

ANANDA SOCIAL & EDUCATIONAL TRUST®

Mathrusri Ramabai Ambedkar Dental College & Hospital

DCI Recognised : RGUHS Affiliated : ISO certified - 9001 : 2015



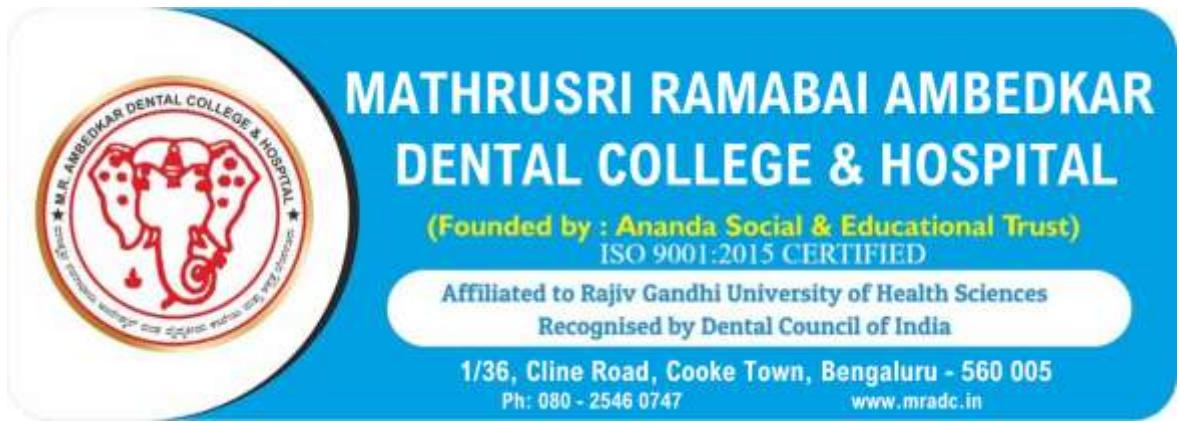
Policy Document

Employee Welfare Measures and Initiatives at M. R. Ambedkar Dental College & Hospital

P.R.P.

PRINCIPAL

M.R. Ambedkar Dental College & Hospital
Bengaluru - 560 005



MATHRUSRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

(Founded by : Ananda Social & Educational Trust)
ISO 9001:2015 CERTIFIED

Affiliated to Rajiv Gandhi University of Health Sciences
Recognised by Dental Council of India

1/36, Cline Road, Cooke Town, Bengaluru - 560 005
Ph: 080 - 2546 0747 www.mradc.in

1. Leave Policies

1.1 Maternity Leave

- The institution provides maternity leave with full pay for a period ranging from 45 to 90 days, as per the Maternity Benefit Act of 1961 (amended in 2017).
- This leave is applicable only for the first two children and can be extended with a medical certificate.
- Maternity leave for miscarriage or abortion is available up to four weeks under the Medical Termination of Pregnancy Act, 1971.



1.2 Special Casual Leave

- Special casual leave is available for staff attending conferences, Continuing Dental Education (CDE) programs, or serving as examiners.
- Additional unpaid special casual leave is provided for staff with differently-abled children.

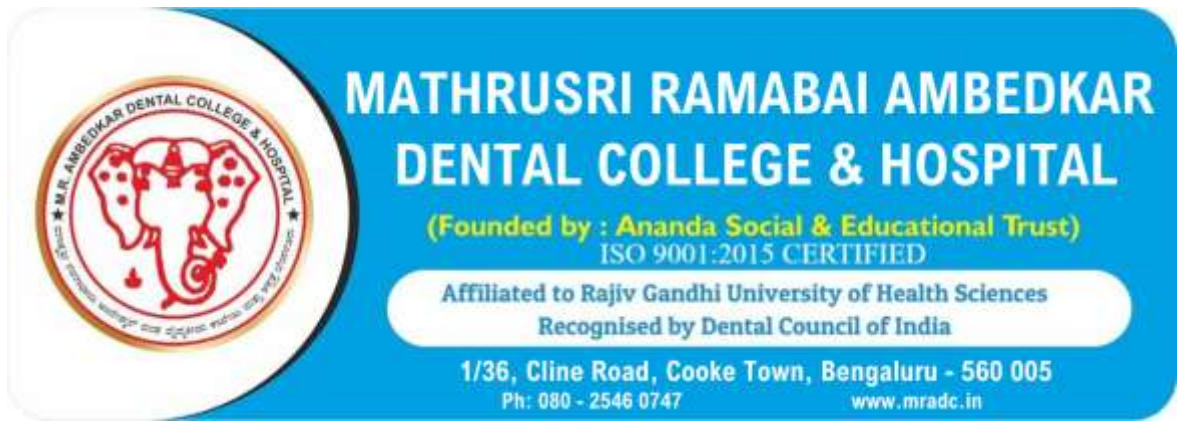
1.3 Risk Leave

- Radiology department staff are entitled to 15 days of leave every six months, which is non-accumulative.

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2. Financial and Health Benefits

2.1 Employees Provident Fund (EPF)

- The institution is registered under the EPF Scheme, with an 8-13% contribution from the institution and a 20% employee contribution, as per the Employees' Provident Fund Act of 1952.

2.2 Gratuity

- Long-serving staffs are eligible for gratuity benefits as determined by the management.




2.3 Health Benefits

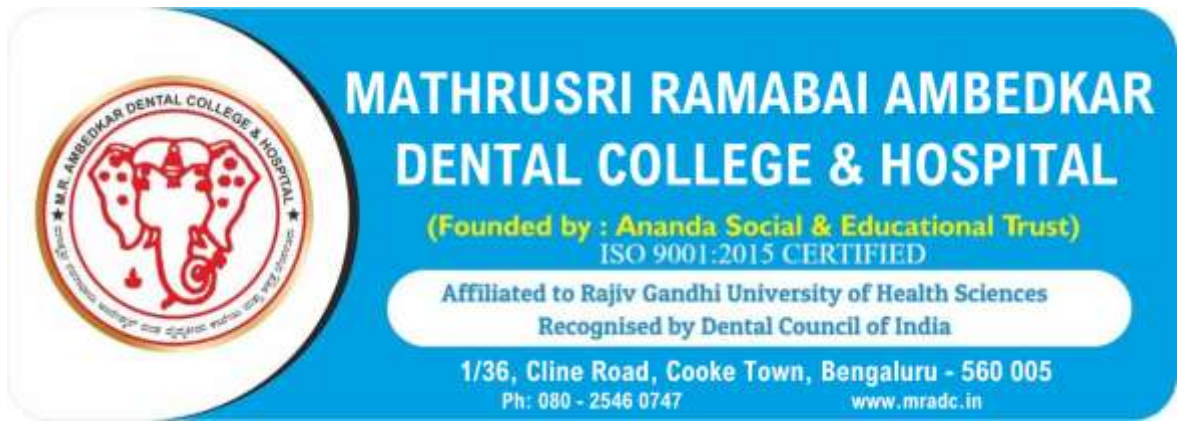
- The institution organizes vaccination drives and annual health screening camps.
- Concessional rates for in-patient (IP) and out-patient (OP) treatment are provided at the institution's facilities.

2.4 Employee State Insurance (ESI)

- Employees earning up to ₹21,000 per month are covered under the ESI scheme, with the institution contributing 4.75% towards it.

2.5 Financial Support


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- The institution offers loans through the Ananda Cooperative Bank at a discounted interest rate.
- Festival advances are also provided to staff.

3. Additional Employee Support



3.1 Transport and Accommodation

- The institution provides staff quarters and a designated vehicle for the Head of the Institution.

3.2 Uniforms

- Aprons, scrubs, and personal protective equipment (PPE) are supplied to all non-teaching staff.
- Aprons are also provided to teaching staff members.

3.3 Leave Encashment

- Staff can encash earned leave (EL) for up to one month in a three-year block.

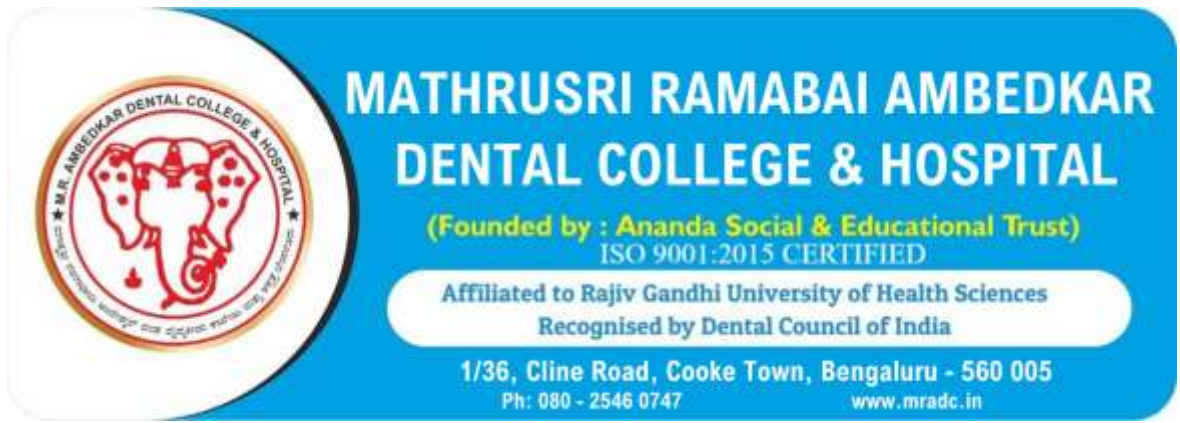
3.4 Support for Higher Education

- Faculty members are encouraged to pursue higher education or fellowship programs, with institutional support.

P.R.P. [Signature]

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4. Employee Well-being and Development

4.1 Recreational Facilities

- The institution offers a yoga and meditation center, a sports ground, parking, and canteen facilities.



4.2 Staff Development

- Regular training sessions, seminars, workshops, and developmental programs are conducted for both teaching and non-teaching staff.

4.3 Internal Complaints Committee

- In line with the Supreme Court's directive and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013, the institution has an actively functioning committee to ensure a safe working environment for women.

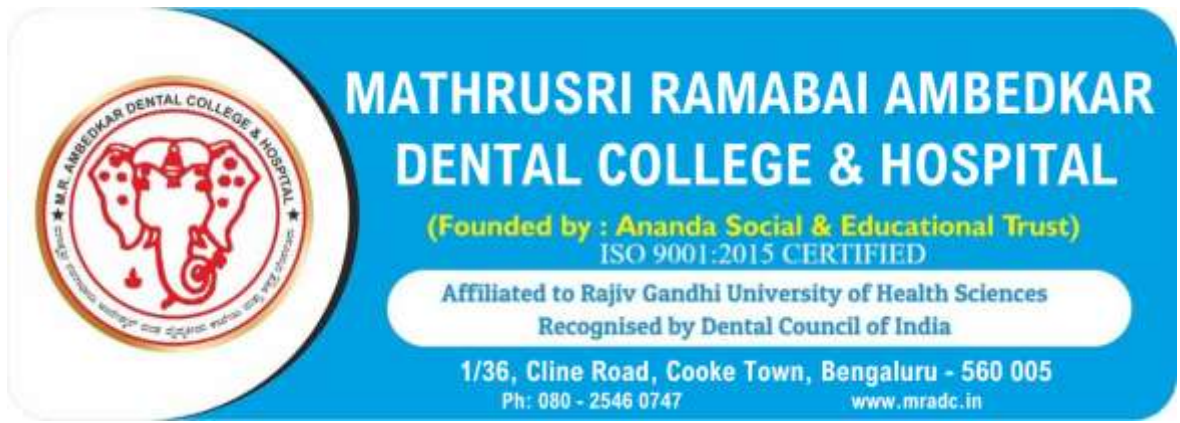
4.4 Grievance Redressal

- Employees can report grievances to a dedicated Grievance-Redressal committee.

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4.5 Celebrations

- The institution fosters a positive work environment by celebrating Teachers' Day, Festivals of National importance, Ambedkar Jayanthi, Buddha Purnima, Kannada Rajyothsava, various other festivals, and Founders' Day on September 18, commemorating the institution's foundation.



COVID-19 Response

During the COVID-19 lockdowns, management ensured that staff were not financially affected, demonstrating their commitment to employee welfare.

Document Approval and Amendments:

This policy document is approved by the management of M. R. Ambedkar Dental College & Hospital and the Ananda Social & Education Trust (ASET). Any amendments to this policy will be communicated through official channels and documented accordingly.

Policy Review:

This policy will be reviewed annually to ensure it remains relevant and effective in meeting the needs of the institution and its staff.

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