



# TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

<b>FACULTY WELFARE POLICY</b>	<b>Policy No</b> : 09
	<b>Issue No</b> : 02
	<b>No of Pages</b> : 1-4
	<b>Date</b> : 10/02/2023

## PURPOSE:

Welfare has been described as a total concept. It is desirable state of existence involving the physical, mental, moral and emotional well being. Anything done towards the well being of labor force comes under the purview of Labor Welfare. Welfare measures need not be in monetary terms only but in any kind/forms.

Labor welfare facilities provides healthy working environment & develop sense of belongingness towards organization among workers. It makes workers more responsible & efficient.

The liberalization, privatization and globalization of Indian economy in the past few years have presented unprecedented challenges to the decision makers in the MNCs to compete in the global market with competitive edge of products. This objective could not be achieved until and unless the workers are highly satisfied with the working environment and welfare facilities; it has an important impact on Industrial Relations.

## Scope:

It is applicable for all employees of all categories.

## Responsibilities:

Human resource department is responsible to maintain the Employee welfare which includes monitoring of working conditions, by conducting various employee engagement activities in regular intervals.

## Welfare Measures:-

- a. Staff Accommodation
- b. Access to Medical Facilities
- c. Transport Facility
- d. Creche
- e. Security

  
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- f. Cafeteria / Canteen
- g. ATM
- h. Entertainment Facilities
- i. Leave Policy
- j. Employee Provident Fund
- k. Gratuity
- l. Insurance
- m. Staff Advance
- n. Maternity Benefit
- o. Professional Indemnity Policy
- p. Financial Support to Teaching Faculties

## A. Staff Accommodation:

The Institution has given provision for spacious. Free Quarters and Hostel within the campus for the benefit of the employees and faculty apartment at affordable cost. Facility of play ground are accessible for inmates, apart from providing a clean, lush green environment.

## B. Access to Medical Facilities:

Employees and their families can avail the medical facilities at our hospitals at a reasonable cost as and when required. For all employees and family members, the policy has been framed for providing treatment.

## C. Transport Facility:


The Institution owns and runs Executive Coach Type buses for pick up/drop of employees from selected spots in the city... Free two wheeler / car parking is available for employees' use.

## D. Creche:

The Institution runs a Creche inside the Campus. All Faculty and Non Teaching Staff can avail the facility.

## E. Security:

Key locations like college, hospital, canteen, hostel etc., and is fully secured with uniformed

  
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guards. Vigilance officers patrol during day and night for securing the campus and inmates. The campus is also monitored by CCTV which adds security level to the highest order

## F. Cafeteria / Canteen:-

A full-fledged canteen and coffee shop is available in the premises to provide a high class food experience to all inmates at reasonable cost.

## G. ATM:-

The campus consist of two ATMs to fulfill through which the need for financial services of the inmates are met.

## H. Entertainment facilities:

Conducting cultural programs, not taking more than an hour's time can energize the workers. A well designed proposal could be possibly to organize such events during Independence Day, Nurses Day, Doctors Day, Women's Day, Republic day, etc.

## I. Leave Policy

All regular employees are entitled for 12 CL during current year and 12 EL after one year of service.

One Casual Leave is eligible for a month.

Employees those worked in public holidays eligible for compensatory leave

Compensatory Off should be availed within one Month

## J. Employee Provident Fund

Institution contributes to Provident Fund for employees whose wages are within the purview of PF Act.

## K. Gratuity:-

As per Gratuity Act Institution is providing Gratuity for all eligible employees

## L. Insurance:

Institution is providing Health insurance for the employees.

## M. Staff Advance:

Institution is providing advance from the salary for all eligible staffs and it will be deducted on

  
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Monthly basis.

## N. Maternity Benefit:

Institution is providing Maternity benefit for all eligible female employees.




## O. Professional Indemnity Policy for Doctors

Institution is providing professional Indemnity Policy for all clinicians as per act to safeguard them against legal costs and claims for compensation by patients in case of legal row.

## P. Financial Support to Teaching Faculty

Institution is providing financial support to teaching faculty as stipulated below:-

- Institution will be providing financial support for publications of Research articles in Indexed journals – 2<sup>nd</sup> Paper publication by faculty
- Institution will be providing financial assistance (50%) for the patent registration fee by the faculty.
- Any faculty or Post Graduates students are presenting papers in National conference, the cost of registration will be borne by the institution.
- For International Conference – 50% of the travel expenses will be borne by the institution.

Prepared by	Verified by	Approved by
 HR <b>HR MANAGER</b> Tagore Medical College & Hospital Rathinamangalam, Melakkottaiyur P.O. Chennai-600 127.	 IQAC Coordinator <b>IQAC Co-ordinator</b> Tagore Medical College & Hospital Rathinamangalam, Melakkottaiyur P.O. Chennai-600 127.	 Dean <b>DEAN</b> TAGORE MEDICAL COLLEGE & HOSPITAL RATHINAMANGALAM, MELAKOTTAIYUR POST Chennai-600 127.

  
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<b>INDEMNITY INSURANCE POLICY</b>	<b>Policy No</b> : 16
	<b>Issue No</b> : 02
	<b>No of Page</b> : 1-2
	<b>Date</b> : 07/03/2023
<b>Next revision</b>	<b>2026</b>

<b>Objectives</b>	<p>To enable the practicing physicians and surgeons to be financially protected against risks and legal liabilities that arise out of professional incidents</p> <p>To sensitize the interns, postgraduates and young practitioners on the legal issues related to professional risks and the benefits of the indemnity insurance protection.</p>
<b>Principle (s)</b>	The policy ensures that the practicing physicians and surgeons are duly financially protected against the legal liabilities due to professional risks
<b>Definition</b>	Professional Indemnity insurance is designed to provide legal and financial protection to the medical practitioners from any professional errors leading to claims/allegations from their patients which may be not of their fault or due to negligence, but not including the criminal act, fines and penalties, exemplary damages or a deliberate act of negligence.
<b>Procedure with SOP</b>	<p>It is decided by the institution that the surgeons and physicians working in Tagore Medical College and Hospital shall have a “Professional indemnity bond” (Insurance) to a minimum value of Rs. 10.00 lakhs (Ten lakhs) in order to meet any untoward incidence happens during their professional duties. After taking the insurance policy, the necessary proof shall be furnished to the institution.</p> <p>The surgeons and physicians who are already covered under the scheme through Indian Medical Association shall furnish a certificate of having taken the bond already.</p> <p>Awareness programs are to be conducted for the postgraduates and the interns on the legal and financial liabilities and due to professional risks and the benefits of taking professional indemnity insurance during real time clinical practice.</p>

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<b>Frequency</b>	3 Years
<b>Related/ Supportive documents</b>	As per the Norms
<b>Custodian</b>	IQAC Coordinator

Prepared by	Verified by	Approved by
 <b>Administrative Officer</b>	 <b>IQAC Coordinator</b>	 <b>Dean</b>

IQAC Co-ordinator  
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## LEAVE / ON - DUTY FORM



Date :

Name : .....


Dept. / Designation : .....

O.D. / Leave required From ..... to .....

Leave / Permission Reason : .....

Sign. of Staff

Sign. of HOD

  
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