



**Sarada Krishna
Homoeopathic Medical College
Kulasekharam, Kanniyakumari Dist., Tamil Nadu-629 161.**

**SKHMC STAFF WELFARE TRUST
Policy and Procedures**

SKHMC provides statutory and non-statutory welfare schemes (facilities) to their employees to keep their motivation levels high. The statutory schemes are those schemes that are compulsory to provide by the institution. Non-statutory schemes are those schemes that are provided to the staff by the management for the comfort and boost staff morale. These are provided in addition to salary and other fringe benefits.

Statutory Schemes

1. Employees Provident Fund (EPF)
2. Employees State Insurance Scheme (ESI)

Non-statutory Scheme

1. Marriage Assistance – marriage assistance of a sum of Rs. 5000/- for the marriage of the Staff.
2. Conveyance facility at a concessional rate.
3. Subsidised food facility to the staff.
4. Medical facility to the staff at the collegiate hospital including x ray, scan and testing at laboratories.
5. Group Health Insurance and Group Accident Insurance Scheme to Staff.
6. Subsidised accomodation facility to the needy staff.

Staff Welfare Trust, a registered association provides the following staff welfare measures:

1. Gift money for the marriage of the staff.
2. A consolation lump sum amount on the event of death of the staff member
3. Interest free short term loan facility for staff.


Procedures

1. The executive committee of the trust will convene once in every 3 months .Executive Committee members are 9 in number. The minutes of the meeting will be given t the Principal.
2. General body meeting will be conducted once in a year .The meeting shall be conducted during the period from April to September. The chairman of the trust shall preside at the Executive Committee and General Body meeting.
3. Decisions will be taken by the Chairman and with 2/3 majority. In case of a tie the Chairman's decision will be final.

4. Bank Account opened in the Federal Bank in the name of Sarada Krishna Homoeopathic Medical College Staff Welfare Trust operated by Secretary and treasurer.
5. Accounts in connection with the Staff Welfare Trust is maintained by the treasurer in consultation with Auditor..
6. The financial year of the Trust shall be from 1st April to 31st of March. The annual accounts and budgets shall be prepared and presented to the General Body of the Trust for approval. The executive shall consolidate and file the reports and returns to the Income Tax and other departments on due dates as per rules of the Country.
7. Post office service-Saving, bank account and other accounts in connection with post office at Kulasekharam of each members are done by the secretary before 10th of every months
8. Attending marriages of the Staff Welfare Trust members with all available faculty members.
9. Award to toppers among 10th and 12th.
10. The Chairman is empowered to initiate disciplinary proceedings against any persons.


Co-ordinator




Principal
PRINCIPAL
Sarada Krishna Homoeopathic
Medical College, Kulasekharam

भारतीय गैर न्यायिक
भारत INDIA

रु. 500



FIVE HUNDRED
RUPEES

पाँच सौ रुपये

Rs. 500

INDIA NON JUDICIAL

தமிழ்நாடு தமிழ்நாடு TAMILNADU

1546
500 ரூபாய் 12-3-2018
DR. C. K. Mohan
Cheruppaloor

LC Mohana Kumar
AL 774938

K. கோமுகனகுமார்
முத்திரைத்தான் விற்பனையாளர்
உரிமம் எண்: 10/2009
கிருவட்டூர்

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE STAFF
WELFARE TRUST

This deed of declaration of trust executed on this 12th day of March two thousand Eighteen by DR.C.K.MOHAN S/o.Late K.V.Krishnan Nair, aged 64 years Chairman cum Principal of Sarada Krishna Homeopathic Medical college Kulasekaram residing at Ananda Bhavan, Cheruppaloor post, Kulasekaram, 629161. Kanyakumari District. (Herein after called Founder/Chairman of the trust) Aadhar No.3881 3943 2954, Cell No.9443379448)

Whereas the Founder/Chairman started his educational activities from the year 2000 and running a Sarada Krishna Homeomedical college and Collegiate Hospital in Kulasekaram. In this institution not less than 200 staff members including Teaching staff, non Teaching staff, Doctors, Nurses, skilled and semi

(Dr. Mohan) *[Signature]*

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[Signature]
Registering Officer

skilled Laboures, Librarian, Drivers, etc are working. The founder/Chairman takes more care on the welfare of the staff who are working in Sarada Krishna Homeopathic medical college and the collegiate Hospital. For the attainment of his ambition regarding the welfare of the said staff, the Founder/Chairman above named desirous of doing charity activities through a Trust in any of its aspects and

In order to effectuate the undermentioned objects the Founder/Chairman had delivered and made over to the trust this day a sum of Rupees 5000/- (Rupees Five Thousand only) from out of his savings and have agreed that the income and contributions that may be received in future shall be spent towards the promotion of the aims and objectives of the trust here under mentioned. **The Founder / Chairman hereby declare that the trust has no other movable or immovable property other than the above said sum.**

And whereas the Founder/Chairman hereby nominates the following person to the General body of the Trust at the first instant. Under no circumstances the number of members in the General body shall be not less than 9 numbers. More members may be added under the terms and conditions here under mentioned.


Whereas it is considered necessary and expedient to record the terms and condition of the trust in writing.

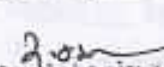
1) Dr.C.K.Mohan, S/o. Late K.V.Krishnan Nair, aged 64 years, residing at 21/11 Ananda Bhavan, Cheruppalloor & Post, 629161, Kulasekaram, Kanyakumari District, State of Tamilnadu. (Aadhar No.388139432954, Cell No.9443379448)

2) Dr. N.V.Sugathan, S/o.Narayana Pillai, aged 49 years, residing at 18/65BVasantham,Pandaravilai, Chitharal Post,629151, Kanyakumari District, State of Tamilnadu.(Aadhar No.7962 3811 4226, Cell No.9443558786)

3) Dr. V.Shanthi Serene Sylum, W/o. D.Christal John, aged 52 years, residing at "ELIMS" Vazhavila, Cheruvarakonam, Parasala Post, 695502, Thiruvananthapuram District, State of Kerala.(Aadhar No.3494 0044 896, Cell No.9442366399)

4) Mrs.R.Sreeja Kumari, w/o. Ramesh Kumar , aged 44 years, residing at 17/52, Panavilai, Kulasekaram Post, 629161, Kanyakumari District, State of Tamilnadu.(Aadhar No.6083 6255 3025, Cell No.9486194659)

C.K. Mohan 

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5) Mr.K.Sasikumaran, S/o.N.Krishnapillai, aged 54years residing at V.K.Bhavan, Kadayal, Kaliyal Post, 629101, Kanyakumari District, State of Tamilnadu.(Aadhar No.4583 4078 4899, Cell No.9487594524)

6) Mrs.L.Sindhu, D/o. Narayanan, aged 47years residing at 6-34A, Peedavilai Puthanveedu, Thirunanthikarai, Kulasekaram Post, 629161, Kanyakumari District, State of Tamilnadu.(Aadhar No.6883 5257 3853, Cell No.9489947668)

7) Mr.M.Vinodh Kumar, S/o. Manikandan Nair, aged 46 years , residing at 6/12 Vijaya Nivas, Kizhakkumpagam, Ponmanai Post,629161-Kanyakumari District, State of Tamilnadu. (Aadhar No.3393 3732 9710, Cell No.9486679489)

8) Mr.A.Sukesh Babu, S/o. Appukuttan Nair, aged 57 years, residing at 1/389, Sree Lekshmi Nivas, Appattuvilai, Krishnamangalam, Thuckalay Post, 629175, Kanyakumari District,State of Tamilnadu.(Aadhar No. 4885 9858 2690, Cell No.9444631139)

9) Dr.P.S.Zion Natharaj S/o. Sundara Raj, aged 55years, residing at 8-168/1, Pulippanam, Chanivilai, Kattathurai Post, 629158, Kanyakumari District, State of Tamilnadu.(Aadhar No. 5869 2986 4324, Cell No.9486757034)

Now this deed witnessed

1. Name of the trust is "SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE STAFF WELFARE TRUST(abbreviated as "SKHMC-SWT")

2.The Registered office of the trust is situated within the campus of Sarada Krishna Homocopathic Medical College, Kulasekaram Post, 629161, Kalkulam Taluk, Kanyakumari District on rental basis.

3) AIM OF THE TRUST (It is instituted with the following aims)

The purpose for which the trust is established is to co-ordinate the staff of Sarada Krishna Homocopathic Medical College and collegiate Hospital for their upliftment in day to day life. The trust is a charitable trust and the benefits of which will ensure to the staff members of the Sarada Krishna Homocopathic Medical College and collegiate Hospital. Without any discrimination of sex, community, caste, race, religion and creed etc. and the trust shall be irrevocable.

C.K. Nandan

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- 1) The Main Aim of the trust is to act in collaboration with the State and Central Government to give financial assistance to the staff members of the said institution.
 - 2) Trender a bond of harmony amongst the staff of the institute and to bestow assistance as mandatory to deliberate arenas upon the up-gradation and enrichment of them.
 - 3) To initiate support and to promote the advancement of modern life style among the members of the Trust.
 - 4) To establish, provide, maintain and promote libraries and Reading rooms facility.
 - 5) To manage and regulate the working affairs of the staff members.
 - 6) To increase the facilities and widen the scope of Higher education to all
 - 7) To help, aid or assist financially to the marriage celebration of the Trust members.
 8. The income and funds of the trust shall be solely utilized towards the objectives of the trust and no portion of it shall be utilized for payment to trustees by way of profit, interest and dividend.
 9. The trust shall not carry on any activity with the intention of making a profit.
 10. All the objectives of the trust shall be carried out without any motive for profit and that the benefits of the trust are open to all irrespective of community, caste, creed, sex, religion etc.
 11. To make or implement loan scheme to members
 12. To give awareness on small savings
 13. To honour the member at the time of their retirement.
 - 14 To give financial support to the dependant of the demised member of the Trust.
 15. To give medical aid to the needy among the member's
- 4) The activities of the trust shall include all kinds of activity necessary for the functions of its objectives as stated above and in particular the holding of meeting,

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seminars, and conferences and publication of books periodicals as may be decided by the committee from time to time to fulfill the objectives of the trust.

5. Enrolment of Membership in the Trust

All Teaching, non teaching staff, Doctors, Nurses, skilled and semi skilled laboures, library staff, Drivers, of the Sarada Krishna Homeopathic Medical College and collegiate Hospital are eligible to be enrolled as a member of the Trust.

6. Termination of membership: -

1) A member may be removed from the membership under the following circumstances

- 1) In the event of his death or voluntary resignation or retirement from service.
- 2) If one adjudged insolvent or is of unsound mind.
- 3) If he is convicted of any offence involving moral turpitude.
- 4) Even after duly warned by the Executive Committee if it is found that he acts against or subverts the activities of the Trust or engages himself in acts which are negligent and / or mentioned in the statement of faith.

2) Normally, the members of the Trust are not eligible to accept any remuneration from their services to the Trust. But if the General body of the Trust considers it proper to do so, it may decide to pay legitimate remuneration to those members who devote themselves considerably from the services of the Trust, and stand decision shall be taken in the absence of the concerned members by the board.

3) Duly enrolled members shall pay prescribed membership fee if any determined by the General body of the Trust from time to time

7). ADMINISTRATION OF THE TRUST

The management of the trust shall vest with the Executive Committee. The formation, Duties, responsibilities and powers of the Executive committee are set forth as follows:-

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1) The Executive committee consisting of 9 members including One Chairman, One Vice Chairman, One Secretary, one joint Secretary, one Treasurer and four Executive committee members.

2) Chairmanship is allotted to the Chairman/Principal of the Sarada Krishna Homeopathic Medical College and collegiate Hospital. He holds his Post as Chairman of the Trust up to his life time. After his demise, the person who will hold the post of chairman/Principal will automatically appointed as Chairman of the Trust.

3) The following office bearers will be selected by the Chairman of the Trust once in every two years in the General body meeting of the Trust.

1) Vice Chairman and Secretary Post is allotted to Teaching Staff member of the Sarada Krishna Homeopathic Medical college.

2) Joint Secretary Post is allotted to Sarada Krishna Homeopathic medical college Hospital Staff member.

3) Treasurer Post is allotted to non teaching staff member of the Sarada Krishna Homeopathic medical college.

4) Four executive committee member ship is allotted to all categories each one

8) First Office bearers of the Trust:

The first Executive Committee of the trust is as follows

1) Dr.C.K.Mohan, S/o. Late K.V.Krishnan Nair, aged 64 years, residing at 21/11 Ananda Bhavan, Cheruppaloor & Post, 629161, Kulasekaram, Kanyakumari District, State of Tamilnadu. (Aadhar No.388139432954, Cell No.9443379448) as Chairman of the Trust

2) Dr. N.V.Sugathan, S/o.Narayana Pillai, aged 49 years, residing at 18/65B Vasantham, Pandaravilai, Chitharal Post, Kanyakumari District, State of Tamilnadu. (Aadhar No.7962 3811 4226, Cell No.9443558786) as Vice Chairman of the Trust.

3) Dr.P.S.Zion Natharaj S/o. Sundara Raj, aged years residing at 8-168/1, Pulippanam, Chanivilai, Kattathurai Post, 629158, Kanyakumari District,

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State of Tamilnadu.(Aadhar No. 5869 2986 4324, Cell No.9486757034) as Secretary of the Trust. As Secretary of the Trust.

4) Mr.A.Sukesh Babu, S/o. Appukuttan Nair, aged years , residing at 1/389, Sree Lekshmi Nivas, Appattuvilai, Krishnamangalam, Thuckalay Post, 629175, Kanyakumary District,State of Tamilnadu.(Aadhar No. 4885 9858 2690, Cell No.9444631139) as the Joint Secretary of the Trust.

5) Dr. V.Shanthi Serene Sylum, W/o. D.Christal John, aged 52 years, residing at "ELIMS" Vazhavila, Cheruvarakonam, Parasala Post, 695502, Thiruvananthapuram District, State of Kerala.(Aadhar No.3494 0044 896, Cell No.9442366399) as a member in the Committee

6) Mrs.R.Sreeja Kumari, w/o. Ramesh Kumar , aged 44 years , residing at 17/52, Panavilai, Kulasekaram Post, 629161, Kanyakumari District,State of Tamilnadu.(Aadhar No.6083 6255 3025, Cell No.9486194659) as a member in the Committee

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10) Mr.A.Sukesh Babu, S/o. Appukuttan Nair, aged years , residing at 1/389, Sree Lekshmi Nivas, Appattuvilai, Krishnamangalam, Thuckalay Post, 629175, Kanyakumary District,State of Tamilnadu.(Aadhar No. 4885 9858 2690, Cell No.9444631139) as a member in the Committee

9) Meetings.

C. K Mohan *[Signature]*

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a) The executive committee of the Trust will convene once in every three months by giving 7 days prior notice to executive committee members.

b). GENERAL BODY MEETING OF THE TRUST:-

Duly enrolled members of the trust form the General body of the Trust. General body is the Supreme authority to make policy decision for the development of trust

The General body of the Trust shall meet at least once in every twelve months, preferably in the month of July every year, and more often if necessary depending on emergencies of the work to transact the business of the Trust and for reviewing the progress of the various activities under taken by the Trust. With the consent of the Chairman General body meeting may be convened by the Secretary at convenient place and time as found proper by him. There shall be a notice of Twenty one days for the meeting unless it is waived by all the members of the Trust eligible to get the notice. The quorum for the meeting of the GB shall be at least two third of the total Number of members out of which one shall be the Chairman. If the quorum is not present within thirty minutes of the appointed time, the meeting shall be adjourned and shall be recalled at a further date and time as may be considered expedient.

The Chairman of the Trust shall preside at the meeting of the Executive Committee and General Body Meeting and specific Council. Decisions will be taken by the Chairman and with 2/3 majority. In case of a tie the Chairman's decision will be final.

There shall be an annual general body meeting of the Trust, to consider and audited accounts, and to appoint the auditors for the next year. This meeting shall be conducted during the period from April to September, unless the period is extended by the Executive Committee on reasonable Grounds. The notice for such meeting shall include the audited statement of Accounts also.

10). POWERS OF THE GENERAL BODY: -

All properties, movable or immovable of any kind, shall stand vested in the name of Chairman of the Trust. The General body shall exercise all such Powers, authorities and functions as are necessary for the achievement or furtherance of the Trust such as:-

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1. To acquire immovable property by gift, purchase, lease, hire, exchange, or otherwise deal with for the use of Trust.
2. To Construct and maintain buildings including right to alter, to improve and equip them suitably.
3. To raise funds for the Trust towards corpus otherwise from India and abroad by way of gifts, donations, subsidies, grants either in cash or in kind from devotees or institutions, government agencies etc.
4. To accept the management of any individuals, banks, or other government or private institutions for the purpose of the Trust, interest bearing or not Contrary to those of the Trust.
5. To obtain loans or advances from any individuals, banks, or there government or private institutions for the purpose of the Trust, interest bearing or not either by pledging the assets of the Trust or otherwise, and to reply the same.
6. To appointment necessary staff and other officers either for remuneration or in any honorary capacity and fix their service condition and take disciplinary actions including suspension or dismissal on them if circumstances warrants.
7. To procure, import, make use, provide, and equip all such appliances, revisions, and other things as may be necessary for the proper and efficient functioning of the various institutions of the Trust.
8. To establish any retirement pension scheme or funds (any provident or other funds) for the benefit of the employees and workers of the Trust ex-employees, ex-workers and their legal nominees.
9. To invite as and when feasible, experts Indian or foreign in various areas of specializations who will be of help to their furtherance of the objects of the Trust.
10. To apply and obtain licenses for import of the books and other equipments for fulfilling the objectives of the Trust and obtaining other license and sanctioned necessary for the translating the said books, printing and supply thereof.
11. To draw up rules and regulations for the proper management of the Trust or any of the activities under the trust.

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12.To appointment Executive or Advisory committees or sub committees for the benefit of conducting the activities of the trust as deemed appropriate with the members of the Board as well as with the pension from outside and to delegate necessary powers to them.

15.To incur all kinds or expenses whether of capital or revenue nature for maintaining the personal including the expenses of the requirement, giving Religious and secular training to them and providing them with food, cloth and shelter etc.

16. To spend income earned or the income of the future for any all of the objects of the Trust.

17.To accumulate the income if necessary for obtaining the object of the Trust in future and to set apart the whole or part of the income for the corpus of the Trust fund for any of the objects of the Trust.

18. To accrue, alter, extend, and demolish any of its assets and even to deposits of the same in the best interest of the Trust.

19.To sell, alter vary, deposits of or alienate or otherwise deal with any property movable or immovable comprising the Trust fund or any investments representing the same and to reinvest the same in any manner the Trustee may think fit.

20. To let out or demise any immovable property comprised in the Trust fund for such period and at such terms and conditions as the Trustee think fit.

21. To do, or get down all such other lawful things as are conducive or incidental to the attaining to the above objects.

11). POWERS AND DUTIES OF THE CHAIRMAN:-

1. To work, manage, control and supervise the affairs and management of the Properties now and here in after belonging to the Trust

2. To enter in to any contract or agreement for and behalf of the Trust for any of the purpose concerning the routine, activities of the Trust which are beneficial to the interest of the Staff members welfare.

3. To accrue and act for and on behalf of the Trust in all legal proceedings before any competent authority.

CK. Nishan *Prasanna*

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4. To appoint and constitute advocate or other attorney's whenever necessary and to remove her/him whenever he/she feels such removal is necessary.

5. To take loan or borrow money, as decided by the General Body and to execute consent of the Trust.

6. To delegate duties and functions as and when found proper to the office bearers with the consent of the General Body.

7. To do any and all acts deeds and things necessary for the efficient management and administration of the Trust and other properties of the Trust.

12). ACCOUNTS AND AUDIT:

a) The Trust shall cause to maintain regular books of accounts and other records relate to its accounts and other records in relation to its accounts and affairs in such form and in such manner, in consultation with the auditor of the Trust, as may be prescribed.

b) The Trust shall keep at the registered office of the Trust or at such other place in the state as the Boards thinks fit proper books of accounts and other records pertaining to the affairs of the Trust.

c) Bank account shall be opened in the name of the Trust at any nationalized / scheduled / co-operative bank, the bank account of the trust shall be operated by the Chairman, Secretary and Treasurer Jointly.

d) The financial year of the Trust shall be from the 1st April to the 31st of the March.

e) The accounts of the Trust of shall be audited annually by a Chartered Accountant who is not a member of Trust.


f) The annual accounts and budgets shall be prepared and presented to the General body of the Trust for approval.

g) The Executive shall consolidate and file the reports and returns to the Income tax and other Government departments on due dates as per Rules of the country.

13) Disciplinary Proceedings

The Chairman is empowered to initiate disciplinary proceedings

Ch. Mohan *Chairman*

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against any person, who may be member of the trust or one on the employment of the trust or its educational institution, if he/she be found working contrary to and against the interests of the trust and its institution and or found defying the rules and regulations of the trust, and or found acting indifferently to the resolutions passed by the trustees and or found sacrilegious and indulging in activities against the institutions. Any disciplinary proceeding shall be initiated according to the guidelines given below.

1) To issue show cause notice to the delinquent member calling for explanations from him/her in writing. In case the disciplinary authority fails to get any response from the delinquent member to the showcase notice issued or if the explanations given found unsatisfactory the delinquent member may be suspended subject to an enquiry. Such action shall be brought to the notice of the trustees at the next meeting of the trust

2) There upon the chairman shall issue a detailed charge memo to the delinquent member who is under suspension

3) Chairman shall appoint an enquiry officer for conducting an inquiry if the delinquent fails to give a reply by the stipulated time to the charges leveled against him/her (or) the reply, if at all given, be found unsatisfactory

4) The above said inquiry shall follow all the norms and guidelines satisfying natural justice and the enquiry officer shall have to submit his report to the managing trustee within the stipulated time

5) Chairman shall study and scrutinize the inquiry report and after proper discussion with the other trustees shall call for a meeting giving his commands on the inquiry report there by facilitating the trustees to take an appropriate decision

14). LITIGATION:-

The trust may sue or be sued in the name of Chairman. He/she shall be Competent to employ / appoint lawyers and attorneys for prosecuting or defending suit or legal proceedings, and to sign plaints, written statements, affidavits and other papers as well as to file or receive back document and moneys

Gh. N. Shaw *[Signature]*

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belonging to the Trust. He/ She is empowered to take all necessary steps as may be deemed fit and expedients in the best interest of the Trust.

15). INDEMINITY: -

Every Trustee of the Trust shall be indemnified out of the funds of the Trust against all loss and expenses incurred in the discharge of his / her duties as per this trust deed

16). DISSOLUTION:-

In the event of the dissolution or winding up the Trust, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Trustees, but the same shall be transferred to another charitable Trust, Societies, Association or institution whose objects are similar to those of this Trusts, as decided by the Board are it shall vest with Government.

17). AMENDMENT OF THE DEED: -

Any provisions in the Deed, except the Object Clause) and Saving Clause may be amended, altered or substituted or a new provision maybe added to trust deed by the board 3 / 4th majority and with the consent of the executive director if such changes or not against the spirit of the Object clause. It is further provided that, if the trust has been granted any registration or recognition under the I.T. Act, then any charge referred above shall take effect only if it is approved by the Commissioner of Income Tax having jurisdiction over the Trust.

18). SAVING CLAUSE: -

It is expressly declared that this a Educational and Charitable Trust and no Part of the Trust property or its income shall be applied for any purpose other than Educational or Charitable cause and its funds shall not be invested in modes other than those approved by the Income Tax Act under provision Granting exemption to the Trust.

The value of the Trust is Rs. 5,000/- (Rupees one Thousand Only) as stated above

The above named Author intend to register this trust deed in the office of

Ch. M. H. A. A. A.

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