



# MES Dental College

Malaparamba, Perinthalmanna, Malappuram 679 338

TEL: 04933-298405/258400 (Fax)

E-Mail: [mesdentalcollege06@yahoo.com](mailto:mesdentalcollege06@yahoo.com)

6.3.1: The institution has effective welfare measures for teaching and non-teaching staff

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Prof. Dr. ABDUL SHAMEEM. K MDS  
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**CERTIFICATE OF THE HEAD OF INSTITUTION**



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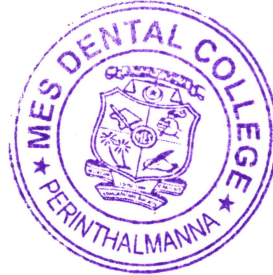
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**Dr. ABDUL SHAMEEM, MDS,  
PRINCIPAL**

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that, our Institution has effective welfare measures for teaching and non-teaching staff members details are attached:



**PRINCIPAL**

**Prof. Dr. ABDUL SHAMEEM. K MDS**  
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## POLICY DOCUMENT ON THE WELFARE MEASURES





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## STAFF WELFARE POLICY

### 1. PURPOSE:

To promote a harmonious working environment that brings in a qualitative change in the official lives of the staffs.

To have a better and harmonious working condition for the staffs.

### 2. SCOPE:

This procedure shall be applicable to all categories of employees within the MES Dental College.

### 3. DEFINITIONS : Nil

### 4. RESPONSIBILITY:

MES Dental College Management and Staff

### 5. DESCRIPTION:

MES formulated the welfare policy to ensure the well being of the employees which in turn will enrich the quality of life of employees.

#### Welfare Benefits:

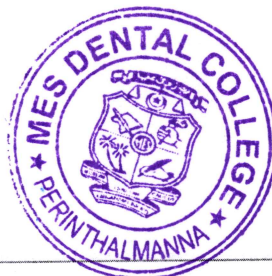
MES is committed to provide welfare facilities to all its eligible employees working at all its facilities.

#### Statutory benefits

##### 1. Employee Provident Fund

The Employees Provident Fund and Miscellaneous Provisions Act, 1952 sets the regulations for employee provident funds. The Employee Provident Fund (EPF) is a scheme to offer benefits to factory workers at companies with 20 or more employees. This is a requirement for any employee whose salary is equal to or less than INR 15,000 per month.

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## 2. Employee State Insurance

Under the Employees' State Insurance Act, 1948 (ESI), companies with 10 or more employees must extend benefits to any employee making under 21,000 Indian Rupees (INR) per month. These benefits are offered in cases of sickness, maternity, and employment injury.

## 3. Workers Welfare Fund

Kerala Labour Welfare Fund Board is a statutory body commenced with a view to constitute a Fund for promoting the welfare of labour. The Board collects contribution from the employees and employers of the establishments and other statutory revenues under the Kerala Labour Welfare Fund Act, 1975.

## 4. Gratuity

- Employees who have worked for their employer for over 5 years are entitled to receive a gratuity payment equivalent to 15 days of wages for every year of employment.
- Employees are eligible for gratuity who has worked for their employer for 1 year under the fixed term appointment.

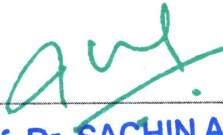
## 5. Maternity benefit

Benefits include mandatory maternity payment benefits for women, regardless of income, as well as maternity leave.


6. Statutory annual leave is the legal minimum amount of paid leave that almost all employees are entitled from the employer in a year. MES Dental College Providing leave like Sick Leaves, Casual Leaves, Maternity Leaves, Compensatory off for national and festival holidays.

### Non statutory Benefits:

- **Crèche Facility:** In-house crèche facility is providing for the employees for taking care of their children during the working hours under the age of five.
- **Concession for Staff and their family Members:** 50% concession for investigation as per Hospital policy.
- Hostel and Transportation facility for staff members
- Employee Engagement activities and tour program in every year.
- Training and Development program for employees
- **Working Environment:** Including temperature, ventilation, lighting, emergency lighting, room dimensions suitability of workstations and seating.

  
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- Safety including safe passage of pedestrians and vehicles, windows, floors doors (their construction and obstructions and slipping and tripping hazards) falls from height and falling objects.
- Facilities including toilets, washing, eating, and changing facilities, clothing storage seating rest areas and rest areas for pregnant women and nursing mothers.
- Housekeeping including, maintenance of workplace, equipment and facilities cleanliness and removal of waste materials.
- Workstations and seating as per relevant labour law.
- **Maintenance:** the workplace and certain equipment, devices and system should be maintained in efficient working order (efficient for health, safety and welfare). Such maintenance is required for mechanical ventilation systems, equipment and devices which would cause a risk to health, safety or welfare if a fault occurred.

## As per NAAC Criteria 6.3.2, Non statutory Benefits for Teaching Faculties:

- For teaching staffs who are presenting/attending papers/presentation in national/international conferences, workshops will be provided with Rs. 500 to Rs. 3,000 according to the designation of the faculty.
- But the management has increased the financial support till Rs, 10,000 or more or upto 50% of the registration fee according to the programs which the faculty is attending.
- Only one financial support will be provided to each faculty per year.
- 50% of the professional membership fee will be provided by the college for the first time registration of the teaching staff to any professional bodies related to dentistry.

6. RECORDS : NIL

7. REFERENCES : NIL

8. ANNEXURE : NIL

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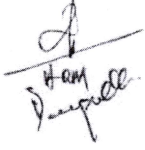
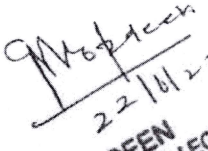
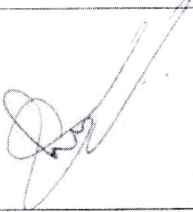


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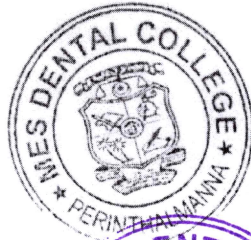
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Dental College Management / HRD		 22/01/22 KK KUNJUMOIDEEN CONVENER MES DENTAL COLLEGE	

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