



Annai Medical College of Siddha and Research Centre

Quality Education for Today & Tomorrow

A unit of K.K.O Mohamed Ibrahim Educational and Charitable Trust

Human Resource Functionality

One key role of HR is keeping track of documents, including employee records related to attendance, vacations, medical leave, and other employee data. This helps demonstrate that the company complies with labor regulations on working hours and conditions. It also helps make sure that employees receive the correct salary and benefits based on their employment status, working hours, and pay rates.

HR may oversee continuing education programs that benefit both the employer and the employee. This could be professional development, tuition reimbursement for courses, or certifications. Giving employees opportunities to enhance their skill sets and industry knowledge can boost morale and incentivize workers to continue working for the company. Education assistance programs often work well as recruitment and retention tools.


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