



TO WHOSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal

Principal
KMCT Medical College
Manassery P.O.
Kozhikode



Date – 21-2-2017

Welfare policy document

KMCT will use the following welfare schemes for staff.

EMPLOYEES WELFARE POLICY

The Board of Trustees of the KMCT Group of Institution provides the following Welfare measures for their employees and their families.

The Insurance schemes are:

ESI scheme

Provident Fund Scheme

Medical facilities for staff

Health Insurance (Optional)

Otolaryngology Insurance (Optional)

Obstetrics and Gynecology (Optional)

Maternity Leave Under ESI Scheme

The employees can opt any two welfare schemes available within the first ten days of appointment.

EMPLOYEES' STATE INSURANCE SCHEME

This is an integrated measure of Social Insurance under statutory benefits embodied in the Employees' State Insurance Act and it is designed to accomplish the task of protecting 'employees' as defined in the Employees' State Insurance Act, 1948 against the impact of incidences of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. The Employees of the college drawing wages upto Rs. 21,000/- a month, are entitled to social security cover under the ESI Act.

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PROVIDENT FUND SCHEME

A provident fund is a government-managed, mandatory scheme under the Employees provident fund and miscellaneous provisions Act, 1952. retirement scheme. A worker gives a portion of his/her salary to the provident fund, and an employer should make a contribution on behalf of the employees. As per the rules, in EPF the Employees drawing less than Rs 15,000 per month have to mandatorily become members of the EPF and employee whose 'pay' is more than Rs 15,000 a month at the time of joining, is not eligible and is called non-eligible employee. 12 percent of the salary must go towards provident fund. The employer and the employee make equal contributions to EPF account.

OTOLARYNGOLOGY & VISION CARE PLAN (Optional)

The Otolaryngology & Vision Care Plan is designed to encourage maintenance of vision, throat, nose and ear through regular examinations and to help with expenses.

OBSTETRICS AND GYNECOLOGY PLAN (Optional)

Obstetrics and gynaecology plan is designed to support regular gynaecology examinations of females above 40 years of age and to provide 30% reimbursement of the total cost of the treatments in KMCT women and child hospital. The institution follows the guidelines for maternity leave as per ESI SCHEME.

MATERNITY LEAVE (UNPAID)

Those employees who have not covered under ESI scheme are eligible to take unpaid leave of 26 weeks for maternity with prior permission from the Principal and HR Manager with medical records.

STAFF ACCOMMODATION

Institution provides accommodation such as apartments and hostels in the campus for needed employees free of cost.

Leaves: Casual leaves and sick leaves are provided to faculty. Special leaves with pay are provided for teaching faculties to attend and present research papers in Conferences and to conduct University practical examinations.

Internet facility: Provided free of cost to all the employees.

Fitness facilities: Institute has provided the outstanding facilities for physical fitness which is provided free of cost.



Travelling facilities – To and fro travelling facility is provided for staff free of cost

Tea and snacks – Provided to staff free of cost

Celebrations/ activities Celebration of important festivals done by the institution

Teaching staff are encouraged by giving Certificates and mementos for organizing various sports and cultural events in student functions, best performing Doctor of each month etc.

GRATUITY

Gratuity is a sum of money customarily given by employers to their long-serving employees, due to their loyalty and commitment. A person is eligible to receive gratuity only if he has completed five years of service.

Grievance Redressal cell: Institute is having grievance redressal cell as well women's complaint redressal cell for prevention of sexual Harassment of woman at work Place.

Uniforms: provided for Class III & IV Employees free of cost.

Promotions: Whenever any faculty fulfils required eligibility he /she will be promoted irrespective of vacancy in that department

SECURITY:

The campus is monitored by CCTV and there are full time uniformed guards inside the campus.

BANK.

Campus has a Nationalized Bank "Union Bank of India" with ATM facility.

CAFETERIA

Multiple Cafeteria and coffee shops is available in the premises of the college.