



Shri Shivaji Education Society Amravati's
DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE
Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
MD (Pathology)
Dean



Shri. Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmme.edu.in •E-mail: drpdmme2007@rediffmail.com

Policy on Welfare Measure for Non -Teaching Staff

Dr. Panjabrao Alias Bhausaheb Deshmukh Memorial Medical College is committed to providing the staff with transparent, conducive and fair work environment to all its staff thereby enabling them to perform at optimal effectiveness and efficiency.

Goal: To provide clear directive for staff measure, outlining the responsibilities of employer and employees.

Responsibility of employer:

1. Institution is aware of employment laws in force and abides by them.
2. Institution lays emphasis on transparent professional relationship and communication with its employees.
3. There will be no discrimination on basis of gender, caste, religion etc.
4. The institution is an equal opportunity employer.
5. Institution provides effective grievance redressal mechanism.
6. Institution provides its employees with confidential support, practical solutions and effective counselling.
7. Institution provides appropriate and effective with external institutions and organizations for employee benefit.

Responsibility of employees:

1. Every employee should undertake responsibility of their own welfare.
2. Employees should be aware of administrative hierarchy for grievance redressal
3. Employees should concern themselves with welfare of others at workplace.
4. Employees should cooperate in all endeavors undertaken by the Institute in the benefit of the stakeholders.

Welfare measures include:

1. Residential Quarter

Residential quarters are provided to stay on nominal maintenance charges.

2. Health Allowance Facilities

Free annual medical check-up of all teaching staff / SSY (Swasth Seva Yojna).

3. Free Medical Treatment

Free medical treatment is provided to all the staff as well as retired employees.

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4. Sports Complex

A well-equipped modern sports complex with facilities like gym, table tennis, lawn tennis, cricket, chess, swimming pool, chess, carrom, yoga is provided with trainers is available at nominal fees.

5. Creche for children's staff

The Institution has a crèche for children of the staff.

6. Wi-Fi facility

Free Wi-Fi facility in whole campus is available.

7. Gratuity

Gratuity funds are allocated for disbursement after retirement to the staff as per gratuity.

8. Employee Provident Fund

EPF funds are allocated for disbursement after retirement to the staff.

9. Festival Advance

Festival advances are given to the whole staff.

10. Group linked insurance service


Group linked insurance service is provided to the staff.

11. Co-operative Credit Society

Co-operative Credit Society is established for the staff. Finance are given to the member of the society and loan is granted according to them by the society, and to secure its loan amount finance are given only to the employee of the institute.

12. Leaves

- a) Maternity leave
- b) Paternity leave
- c) Summer and Winter leave
- d) Festival leave
- e) Conference leave
- f) All other constitutional leaves as per service


Chairperson - Criteria No. 6
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati


DEAN
Dr. Panjabrao alias Bhausaheb Deshmukh
Memorial Medical College, AMRAVATI



Shri Shivaji Education Society Amravati's
DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE
Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
MD (Pathology)
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Shri. Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmme.edu.in •E-mail: drpdmmc2007@rediffmail.com

Policy on Welfare Measure for Teaching Staff

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- b) Paternity leave
- c) Festival leave
- d) All other constitutional leaves as per service


Chairperson - Criteria No. 6
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati


DEAN
Dr. Panjabrao alias Bhausaheb Deshmuki
(Memorial Medical College, AMRAVATI)

**POLICY OF SWASTH
SEVA YOJNA**

Shri Shivaji Education Society, Amravati's
Dr. Panjabrao alias Bhausaheb Deshmukh Memorial Medical College
Shivaji Nagar, Amravati-444 603

Phone: 0731-2552353/2663323/2445545/Fax:0721-2552353
E-mail: drpdmms2007@rediffmail.com/Web:www.pdmms.com

Dr. P.R. Somwanshi
DEAN

No. PDMMS/ Est // 228/2020

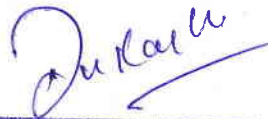
Date: 24.2.2020

To,
Medical Officer,
Health Care Scheme
Dr. Punjabrao Deshmukh Memorial Medical College and Hospital, Amravati.

Subject: - Regarding giving concessions in the following health check-ups in line with social commitment and dedication to service.

1. Complete health check-up (person below 60 years) is Rs.200/- On a per person basis, under the scheme, the concerned person will be covered by the health service scheme and the following checks will be done free of cost and 50% fee will be charged for other checks. (Free tests include haemoglobin test, blood glucose, serum cholesterol, urine routine and ECG extraction.)
2. Check-ups for Senior Citizens (Persons Above 60 years): - For Person Above 60 Years Rs.150/- Fill them After completing the health service plan, they will be given the following tests free of charge
Haemoglobin check, sugar random, serum cholesterol, urine routine check.

Both the above plans can be availed only once.
3. Annual Membership Scheme (1 member for 1 year) Rs.200/- Annual blood tests will be done as advised by the doctor and 50% discount will be given on all the following tests. It includes blood tests X-ray, sonography, ECG, urine routine.
4. Annual Family Health Plan 5 persons (from same family) Rs.500/- Per year: - Following inspections will be done at 50% discount. Blood test as advised by doctor, X-ray examination, sonography, ECG, urine routine.
5. Special Group: - (Organization of Camp) :-
 - (a) Rs.150/- for one time: - Blood tests Haemoglobin, Sugar Random (Fasting), Serum Cholesterol, Urine Routine, ECG,
 - (b) Rs.200/- Tests :- Blood Tests Haemoglobin, Sugar Random (Fasting), - Serum Cholesterol, Urine Routine, ECG, Ophthalmology Fundoscopy Computerized Refraction.
 - (c) Rs.200/- Tests: - Blood Test, Haemoglobin, Sugar (Fasting), Lipid Profile, Guerin Routine, ECG, Ophthalmology Fundoscopy Computer age Reaction



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Dr. P. D. M. C. Amravati

s/d
Dean


DEAN

Dr. Panjabrao alias Bhausaheb
Deshmukh Memorial Medical
College, Amravati.

**GRATUITY POLICY &
MEETING MINUTES OF
LOCAL MANAGEMENT
COMMITTEE**

क	आर्थिक विषयाबाबत
विषय क्रमांक २१	सन २०१९-२०२० या कालावधीचे सनदी लेखापाल यांनी प्रमाणित केलेल्या वित्तीय विवरणे व ताळेबंदपत्रकास शिफारस करण्याबाबत.
ठराव क्रमांक २१	<p>उपरोक्त विषयाचे अनुषंगाने महाविद्यालय, रूग्णालय, वसतीगृहे, पी.जी.डीएमएलटी, जी.ओ.आय., आयुष्येचे सन २०१९-२०२० या कालावधीचे अंकेक्षण मे. जाधव असोशिएटस् अॅन्ड कंपनी, अमरावती यांचेकडून तपासणीकरून प्रमाणित करून घेण्यात आलेले असल्याची माहिती सभेसमोर ठेवण्यात आली. सभेत सविस्तर चर्चा होऊन सनदी लेखापाल यांनी प्रमाणित केलेल्या वित्तीय विवरणे व ताळेबंदपत्रकास मान्यता देण्याचे सर्वानुमते ठरविण्यात आले.</p> <p>संस्थेचे मा. सदस्य तथा सल्लागार समिती सदस्य मा.श्री.हेमंतराव वा.काळमेघ यांनी खालील सुचना केल्यात. :-</p> <ol style="list-style-type: none"> 1) Implement Accrual system of accounting. 2) Write-off old debit/credit balances. 3) Confirm intra institutional balances. 4) Create corpus fund for Gratuity. <p>Above Point No. 01 to 04 to be implemented under the guidance and consultations with Auditor CA V.S.Jadhao.</p> <p style="text-align: right;">“ ठराव सर्वानुमते मंजूर ”</p>
विषय क्रमांक २२	सन २०२०-२०२१ चे सुधारीत अंदाजपत्रक व सन २०२१-२०२२ चे अर्थसंकल्पीय मुळ प्रस्तावित अंदाजपत्रकास शिफारस करण्याबाबत.
ठराव क्रमांक २२	<p>उपरोक्त विषयाचे अनुषंगाने महाविद्यालय, रूग्णालय, वसतीगृहे, पी.जी.डीएमएलटी कोर्स चे सन २०२०-२१ चे सुधारीत अंदाजपत्रक व सन २०२१-२२ चे अर्थ संकल्पीय प्रस्तावित अंदाजपत्रकास मंजूरी देण्याची शिफारस कार्यकारीणीस करण्याचे सर्वानुमते ठरविण्यात आले.</p> <p>सुधारीत अंदाजपत्रकामध्ये उपदान (Gratuity) बाबत २.५ कोटीची तरतूद (Provision) केलेली असल्याचे सांगण्यात आले व त्यांचे स्वतंत्र कॉर्पस फंड (Corpus fund) तयार करण्यात यावे. शासन निर्णयानुसार उपदान (Gratuity) मिळण्याकरीता कर्मचारी न्यायालयात जातात. न्यायालयाचा निकाल कर्मचा-यांचे बाजूला लागल्यानंतर संस्थेला थकीत रकमेवरील व्याज, वकील फी व न्यायालयाचा खर्च टाळण्याच्या दृष्टीने विचार करून सर्वानुमते असे ठरले की, सन २०२१ पासून जे कर्मचारी सेवानिवृत्त होतील त्यांना उपदानाचा लाभ (Gratuity claim) लागू करावा. कर्मचा-यांना उपदानाचा (Gratuity) लाभ देतांना कर्मचा-यांशी तडजोड करावी. तसेच १९७२ च्या अॅक्ट नुसार 'भी कोर्टात जाणार नाही' असे अंडरटेकींग कर्मचा-यांकडून घ्यावे.</p> <p style="text-align: right;">“ ठराव सर्वानुमते मंजूर ”</p>
विषय क्रमांक २३	महाविद्यालयीन शिक्षक व शिक्षकेत्तर कर्मचा-यांना दिनांक १ जुलै, २०१९ पासून १० % वाढीव महागाई भत्ता शासन निर्णयानुसार देय तारखेपासून मंजूर करण्याची शिफारस करण्याबाबत.
ठराव क्रमांक २३	<p>महाविद्यालयीन शिक्षक व शिक्षकेत्तर कर्मचा-यांना शासन निर्णय क्रमांक मभवा १३१९/प्र.क्र.३०/सेवा-९, दिनांक ८ जुलै २०१९ नुसार १०% वाढीव महागाई भत्ता सभेत मंजूर करण्यात आला. निधीच्या उपलब्धतेनुसार सदर महागाई भत्ता शिक्षक व शिक्षकेत्तर कर्मचा-यांच्या वेतनात लागू करण्याची शिफारस कार्यकारीणीस करण्याचे सर्वानुमते ठरविण्यात आले.</p> <p>तसेच कोरोना-१९ काळात शिक्षक व शिक्षकेत्तर कर्मचा-यांनी संस्थेला आर्थिक स्वरूपात केलेल्या सहकार्याबद्दल सभेचे मा.अध्यक्ष यांनी सर्वांचे आभार माणुन त्यांची होत असलेली वेतनातील कपात माहे जानेवारी, २०२१ पासून थांबविण्यात यावी व थकीत राशी टप्पाटप्पाने देण्यात येईल असे ठरले.</p> <p style="text-align: right;">“ ठराव सर्वानुमते मंजूर ”</p>

To

Dr. Atul Alsi

Dentistry Department

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13/6/23

(For NAAC)

(Minutes)

(Corpus fund)

Dr. Panjabrao alias Bhausaheb
Deshmukh Memorial Medical
College, AMRAVATI.

Inward No. 896/23

Date 13/6/23

Sign.

~~Handwritten signature~~

Char. No. 6
NAAC Committee
Dr. F. ... Amravati

~~Handwritten signature~~

Dr. Panjabrao alias Bhausaheb
Deshmukh Memorial Medical
College, Amravati.

POLICY ON GRATUITY

Dr. Panjabrao Deshmukh Memorial Medical College Provides Gratuity to Employees Teaching and Non Teaching Both at The Time of Retirement as Per Payment of Gratuity Act 1972. i.e as per Central Government Rules and Regulations. An employee becomes eligible for gratuity payments only after the completion of 5 years within the organization. Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years, -

- (a) on his superannuation, or
- (b) on his retirement or resignation, or
- (c) on his death or disablement due to accident or disease:

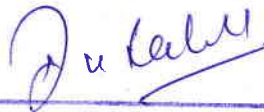
An employee is entitled to receive 15 days of salary as gratuity in every year of his service. As part of the gratuity for an employee's every year of service, the organization will have to pay an amount that is equivalent to 15 days of his salary which he has last drawn. Here, salary is the sum of basic wages and dearness allowance.

Total gratuity amount = $n*b*15 / 26$

Where n = number of years in providing services to a company.

b= last basic salary and dearness allowance.

Also, Maximum Ceiling of gratuity payments is **Rs. 20 lakhs** which would be Expent upto 20 lakhs in the hands of the Employees. This would be An Retirement Aid to the Employees.



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**POLICY FOR
EMPLOYEE PROVIDENT
FUND**

POLICY ON EMPLOYEES PROVIDEND FUND

Dr. Panjabrao Deshmukh Memorial Medical college follows practice of regular deducting providend fund from monthly salary of all the employees of the college, (employee's share) both teaching and non teaching staff, and deposit the same along with equal Management's share in their individual PF account.

AT THE TIME OF THE RETIREMENT EMPLOYEES ARE OFFERED WITH:-


- Balance in Employee Provident Account
- Providend Fund Pension Facility as approved by the Government. This college provide the facility to retirement staff to get pension on retirement date through PrayasYojan. (EPF office)

BENEFITS DERIVED BY THE EMPLOYEES:-

- To ensure every employee has only one EPF account.
- Compliance must be facilitated easily.
- Make sure organisations follow all the rules and regulations set up by the EPFO on a regular basis.
- To ensure that online services are reliable and to make improvements in their facilities.
- For all member accounts to be accessed online easily.
- Promotion and encouragement of voluntary compliance.

BENEFITS DERIVED BY THE EMPLOYEES:-

- Promotes employees to save funds for retirement. It helps in saving money for the long run, at the time of retirement and helps an individual maintain a good lifestyle.
- There is no requirement to make a single, lump-sum investment. Deductions are made on a monthly basis from the employee's salary and it helps in saving a huge amount of money over a long period.
- It can help an employee financially during an emergency.
- It helps in saving money


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6.3.1 POLICY FOR FESTIVAL ADVANCE

Shri Shivaji Education Society, Amravati's
डॉ. पंजाबराव उपाख्य माऊसाहेब देशमुख स्मृती वैद्यकीय महाविद्यालय, अमरावती.

Dr. Panjabrao alias Bhausaheb Deshmukh

Memorial Medical College

Shivaji Nagar, Amravati - 444 603

Phone : 0721- 2552353 / 2662323/2665545/ Fax : 0721 - 2552353
E-mail : drpdmme2007@rediffmail.com / Web : http://pdmme.ac.in



NABH Certi. PEH-2021-1399

Dr. A. T. Deshmukh
Dean

No. PDMMC/Est/263 /2023

Date :- 11.01.2023

POLICY FOR FESTIVAL ADVANCE

Subject :- Loans and Advances :- Release of special Festival advance for the financial Year 2023-24.

The management of the college has accorded sanction for release of the Interest free Special Festival Advance (Diwali) for the financial year 2023-24 to the employees of this college as follows.

Category	Regular employees
Class 1	NA
Class 2	NA
Class 3	Permitted
Class 4	Permitted

The Payment of Special Festival advance is subject to the following conditions:

1. Employees are required to give their option to avail the Special Festival Advance (Diwali) in the prescribed format.
2. The Principals/Directors/Heads of Departments/Administrative officers will obtain the option forms from the employee concerned. Based on the list of eligible employees furnished by the respective controlling officer's the special festival advance will be claimed and credited to bank accounts of the concerned employees directly by the account office.
3. The recovery of the Special Festival Advance drawn shall be made in five equated monthly installments from the salary.
4. These orders are not applicable to the Part-time/Contract Employees.

Dean
Dr. P.D.M. Medical College,
Amravati.

Copy submitted to :-

The Hon'ble President, Shri Shivaji Education Society, Amravati.

Copy for information to :-

- 1) The HOD, Dept. of _____ (All Departments)
- 2) Medical Superintendent, Dr. PDH&C, Amravati

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6.3.1 POLICY ON GROUP SAVING LINKED INSURANCE

POLICY ON GROUP SAVING LINKED INSURANCE

Dr Panjabrao Deshmukh Memorial Medical College has Enrolled itself for GSLI Plans Of Life Insurance Corporation of India, So as to Provide Employees Financial benefits at the time of the Retirement. GSLI is a renewable term scheme which covers both organized as well as unorganized groups. This group plan provides an advantage of accumulation of savings. Accumulated savings returned with interest at the time of retirement, death or exit from the group. This scheme is ideal for employers, associations, societies etc. and allows you to enjoy group benefits at really low costs. Group Insurance covers a group of lives under one contract. In our Organisation It is employer- employee group.

Group life insurance covers may be either compulsory – in which case no member can opt out of the insurance – or voluntary, where each eligible member may decide within a given time limit whether or not to be included in the group insurance.



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**6.3.1 POLICY FOR
CO-OPERATIVE PAT
SANSTHA**

POLICY ON PATSANSTHA

Intention was to Develop a a society which has as its object the promotion of the economic interests of its members in accordance with co-operative principles, or a society established with the object of facilitating the operations of such a society.

There are two Patsansthas running under Dr Panjabrao Deshmukh Memorial Medical College viz. 326 and 327. These are run Collectively by the Employees of the Institute, for the Employees of the Insitute. No member of a registered society shall exercise the rights of a member unless or until he has made such payment to the society in respect of membership or acquired such interest in the society, as may be prescribed by the rules or by-laws. Each Member have one vote in the affairs of the society.

Finances are given to the Members of the Society and Loan is accordingly granted to them by the society, and to secure its loan amount fiancés are given only to the Employees of the Institute,



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