the employee gets the salary on time through bank accounts only. The management of kims credits the salary on time every month for both teaching and nonteaching staff

**3.10 REIMBURSEMENT OF MEMBERSHIP FEES FOR THE PROFESSIONAL BODIES.**

The institute has the provision of reimbursement of membership fee of any professional body provided he/she publishes a research paper within a year in the concerned professional body

**3.11 HOSTEL ACCOMMODATION AND COMPLIMENTARY FOOD**

Management offer hostel accommodation and complimentary food for non teaching staff (duty technicians and theatre staff) on humanitarian grounds.

**3.12 FESTIVAL ADVANCE**

Non-teaching staff can avail interest free loans and salary advance for their needs in the month of January and October festival advance are given to faculties. Faculty can get one month of their salary as advance and repay in following months.

*[Signature]*  
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### 3.13 NEW YEAR GIFT FOR FACULTY

Our management gives new gift for all teaching and non teaching staff as token of appreciation for their sincerity and punctuality at work.

### 3.14 PURE DRINKING R.O. WATER

R.O plants are installed at all the coolers available in the college for providing pure and safe drinking water to the staff and students. There are seven in the institution which are covered with an AMC for regular maintenance.

### 3.15 UNIFORM FOR NON TEACHING STAFF

All Nonteaching faculties including security persons will be provided with uniforms and lab coats free of cost within 15 days of joining our institution.

### 3.16 Educational allowance for the family members of Non-Teaching staff working in Karpaga Vinayaga educational trust:

All non teaching faculties children can avail educational allowance in Karpaga Vinayaga group of Institutions. Children of non teaching faculty are educated free of tuition fees/hostel fees/mess fees.

3.17 Grievances Readdressal : Grievances are readdressed in a proper and effective way ,to create a gender equality among faculties of Kims

### 3.18 Mobile and Diesel allowance for senior staff:

Senior faculty members are given mobile/diesel allowance .

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