

Motiwala Education Welfare Trust's
MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL,
NASHIK-422012

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

1. Purpose:

The policy shall provide the 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 and from the college campus by college bus
Salary Advance	Advance from the salary earned by the employee
Financial Assistance	Financial assistance up to the limit approved by the management/ fee concessions to the wards of staff
Medical treatment	Concession up to 40% of billed amount to all staff of the institute

4. Policy statement:

Motiwala Homoeopathic Medical College shall provide the following welfare measures to its staff:

1. The management considers the teaching and non teaching staff as members of 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 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 by 7 in the college campus.

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 or post graduate 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 upto 40% may be availed by those who take outpatient/inpatient treatment 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 of Principal
Employees provident fund (EPF)	Accountant	On Salary date
Transport facility	Admin officer	On all working days
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



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