



SRI RANGAPOOPATHI COLLEGE OF NURSING

Govt G.O. No.35, Approved by Indian Nursing Council,
Recognized by Tamilnadu Nursing Council,
Affiliated to Dr. M.G.R. Medical University

Alampoondi, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

Welfare Policy for Teaching and Non-Teaching Staff at SrirangaPoopathi College of Nursing

Introduction

The welfare of our employees is a top priority at SrirangaPoopathi College of Nursing. We recognize that our teaching and non-teaching staff are integral to the success and growth of our institution. This policy outlines the various welfare measures available to all staff members to ensure their well-being, satisfaction, and professional development.

Welfare Measures

1. Employees Provident Fund (EPF) :
 - All eligible employees will be enrolled in the Employees Provident Fund scheme as per the regulations of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
 - The college will contribute the mandated percentage of the employee's basic salary to the EPF account each month.
2. Health Insurance for Staff Members:
 - Comprehensive health insurance coverage will be provided to all employees.
 - The insurance plan will cover hospitalization, medical emergencies, and critical illnesses.
 - The premium for the health insurance will be fully or partially covered by the college.
3. Employees State Insurance (ESI)
 - Eligible employees will be covered under the Employees State Insurance Act, 1948.
 - The college will contribute its share towards the ESI fund to provide medical care and financial support in cases of sickness, maternity, and employment injury.
4. Salary Advance
 - Employees facing financial emergencies can apply for a salary advance.
 - The advance will be limited to a specified percentage of the employee's monthly salary and will be recoverable in easy installments from future salaries.



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5. Festival Advance

- To support employees during festive seasons, a festival advance will be made available.
- This advance will be interest-free and recoverable in manageable monthly installments.

6. Transport Fee Concession

- Employees will receive a concession on transport fees for commuting between their residence and the college.
- The concession rate and applicable routes will be determined annually.

7. Tuition Fee Concession for Wards of Employees

- A concession on tuition fees will be provided for the children of employees who are studying at the college or affiliated institutions.
- The extent of the concession will be determined based on the employee's tenure and position.

8. Diwali Bonus

- An annual bonus will be distributed to all employees during the Diwali festival.
- The bonus amount will be decided by the management and may vary according to the financial performance of the college.

9. Hostel Accommodation at Concession Rate

- Employees requiring accommodation will be offered hostel facilities at a reduced rate.
- Priority will be given to employees who are from outstation locations.

10. Annual Day Gifts

- To celebrate the contributions of staff members, gifts will be distributed on the Annual Day of the college.
- The type of gifts will vary each year and will be decided by the welfare committee.

11. Skill Enhancement Programs

- The college will organize regular training and development programs to enhance the skills of both teaching and non-teaching staff.
- Opportunities for attending external workshops, seminars, and conferences will also be provided.
- Financial assistance or leave will be granted for pursuing higher education or professional certifications relevant to their role.



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12. Implementation and Review

- The welfare measures outlined in this policy will be implemented by the Human Resources Department in collaboration with the Welfare Committee.
- This policy will be reviewed annually to ensure it meets the evolving needs of the employees and aligns with legal requirements.
- Employees are encouraged to provide feedback on the welfare measures, which will be considered during the review process.

Conclusion

SrirangaPoopathi College of Nursing is committed to creating a supportive and enriching environment for its staff. By providing these welfare measures, we aim to foster a motivated, healthy, and skilled workforce dedicated to the growth and success of our institution.

This welfare policy document serves as a comprehensive guide for the benefits and facilities available to the staff. Any queries or clarifications regarding the policy can be directed to the office of the principal

PRINCIPAL

**Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.**