



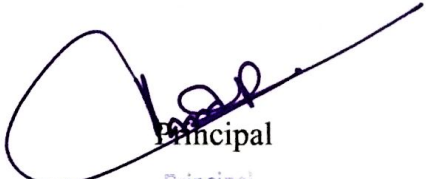
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TO WHOMSOEVER IT MAY CONCERN

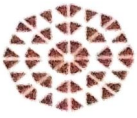
This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal

Principal
KMCT College of Allied Health Sciences
P.O. Manassery, Mukkam
Kozhikode, Pin - 673602





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6.3.1 EMPLOYEES WELFARE POLICY



Principal


College of Allied Health Sciences

P.O. Manassery, Muthalam

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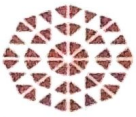
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EMPLOYEES WELFARE POLICY

The Board of Trustees of the KMCT Group of Institution provides the following Welfare measures for their employees and their families like Insurance Scheme, Staff Accommodation, Security, Canteen, Bank facility, Yoga Centre, Gym and Play Ground.

The Insurance Schemes are:

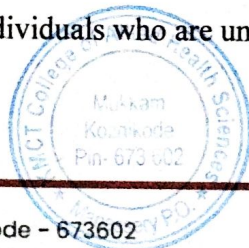
- ESI Scheme
- Provident Fund Scheme
- Maternity Leave Under ESI Scheme.

EMPLOYEES STATE INSURANCE SCHEME (ESI)

There is an integrated measure of social insurance embodied in the Employees' State Insurance Act, which is designed to protect 'employees' as defined in the Act. It aims to provide protection against the impacts of sickness, maternity, disablement, and death due to employment injury, as well as to provide medical care to insured persons and their families. Employees of the college who earn wages up to Rs. 21,000 per month are entitled to social security cover under the ESI Act. The ESI Scheme is financed by contributions from employees, with the employer contributing 4.75% of the wages payable to employees and the employees contributing 1.75% of their wages.

PROVIDENT FUND SCHEME

A provident fund is a government-managed mandatory retirement savings scheme. These funds share some characteristics with pension funds provided by employers. A worker contributes a portion of their salary to the provident fund, and the employer is also required to make a contribution on behalf of the employees. The money in the fund is then managed by the government and can be withdrawn by retirees or their surviving family members. The provident fund also provides payouts to disabled individuals who are unable to work.



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Principal

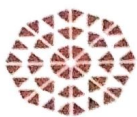
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According to the rules, employees earning less than Rs 15,000 per month are required to become members of the Employee Provident Fund (EPF). Employees whose monthly pay exceeds Rs 15,000 at the time of joining are considered non-eligible employees and are not required to participate in the EPF. For eligible employees, 12 percent of their salary must be contributed towards the provident fund. The employer is also required to contribute the same 12 percent, with 8.33 percent of the salary directed towards the Employee Pension Scheme (EPS) and the remaining 3.67 percent allocated to the EPF.

GUIDLINES FOR MATERNITY UNDER ESI SCHEME

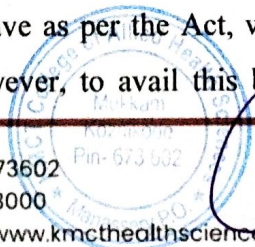
a) Eligibility for paid maternity leave under the ESI scheme is provided under the general provisions of the Maternity Benefit Act. Women staff of the college who are covered under the ESI scheme are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks of compulsory maternity leave following the birth of the child. Maternity leave is applicable for women with up to two existing children.

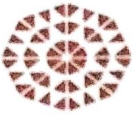
b) The process to avail maternity leave requires expecting women to apply and provide a 10-week notice before the expected date of delivery. They must send an application to the respective Principal, Administrative Officer, and HR Manager indicating their intention to take maternity leave, the likely date of commencement, and the period of leave required. A doctor's certificate confirming pregnancy must also be provided.

c) Women staff may commence maternity leave any time prior to the expected date of birth of the child, as long as the overall period of maternity leave does not exceed 26 weeks, including 6 weeks after the birth of the child.

d) Women staff may choose to take a part or full accumulated leave entitlement along with maternity leave.

e) After completing maternity leave as per the Act, women staff may extend their leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first





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utilize their balance leave credits, and the remaining period up to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not an employee's right and can only be availed upon approval from the management.

f) In the unfortunate event of a miscarriage, a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to a doctor's certificate under the ESI Scheme. The staff and practitioner are required to inform the Principal and HR Manager so that the leave dates can be updated on their Service Register.

g) If a woman staff member on maternity leave desires to resign from the services and not resume work, she is expected to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as the notice period.

MATERNITY LEAVE (UNPAID)

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

LEAVES

Staff members are eligible for a maximum of 18 working days of casual leave per year.

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 they have completed five years of service with this organization.

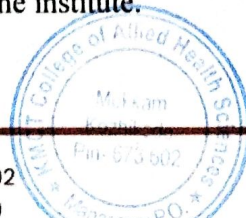
STAFF ACCOMODATION

The institution provides accommodation such as apartments and hostels in the lush green campus for employees who require it. Additionally, facilities such as a gymnasium, playground, and yoga center are available for all employees of the institute.

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[Handwritten Signature]
Principal





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SECURITY

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

CANTEEN

A cafeteria and canteen are available on the premises of the college.

INTERNET FACILITY

High-speed free internet facility is provided within the campus for all teaching and non-teaching staff.

TRANSPORTATION FACILITY


The college offers transportation services that connect rural and urban areas, ensuring convenient commuting for students, faculty, and staff. This facility enhances accessibility and promotes connectivity between different regions surrounding the college campus.



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Principal

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