



MAEERMITPUNE'S  
**MAHARASHTRA INSTITUTE OF MEDICAL EDUCATION AND RESEARCH,**  
**MEDICAL COLLEGE (ESTD – 1995)**  
**DR.BHAUSAHEB SARDESAI TALEGAON RURAL HOSPITAL**

**Accredited by NAAC with 'A' Grade**

Talegaon Dabhade, Pune-410507, Maharashtra, India.

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## **Staff Welfare Policy**

The Institute has effective welfare policy for teaching and non-teaching staff.

### **1. Health facilities:**

All Staff requiring any urgent medical attention are provided appropriate medical facilities on OPD and IPD basis. All nonteaching staff of the institute is provided with free health care facilities by the institute.

First families of non teaching staff are getting special discounts on health treatments. All employees of the Institute get free treatment up to 50,000/- in a year. Every employee is provided with adequate working space with due attention to lighting and fresh air ventilation ancillary facilities like cupboard, locker, computer and printer etc. Water purifier equipments are installed for safe and wholesome water for drinking.

### **2. Uniform facility:**

The institute has a separate dress code for nurses, drivers, ward attendants, watchmen and peons. These uniforms are provided free of cost to the staff on regular basis.

### **3. Safety and Security**

Institution is committed to maintain safe work environment. Round the clock security is posted at all points in the entire premises. The boy's and girls' hostels, staff quarters are also manned round the clock by trained security personnel. The Institute has established staff Grievance Committee to deal any issue related to work place grievance. The committee sees to it that grievances if any should be sorted out on priority.

### **4. Training programs and Research:**

Institute regularly organizes training programs for teaching and non-teaching staff to update their knowledge. Staff is trained in subjects such as Biomedical Waste Management, Universal Safety Measures, and Laboratory Safety Measures. Nurses, Technical and non-technical employees along with support staff are imparted regular training.

Seminars, Symposium, workshops are organized on regular basis by various departments to upgrade the knowledge of the staff. Medical Education Unit (MEU) of the Institute organizes regular workshops as well as training program for faculty and resident doctors.

Institute also provides financial assistance to the teaching staff or research activities, presentations in national and international conferences/workshops, publications in the peer reviewed index journals. Periodical orientation, reorientation and refresher training courses carried out in house as well as by out sourced teams.

### **5. Staff Quarters:**

The institute has provided accommodation for faculty and essential services staff i.e. Technicians & Nurses and some group D employees in separate but adjoining area. Recreation facilities are also provided for off duty employees at recreation Hall.



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**6. Canteen /Mess facility:** There are two canteens in the premises for staff, students and visitors. Mess facility is available in the hostels. They provide quality food at subsidized rates.

**7. Crèche:**

There is also provision of a crèche free of cost with a care taker and supporting staff for female employees having infant and toddlers with them who can't be kept at residence and are required to carry with them while on duty.

**8. Rewards/Appreciation Certificates:**

Institution is committed to ensure that all human relationships with Officials from other depts., staff, students & their parents and visitors based on professional integrity. The services of employees rendering excellent/ extra ordinary services are appreciated by giving token reward/appreciation certificate and or additional increments periodically (like on the occasion of 26<sup>th</sup> January function)

**9. Yoga and Meditation:**

Institute carries out yoga and meditation sessions for the staff. It is conducted by trained Yoga instructors. Sessions on stress management are conducted by in house Psychiatrists and motivational speakers.

**10.Leaves:** A well-defined policy is in place. Following leaves are applicable.

- ✓ Casual
- ✓ Sick leave
- ✓ Earned leave
- ✓ 6 months paid Maternity leave
- ✓ On duty leave for Institutional/affiliating university assignments
- ✓ Special leave for research, examinations, trainings, conferences and academic activities
- ✓ Compensatory off

**11. Provident Fund and Gratuity:**

Institute provides Provident Fund and Gratuity for employees as per government rules.

Overall, the institute's approach towards all employees teaching as well as non-teaching at various levels is to treat like family members and care for their upliftment of their careers.