



Shiva Trust's

SHARADCHANDRAJI PAWAR HOMOEOPATHY MEDICAL COLLEGE, SHRIRAMPUR, A' NAGAR

Recognized by Gov. of India, Dept. of AYUSH New Delhi, Council of Homoeopathy (C.C.H.) New Delhi.
Gov. of Maharashtra & Affiliated to Maharashtra University of Health Sciences, Nashik.

E-mail Id:- sphmc111@gmail.com. Website:- www.sphmeshrirampur.com

College Address:- Wadala Mahadev, Shrirampur- Newasa road, Tal: Shrirampur, Dist:
Ahmednagar, Maharashtra Pin Code: 413739 (M.S.) Ph.02422-248310

6.2.2

Policy document on welfare measures for teaching and non teaching staff:

1. Purpose:

The policy shall provide the Policy document on welfare measures for teaching and non teaching staff.

2. Scope :

This policy would apply to the all the teaching and non teaching staff of the College and Hospital.

3. Definitions:

| Terms | Definition |
|----------------------|--|
| EPF | Employees Provident Fund |
| Accommodation | Accommodation in staff quarters on the campus |
| Transport | Transport to the from the college campus by college bus |
| Salary Advance | Advance from the salary earned by the employee |
| Financial Assistance | Financial assistance up ton the limit approved by the management/ fee concessions to the words of staff |
| Medical Treatment | Concession up to 40% of billed amount to all staff of the institute |

4. Policy Statement :

Sharadchandraji Pawar Homoeopathic Medical College & Hospital shall provide the following welfare measures to it's staff.

1. The management considers the teaching and non teaching staff as members of the one family and their welfare is given utmost importance.
2. The wages shall be paid on regular basis. Salary advance shall be provided to the needy on application for the same by the needy.
3. Non teaching staff shall be provided with two pairs of uniform free of cost.
4. Transport facility by college bus shall be free of cost to the teaching and non teaching staff.
5. Employees Provident Fund (EPF) facility shall be provided to all eligible teaching and non teaching staff.

6. Financial assistance in the form of short term loans free of interest as per the loan policy of the trust shall be provided to the needy upon approval by the management committee.
 7. Wards of the teachers/ non teaching staff who are admitted to this institute shall be provided fee concession as per the decision of the management.
 8. Accommodation may be provided to the non teaching staff whose services are required 24/7 in the college.
5. **Procedure :-** The employee whose desires to obtain salary advance, financial assistance or concession in fee to the wards admitted in the college in either undergraduate course may apply on a plain paper to the principal requesting for any of the financial assistance stated above and may submit the same with the reception of the office. Concession in medical bills up to 40% may be those who take out patient/ In patient treatment hospital in the attached hospital of the college with due approvals.

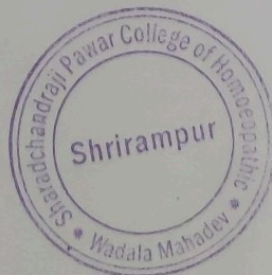
6. **Process table :**


| Process | Responsibility | Timeline |
|--------------------------------|----------------------------------|--------------------------------------|
| Salary advance | Accountant | Same day after approval of principal |
| Accommodation | Admin officer | After approval Principal |
| Employees Provident Fund (EPF) | Accountant | On salary date |
| Transport facility | Admin officer | On all working day |
| Financial Assistance | Accountant | On Approval of Principal |
| Medical Treatment | Assistant Medical Superintendent | At the time of settlement of bill |

7. **Implementation and Communication :**

This Procedure shall be implemented by the institute :

1. Announcement on the institutes website,
2. Internal circulation to staff via email.




Principal
Principal
 Sharadchandraji Pawar Homoeopathic
 Medical College & Hospital
 A/p. Wadala Mahadev, Tal. Shirampur