

# KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

## TO WHOM SO EVER 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.



*[Handwritten Signature]*  
PRINCIPAL  
K.M.C.T. AYURVEDA  
MEDICAL COLLEGE





# KMCT

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### WELFARE POLICY

The board of trustees of the KMCT group of institution provides the following welfare measures for their employees and their families like different insurance schemes, gratuity, staff accommodation, security, cafeteria, Bank facility, yoga centre, gym, and playground

The insurance schemes are

- ESI scheme
- Provident fund scheme
- Health insurance (optional)
- Maternity leave under ESI scheme
- Medical facilities for staff

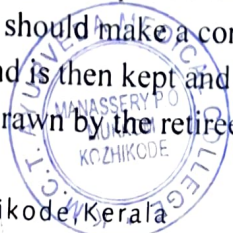
The employees can opt any two welfare schemes available within the first ten days of appointment.

### EMPLOYEES' STATE INSURANCE SCHEME

The is an integrated measure of Social Insurance 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.

### PROVIDENT FUND SCHEME

A provident fund is a government-managed, mandatory retirement savings scheme. These funds also share some characteristics with pension funds provided by employers. 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. The money in the fund is then kept and handled by the government and ultimately withdrawn by the retirees or their surviving





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families. The provident fund even pays out to the disabled, who are not in a condition to work'

As per the rules, in EPF the employees drawing less than Rs 15,000 per month have to mandatorily become the member of EPF and employee whose pay is more than 15000/- 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 employee make equal contribution to the EPF account.

## HEALTH INSURANCE (Optional)

Health insurance is optional to all employees those who have successfully completed of one year of probation period. The institution provides 30% reimbursement of the total cost of the Treatments in KMCT Medical College.

## GUIDELINES FOR MATERNITY LEAVE UNDER ESI SCHEME

A) Eligibility for Paid maternity leave under ESI scheme is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staffs of the College, those who are covered under ESI scheme are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child. Maternity leave is applicable for a women only up to two existing child

B) Process to avail Maternity Leave Expecting women must apply for maternity leave and provide 10 weeks' notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Manager indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor's certificate confirming pregnancy must be provided'

C) Commencement of maternity leave Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks after the birth of the child.

D) Combining maternity leave with accumulated leave balance:-







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Women staff may take part or full accumulated leave along with maternity leave

E) Extension of Maternity leaves -: Post completion of maternity leave as per the AcL the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit and the remaining period upto and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

F) Leave in unfortunate event of Miscarriage-: A period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate under the ESI Scheme. The staff and practitioner is required to inform the Principal and HR Manager so that the leave dates are updated on their Service Register

G) Voluntary resignation during Maternity Leave-: Women staff on maternity leave would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.

## MATERNITY LEAVE (UNPAID)

Those employees who have not covered under ESI scheme are eligible to take unpaid leave of 26 weeks 4 maternity with prior permission from the principle and HR manager with medical records.

## STAFF ACCOMMODATION

Institution provides accommodation such as apartments and hostels in the lush green campus for needed employees. Facilities of Gymnasium, Play ground, Yoga Centre etc is also available for all employees of the institute.



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## SECURITY:

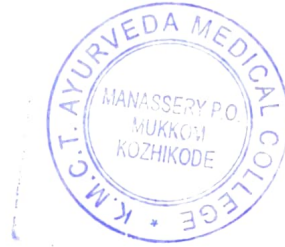
The campus is monitored by CCTV and there are full time uniformed guards inside the campus.

## BANK

Campus has a Nationalized Bank "Union Bank of India" with ATM facility inside the campus which full fill the need for financial service.

## CAFETERIA

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



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