

6.3.1 The Institution has Effective Welfare measures for Teaching and Non teaching staff:

**Purpose:** To define policies for the Effective Welfare Measures of staff.

**Scope:** Teaching and Non teaching staff of the Institute

**Aim :** To increase the efficiency of the Institute by providing various welfare measures

**Objectives:** To take various welfare measures for increasing the efficiency of teaching and non teaching staff.

**Policy:** Institute provides various welfare measures policies for Teaching and Non teaching staff.

**1. Finance:**

- ❖ A) Payment is provided by Management to teaching and non teaching staff according to cadre and fixed scale.
- ❖ B) Provident fund, gratuity is provided according to government rules.
- ❖ C) Pension is applicable as per number of years of service.
- ❖ D) LIC deduction is available
- ❖ E) Personal loan to staff through employee's patasanstha
- ❖ F) I.T. Returns facility is available through C.A.

**2. Benevolent fund:**

- ❖ In Crisis situation Benevolent fund is provided

**3. Spiritual Development:**

- ❖ Happiness course of Art of Living is provided in the month of October for teaching and nonteaching staff.

**4. Health Check up:**

- ❖ On every International Woman's day , free cancer detection and health check up camp is arranged



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## 5. Diet and Nutrition :

- ❖ Dietician is appointed to give advice on diet and nutrition to staff.

## 6. Reading room:

- ❖ Facility of reading room is provided to teaching and non teaching staff.

7. **Technology:** Facility for Upgradation of technical knowledge is provided to teaching and non teaching staff

## 8. Environment:

- ❖ Campus is kept green by Rain water harvesting

## 9. Hostel and Quarter facility.

- ❖ Separate hostel facility for ladies and gents staff is available.
- ❖ Quarter is provided for staying for staff.

## 10. Post office

- ❖ Facility available in the campus for the staff

## 11. ATM

- ❖ ATM of Nationalised bank is available 24 hrs

## 12. Parking facility

- ❖ Specific shed provided for 2- wheeler and 4- wheeler parking

## 13. Grievance redressal committee

- ❖ Committee is formed as per the norms of MUHS and displayed on the notice board.



## Procedures:

**1. Finance :** It is the basic factor necessary for the functioning of employees. Institution takes adequate care to provide the facilities in various ways.

**A) Payment:** 5<sup>th</sup> pay scale for the teaching staff is implemented with increase in D.A. time to time. 6<sup>th</sup> pay scale for the non teaching staff is implemented. This scale is applied to all permanent staff members. The payment is deposited in the respective bank accounts of the employee in Chandwad Merchant Bank Branch in campus.

**B) E.P.F. :** It is provided to all employee's as per the government rules.

**C) Gratuity:** It is provided to the staff who has completed more than 10 years as per the government rules.

**D) LIC Deduction:** It is available for the employee who wishes to pay the instalment through salary which is deducted every month.

**E) Patasanstha:** It is formed by all the employees of the S.N.J.B. Institute. Permanent employees can become member of the patsanstha. They are eligible for personal loans. Forms are available in the office of patsanstha. This requires to be filled by applicant duly signed by Authority and 2 witnesses. The instalment is deducted from payment every month with reducing interest. Shares are allotted to all the members and yearly dividend paid in their saving account in the Chandwad Merchant Bank Branch in campus.

**F) I.T. Returns** can be filed in the institute through C.A.

**2. Benevolent Fund:** If any staff faces crisis situation like accident, death or health issues. Staff voluntarily contributes financially to extend their hands to benefit the staff member. Notice is circulated amongst staff who contributes according to his wish.

**3. Spiritual Development :** 'Happines course' is conducted under Art of Living in the month of October for the staff. Notice is circulated amongst staff and then



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interested staff attends the programme. On every 21<sup>st</sup> June International World yoga day is celebrated. Separate Room for Yoga is available in the hospital.

**4. Health check up:** Facilities of blood check up, X-ray, Dental check up, ECG, USG, Consultation from the consultants at economical rate to staff is available at hospital. On International world woman's day, free cancer detection and health check up camp is conducted under the guidance of consultants, NAMCO Charitable trust, Nasik

**5. Diet and Nutrition:** Dietecian is appointed to provide guidance to the staff on diet in general and in specific according to the diseases if any they are suffering from.

**6. Reading room:** Separate reading room facility is provided for Teaching and non teaching staff to read journals, magazines, newspaper and books. The reader enters his name in the register. Timings are 9-30a.m. to 4.30 a.m.

**7. Technology:** Facility for the staff for the upgradation of technical knowledge is provided

**8. Environment:** Campus is environment friendly. Everyday it is cleaned and swept, wiped. Garden also irrigated regularly. Rain water harvesting is operative. Adequate number of toilets are available. Dis infectant spread regularly in the campus which is free of flies.

**9. Hostel and Quarter facility:** The staff who needs hostel or quarter facility applies to the Principal. Principal approves it and forwards it to the A.O. 's for management's approval

**10. Post office:** The facility is available in campus from 9a.m. to 12 noon.

**11. ATM:** The facility of nationalized bank ATM is available 24 hrs.

**12. Parking facility:** Separate facility with shed available for 4wheeler and 2wheeler is available.

**13. Grievance redressal committee:** According to norms of MUHS grievance redressal committee is formed and displayed on notice board.



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