



# **AMBEDKAR COLLEGE OF ARTS & SCIENCE, WANDOOR**

*(Aided by Govt. of Kerala & Affiliated to University of Calicut)*

*Run By Indiraji Memorial Society*

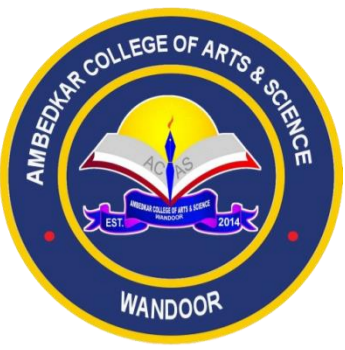
Ambalapadi, Wandoor, Pin 679328

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## **HUMAN RESOURCE POLICY**





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Ambedkar College of Arts and Science, Wandoor, is committed to fostering a supportive and professional working environment for its employees. This HR policy outlines the college's guidelines and procedures concerning various aspects of employment, including maternity leave, casual leave, paternity leave, MEDISEP (Medical Insurance Scheme), group insurance, pension, and provident fund. The aim is to ensure clarity, fairness, and consistency in the administration of these benefits.



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## **1. Maternity Leave**

**Eligibility:** All female employees who have completed at least 80 days of continuous service with the college are eligible for maternity leave.

**Duration:** Female employees are entitled to 180 days (approximately 6 months) of maternity leave with full pay. This leave can be taken before or after childbirth, as per the employee's preference.

**Procedure:** Employees must notify their immediate supervisor and the HR department at least 8 weeks before the expected date of delivery. A medical certificate confirming the pregnancy and the expected delivery date must be submitted.

**Additional Provisions:** In cases where additional leave is required beyond the 180 days, the employee may apply for unpaid leave or use any accumulated annual leave. The college will make reasonable accommodations for employees who need to return to work on a part-time basis initially.



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## 2. Casual Leave

**Eligibility:** Casual leave is available to all permanent employees and those on probation.

**Entitlement:** Employees are entitled to 15 days of casual leave per year. This leave is intended for short-term absences due to personal matters or unforeseen circumstances.

**Procedure:** Employees must apply for casual leave at least one day in advance, except in cases of emergency. The leave application should be submitted to the immediate supervisor and HR, stating the reason for leave.

**Carry Forward:** Casual leave cannot be carried forward to the next calendar year and will lapse if not utilized.

## 3. Paternity Leave

**Eligibility:** All male employees who are fathers or adopting parents are eligible for paternity leave.

**Duration:** Employees are entitled to 10 days of paternity leave with full pay, to be taken within 6 months of the birth or adoption of a child.

**Procedure:** Employees must notify their immediate supervisor and the HR department at least 4 weeks before the expected date of delivery or adoption. A copy of the birth certificate or adoption order must be submitted.

**Additional Provisions:** If additional time off is needed, employees may apply for leave as per the college's leave policy or use any available annual leave.



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## **4. MEDISEP (Medical Insurance Scheme)**

**Eligibility:** All permanent employees of the college are covered under the MEDISEP scheme.

**Coverage:** The MEDISEP scheme provides coverage for hospitalization expenses due to illness or injury. It includes both inpatient and outpatient treatments, subject to the terms and conditions specified in the policy.

**Procedure:** Employees must complete the necessary paperwork and submit medical bills and discharge summaries to the HR department for reimbursement. Claims should be filed within 30 days of the treatment.

**Contribution:** The college will contribute a fixed amount towards the MEDISEP premium, with any additional premium cost being borne by the employee.



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## 5. Group Insurance

**Eligibility:** Group insurance is available to all permanent employees.

**Coverage:** The group insurance policy provides coverage for accidental death and disability. The policy also includes a provision for term life insurance.

**Procedure:** Enrollment in the group insurance scheme is automatic upon joining the college. Employees will receive a copy of the policy details and must ensure their personal information is accurate.

**Claims:** In the event of a claim, beneficiaries must contact the HR department for assistance with the claims process. All claims must be submitted within the time frame specified by the insurance provider.



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### 6. Pension

**Eligibility:** All permanent employees who have completed a minimum of 10 years of service are eligible for a pension upon retirement.

**Pension Scheme:** The college follows a defined benefit pension scheme, where the pension amount is calculated based on the employee's last drawn salary and years of service.

**Procedure:** Employees must apply for pension benefits at least 6 months before the intended retirement date. The HR department will provide the necessary forms and assist with the calculation and processing of pension benefits.

**Additional Provisions:** Employees may also be eligible for gratuity benefits in accordance with applicable laws and regulations.

### 7. Provident Fund

**Eligibility:** All permanent employees are required to contribute to the Provident Fund (PF) as per statutory regulations.

**Contribution:** Both the employee and the college contribute a fixed percentage of the employee's basic salary to the PF account. The current rate of contribution is in line with the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.