



**SHIVTEJ AROGYA SEVA SANSTHA'S
YOGITA DENTAL COLLEGE AND
HOSPITAL, KHED**

Policy Document on Welfare Measures

SHIVTEJ AROGYA SEVA SANSTHA'S



YOGITA DENTAL COLLEGE AND HOSPITAL

REGD.NO.MAH/F/-1588/RATNAGIRI

(Recognized by Dental Council of India, New Delhi & Affiliated to Maharashtra University of Health Science, Nashik)

TABLE OF CONTENTS

S. No	Content	Page No.
1.	Overview	4
2.	Staff Welfare Measures	4
3.	Procedure for Application	7
4.	Constraints	7

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DISTRIBUTION AND APPROVALS

Name	Role	Approval	Signature
Mr. Siddhesh Ramdas Kadam	Vice President	Yes	
Dr. Hemangi Pol	Chief Executive Officer	Yes	
Dr. Varsha Jadhav	Principal	Yes	

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OVERVIEW

This document is designed to communicate the welfare policies for the teaching and non-teaching staff of Yogita Dental College and Hospital, Khed. It encapsulates our understanding of the institute's current and future endeavors. It will form the basis on which the staff would be granted benefits whenever applicable on review by the Principal.

STAFF WELFARE MEASURES

Yogita Dental College and Hospital, Khed, has an effective policy for staff welfare. As with every other institute, we recognize all our employees as one of the most important and valuable stakeholders of the institute. Hence, professionally and morally it's the institute's duty to provide a caring and supportive working environment to all staff which in turn encourages them, to work and dedicate their innate talents and resources for the institute to its fullest potential.

The following document summarizes the benefits provided to the staff, describing in detail the welfare measures and policies:

1. Employee Benefits

Employee Provident Fund and ESI Scheme

In accordance with the rules set by the Central Government of India, Employee Provident Fund and ESI schemes are given for teaching and non-teaching staff.

2. Leave for Staff Members (Teaching and Non-Teaching):

This includes Casual Leave, Medical/ Sick Leaves, Maternity Leave/ Paternity Leave, and Duty Leave.

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Casual Leaves:

All staff members are allowed to take two Casual leaves per month without interruption in their pay. The maximum no. of Casual Leaves per year allowed would be 24 for all staff who has completed their initial 6 months of probation period. Casual Leaves can not be carry forwarded to the next year.

Medical/ Sick Leave:

Five days of Medical / Sick leave to be granted/availed for staff members in case of accident, hospitalization, or getting operated on due to serious illness of the employee. Staff, in order to apply for medical/Sick leave, has to forward an application along with a medical certificate.

Maternity Leave / Paternity Leave:

Women employees of college except those on a casual basis can avail maternity leave for three months. Leave application is to be supported with a medical certificate.

The payment shall be reimbursed only when the staff resumes her position in the institute after availing of the maternity leave.

Leave for maternity should be applied 3 months in advance.

Male staff members can avail themselves of paternity leave of 3 days.

Duty Leave:

Staff on special duty for the institute's official purpose would be granted additional Casual leaves per month with pay. This facility can also be availed for attending conferences, FDPs, seminars, and workshops for professional and research enhancements.

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3. **Bonus:** Timely Bonus is awarded to the staff and non- teaching staff, recognizing their hard work and upholding their festive spirits.
4. **Increment benefits:** Increments on annual or promotions are provided to the staffs and non teaching staffs. The benefits are done strictly on the basis of HR policy for Staff appraisal.
5. **Free schooling** in Shivtej Arogya Seva Sanstha's Sainik School Khed, for the wards of the institute's staff.
6. **Subsidized treatment cost for staff:** Concessions in dental treatment charges are given to all the staff.
7. Internet and free Wi-Fi facilities are also available.
8. **Free / Subsidized accommodation:** Free accommodation, water supply, and electric supply are made available for the teaching and nonteaching
9. **Creche Facility:** Creche facility for children of employees up to 03 years is given at the play area of the Pedodontics department.
- 10.**Dress:** One pair of uniforms is provided free of cost to all the non-teaching staff members.
11. In Campus facility:
 - Pharmacy available inside the campus
 - Free parking facility for faculty and students
 - Guest house available is staff quarters for new employees on request.
12. **Development Programs:** For the benefit of teaching and non-teaching faculty members, training and skill development courses are conducted regularly.
- 13.**Vacations:** Free vacation trip sponsored by the institute is provided to the non-teaching staff to avail once in a year.

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14. **Attendance:** Biometric Attendance system is implemented for all teaching and non-teaching faculty members for more transparency in the leaves and attendance for all employees.
15. **Appointment of Spouse** of existing staff in case of vacancy:
 - Preference is given to the spouse of existing staff in case of vacancy if they fit the required criteria of the job profile with respect to qualification and work experience.
16. **Vaccination for the Staffs:** Vaccinations to be made available for all staff which they can avail voluntarily.

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 and CEO.

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.