



**MAHATMA GANDHI INSTITUTE OF MEDICAL SCIENCES,  
SEVAGRAM  
INSTITUTIONAL WELFARE POLICY**

**Equal Opportunity Policy:**

The Institute promotes equal access to employment without any discrimination. Any alleged violation of this policy is investigated and acted upon.

**Promotion of Fair Workplace:**

- The level of salaries for all employees are based on State Government recommended salaries.
- The Institute strictly complies with rules and regulations stipulated by Maharashtra Government for minimum wages paid to the contractual employees.

**Safe Environment:**

The Institute is committed to ensure that all employees work in a safe, hygienic and humane work place.

The employees are regularly trained regarding safe procedures, provided health care information on safety hazards and safety compliances are ensured.

**Employees Welfare Policy**

The Institute has different grievance handling mechanisms for employees.

- The Internal Complaint Committee of the Institute which receives complaints on sexual harassment at the workplace from aggrieved individuals.

- There is representation of the employees (both teaching and non-teaching) in the Local Managing Committee of the Institute to raise issues on their behalf to the management
- There is representation of the employees (both teaching and non-teaching) in the Provident Fund Trust of the Institute. The representatives represent all classes of the employees.

The following welfare schemes are instituted for the staff and students of MGIMS

**i. Teaching staff:**

- Residential accommodation on campus.
- Payment of salaries according to government pay scales.
- Provision of free medical diagnostic and consultation, and employee health insurance scheme which provides for free inpatient care and controlled out-patient medications for employee and their families against a nominal premium adjusted from the salary of the employee.
- Provision of special leave, travel, accommodation and conference fee reimbursement for one conference every year, international every three years.
- Provision of special leave for task force meetings.
- House rent allowance
- Group insurance scheme
- Loan facility from the contributory provident fund.

**ii. Non-teaching staff:**

- Residential accommodation on campus.
- Payment of salaries according to government pay scales.
- Provision of free medical diagnostic and consultation, and employee health insurance scheme which provides for free inpatient care and controlled out-patient medications for employee and their families.
- Workers Welfare fund: The hospital operates a worker welfare fund in which each employee deposits Rs 20 per month. The money is used to pay hospital bills for illnesses which needed to be treated elsewhere.

- Loan facility from the contributory provident fund.

iii. Students:

- Provision of free medical diagnostic and consultation, and employee health insurance scheme which provides for free inpatient care and controlled out-patient medications for students.

### **Professional development**

The institute actively supports professional development of the faculty. This is achieved by the following means:

- Research funds are available to conduct short research projects in the institute. There is a seed amount of Rs 10 lakhs for the same. Specific projects which have been approved by the Institutional Ethics Committee can be submitted to the research committee with a budgetary request. Research committee evaluates the budgetary requirements and approves the funding. Typically requests up to Rs 25,000 have been sanctioned in the previous years.
- If a faculty member is making an oral or a poster presentation at a national level conference or attends a training workshop, the institute provides for 15 special leaves, travel allowance by 2nd AC, conference registration fees and accommodation expenses for presenting the paper or chairing the session. This facility can be availed once every year.
- Special leave and partial reimbursement of travel expenses is provided to faculty to present papers in international academic meetings, conferences or workshops once in every three years.
- Deputation or study leave is permitted depending on performance to pursue higher studies or train in a specialized area.
- Personal promotion based on performance and output.



**DEAN**  
**Mahatma Gandhi Institute of**  
**Medical Sciences, SEVAGRAM.**



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SEVAGRAM**

**STUDENT WELFARE POLICY**

**Students' Welfare Committee**

The Committee for Students' Welfare of Mahatma Gandhi Institute of Medical Sciences, Sevagram has been set up under the Chairmanship of the Dean. The following members have been appointed to the Student Welfare Committee:

- i. Dr. Chetna Maliye, Member Secretary and Coordinator
- ii. Dr. C.M. Badole, Chairman of the Hostel Advisory Committee, JN Boys Hostel
- iii. Dr. Sudha Jain, Chairman of the Hostel Advisory Committee of JN Girls Hostel
- iv. Dr. Satish Kumar, Officer Incharge, Students' Council
- v. Dr. Kanchan Mohod, Officer Incharge, Cultural, Students' Council
- vi. Dr. Manish Jain, Officer Incharge, Sports, Students' Council
- vii. Dr. V.B. Shivkumar, Warden, JN Boys Hostel
- viii. Dr. Sonia Jain, Officer Incharge, Magazine, Students' Council
- ix. Dr. Manisha Atram, Officer Incharge, Literacy, Students' Council

The Committee for Students Welfare coordinates different student activities to nurture students' mental, physical, cultural growth and overall personality. The committee also undertakes selection of students for financial assistance which are given to needy students of the Institute. Following mechanisms exist for the welfare of students:

- i. Student Counselling and Guidance Cell
- ii. Anti-Ragging Cell
- iii. Students Grievances Committee
- iv. Hostel Advisory Committee
- v. Book bank schemes

- vi. Career Guidance Programmes
- vii. Health Insurance Scheme
- viii. Guidance about Bank Loan Facilities
- ix. Students related Seminars, Conferences, Workshops and Camps.

**Student Scholarships:**

The needy students of the Institute are offered financial assistance by the Institute from the funds obtained from the various donors. At present, the Institute offers almost 60 lacs worth of annual scholarships to the needy students of the Institute.

The students are also given guidance about various student welfare activities by the University.

The following events/activities are undertaken for students:

1. Annual Gathering
2. Debate Competition
3. Ganesh Festival
4. College Magazine
5. Graduation Ceremony
6. Annual Academic Prize Distribution
7. Annual Sports Meet with Prize Distribution
8. Annual Cultural Activities Prize Distribution

  
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