



**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

## **STAFF WELFARE POLICY**

### **Purpose:**

Employee welfare encompasses the physical, mental, moral, and emotional well-being of all staff. It extends beyond monetary benefits to include various forms of support. The welfare programs aim to enhance employee morale, well-being, and productivity. Our objective is to create a conducive work environment that fosters a sense of belonging and responsibility among employees. This policy outlines both statutory and non-statutory welfare measures designed to support our workforce.

### **Scope:**

This policy is applicable to all employees across all categories at Meenakshi College of Engineering.

### **Classification of Employee Welfare:**

**Employee welfare measures are classified into two categories:**

Statutory Welfare-In accordance with applicable labor statutes.

Non-Statutory Welfare -Additional welfare programs approved by the management. Statutory Employee Welfare:

The Human Resources Department ensures compliance with labor statutes, including but not limited to:

Employees Provident Fund and Miscellaneous Provisions Act, 1952. Employees State Insurance Act, 1948.

Gratuity Act, 1972.

Maternity Benefit Act, 1961.

Minimum Wages Act, 1948.

Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958. Prevention of Sexual Harassment (POSH) policy as per Supreme Court Guidelines, 2002.

### **Medical Facilities:**

- Free basic diagnostic facilities, ambulance services, and subsidized pharmacy supplies at the Medical College campus Hospital for employees and their immediate family members.
- Group Medical Insurance and Personal Accident Insurance coverage for all employees.

### **Celebrations:**

- Employee celebrations on various occasions such as birthdays, annual day, national holidays, and festivals.
- Personal gifts during Diwali celebrations.

**PRINCIPAL**  
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