



POLICY DOCUMENT FOR WELFARE MEASURES

PDUDC recognizes the contribution of the employees towards the development and progress of organization and is aware that the welfare of all staffs is an important aspect of leadership and management of institution.

The objective is to motivate the staff so that they take initiative in accomplishing the task with involvement and active participation. This improves individual performance resulting in consistent growth of the institution.

Some of the welfare schemes provided by institution are:

1. SOCIAL SECURITY BENEFITS:

Employee provident scheme:

All the members of non-teaching staff are enrolled under the EMP from the date of joining and service. The deduction of EPF contribution from the employees is at the rate of their pay

Gratuity:

All the non-teaching staff who have put in a minimum of 5 years continuous service are eligible to be paid a gratuity when they leave service.

e Group Insurance schemes:

All members of nonteaching staff are covered by group personal accident / hospitalization policy.

- Personal loan

- Festival allowance:

All nonteaching staff are provided with festival allowance, bonus etc. recognising their hard work.

- Increment benefits: increments or promotions are provided to the faculty strictly on merit.

- Salary increments of nonteaching staff as per central government guidelines:

Service book for nonteaching staff is also valuable for the same.

2. WELFARE MEASURES:

- Faculty development programmes:

The teaching faculty is motivated for professional and personal development through various value-added programmes, workshops, and faculty developments programmes organized by institutions. The nonteaching staff is also counselled and professionally trained for skill development and workplace etiquettes.

- e Employment to children of deceased staff on compassionate grounds:

- Staff accommodation:

Institution provides staff quarters within as well as outside the campus for needy staff.

- Canteen facilities:

Canteen is available for food with clean and maintained staff

- Medical /General stores:

pharmacy is available along with a provision store to meet the needs of medical requirements, provision and stationery.

- Transport facilities:

Institution provides transport for the faculty and nonteaching staff twice a day. Arrangements are also made to transfer the patients to city and college twice a day. Student transportation is arranged for participation in camps, fests outside the campus.

- Parking:

Free parking facilities is provided for teaching and non-teaching staff faculty.

- Vacation:

A 15 days paid summer and winter vacation is given to the teaching faculty as per MUHS rules.

- Special leave:

Leave with pay is provided to teaching staff for attending seminar, workshops, conference and other education services.

- Maternity leave:

All woman members of staff are given maternity leave without any break in service after 1 year of regular service.

- Day care and feeding room facilities:

Security:

Security is provided round the clock with and security guards.

- Uniform:

All nonteaching staff are provided within 2 sets of uniform by the institute per year.

- Concession in dental charges:

Concession is given by the institute at 50% for faculty members and nonteaching staff for dental treatment.

- Sports facility:

An outdoor playground as well as indoor sports facilities, gym, yoga centre etc are available for use.

- Beauty parlour facility:

Beautician services are available inside the premises as and when required.

- Creativity:

The teaching and non-teaching staff during the annual fest are provided with a platform to hone their creativity, talents and skills. They also contribute to the creative corner board.

Appointment of spouse of existing staff in case of vacancy. preferences given to the spouse of existing staff if they fit the required criteria of the job profile with respect to qualification and experience.

Awards:

The Best performer from nonteaching staff is facilitated annually during the republic day celebration to motivate them to work to the best of their ability.

PROCEDURE FOR APPLICATION

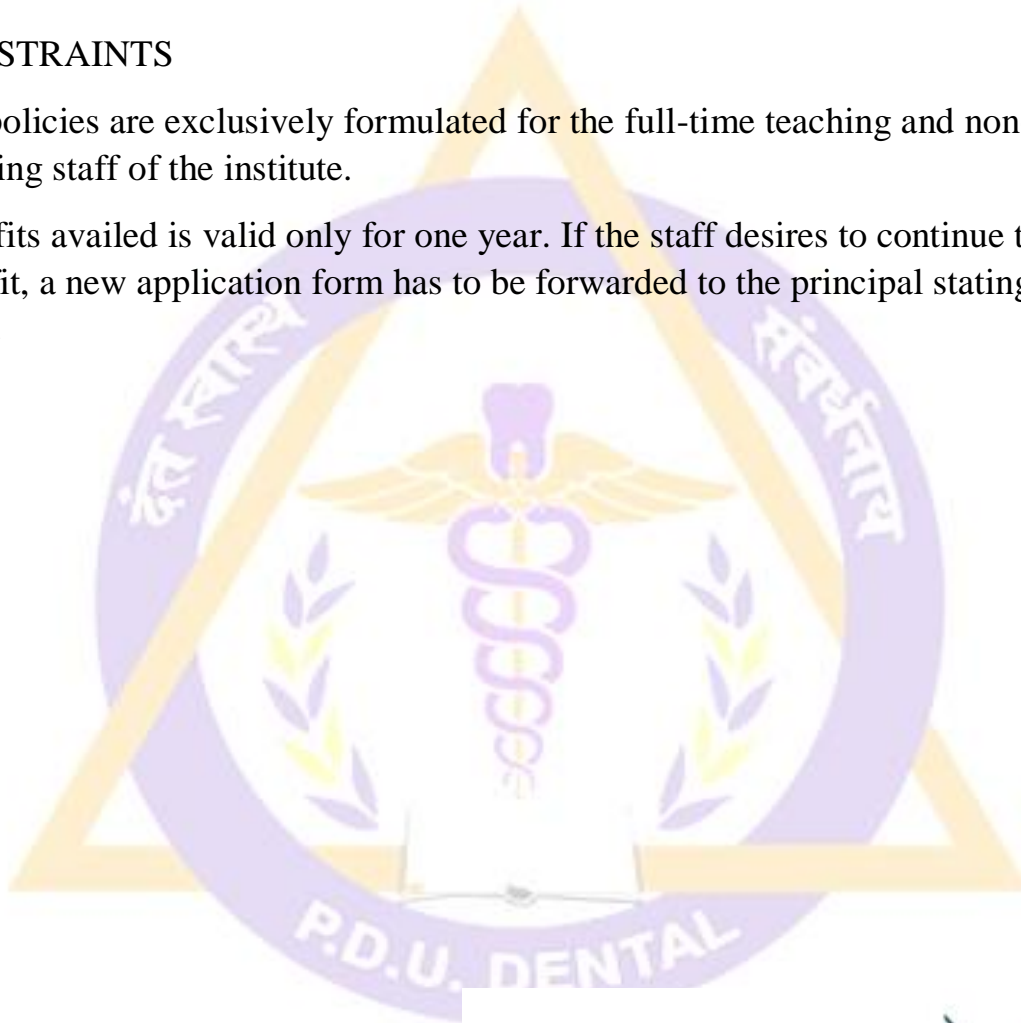
Teaching and non-teaching staff who wishes to avail the benefits can forward an application form to the principal, stating the desirable benefit and duration of the claim.

The benefit would be granted on due consideration of the principal.

CONSTRAINTS

The policies are exclusively formulated for the full-time teaching and non-teaching staff of the institute.

Benefits availed is valid only for one year. If the staff desires to continue the benefit, a new application form has to be forwarded to the principal stating the same.




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