



Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy number: *SGMC/Acad.Pol/100/2024*

Category: Welfare

Content: Employee welfare policy

Effective Date: *25.04.2024*


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Signed by:




Vice-Chairman


Dean Emeritus


Principal



Employee welfare policy

Statement of Purpose

Sree Gokulam medical College values its employees and offers welfare measures to ensure satisfied workforce and healthy working environment to increase productivity.

Policy

The institution and HR department ensures that all the employees get the benefit of the following welfare measures as per the statutory labour laws:

- a. According to the Minimum wages act, 1948, all employees are assured minimum and fair remuneration.
- b. As per the Shop an establishment act 1960, all employees having served 12 months of working are provided with 12 days of casual leave, 12 days of sick leave and 12 days of annual leave.
- c. Employees Provident Fund: All employees drawing salary of up to 15,000/- per month are provided the benefit of the employee provident fund.
- d. Employee State Insurance Scheme: All employees with monthly income of up to 21,000/- are covered under the Employee State Insurance Scheme.

In addition, the employees are given the following welfare measures:

- a. Health care benefits:
 - All the employees can avail 25% discount on any medical bill.
 - Immediate family members of the employees receive concession in the medical bills up to 10% from the management.
 - Distant blood relatives of the employees receive concession in the medical bills up to 5% from the management.
 - All the employees are provided with pre-employment free health check-up.
 - Free annual health check-up is provided for those employees who are in sensitive service areas like catering.
- b. Transportation benefits: Faculty and non-teaching staff are provided with transportation facility either free.



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- c. Accommodation: Subsidised staff accommodations is provided for both teaching and non-teaching employees on the campus.
- d. Fee concession: Children of the employees on admission to our institution are provided fee concession.
- e. Celebrations: Birthday of our Chairman, Shri Gokulam Gopalan is celebrated as a grand function each year as 'staff day'. Gifts and prizes are given away to employees on this day. Some of the other celebrations include Republic Day, Independence Day, Onam, White Coat Ceremony, etc.
- f. Canteen facility: Subsidised canteen facility is available to all the employees.
- g. Funding for presentation: Faculty are provided stipulated funds for travel and other expenses when they go to conferences for presenting scientific papers.
- h. Sabbatical Leave: Faculty are provided sabbatical leave for a period of up to three years when they pursue higher studies or when attached to an institution abroad.
- i. Festival allowance to the employees: All employees with monthly income of Rs. 21000/- are provided bonus for Onam.
- j. Personal growth: Institution arranges expert talks for the employees in matters of management, communication skills, personal finances, etc.
- k. Professional growth: Employees are provided assistance in the form of leave or funding to pursue higher studies or attend faculty development programs.
- l. All employees can avail free use of all the sports facilities on the campus.
- m. All the employees can avail the Day care facility.

Applies to:

All the employees of all categories.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Vice-Chairman & Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/100/2024	25.04.2024	5 years