



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

Sector-1, Kamothe, Navi Mumbai - 410209

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MGM/01/A-8/2020/134

Date: 09/03/2020

**Extract of meeting of Board of Management (BOM-29/2013) dated 15.06.2013**

**Item No.20 of BOM-29/2013:** To consider and approve the draft of "Employee Welfare Policy" for employees (Teaching & Non-teaching) of MGMIHS and its constituent units. [**Annexure**]

**Resolution No. 20 of BOM-29/2013:** It was unanimously resolved to approve the "Employee Welfare Policy" for employees (Teaching & Non-teaching) of MGMIHS and its constituent units and the same to be incorporated in the "Rules & Regulations of MGMIHS". [**Annexure**]

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Registrar  
**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209



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**Internal Quality Assurance Cell**

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**MGMIHS Policy Document on Staff Welfare Measures**

**1. Statement:**

Mahatma Gandhi Mission Institute of Health Sciences (MGMIHS), Navi Mumbai is committed to providing a compassionate, transparent, conducive working ambience for all its employees, thereby enabling them to act to their fullest potential in the interest of the organization and society.

**2. Goal:**

To provide clear directives for staff welfare measures, outlining the responsibilities of the employer and employees.

**3. Responsibilities of Employer:**

- 3.1 The Institution is aware of employment laws and regulation in force and abides by them.
- 3.2 The Institution lays emphasis on a transparent professional relationship and communication with its employees.
- 3.3 There will not be any discrimination based on gender, religion, race or disabilities.
- 3.4 It ensures that all staffs are provided with equal opportunities at workplace.
- 3.5 It provides an effective Grievance Redressal Mechanism.
- 3.6 It offers confidential support to its employees whenever needed, identify practical solutions with effective counseling.
- 3.7 It provides appropriate liasoning with external organizations/ institutions in the interest of its employees.

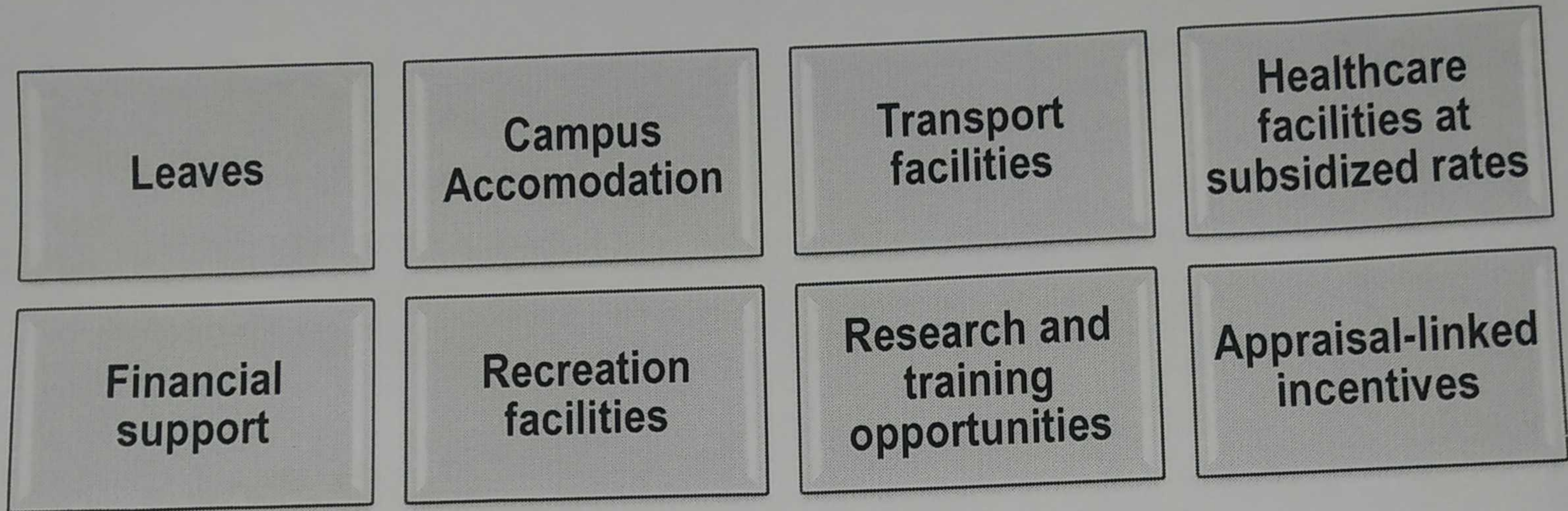
**4. Responsibilities of the Employee:**

- 4.1 All staff members should be concerned with their own welfare at workplace.
- 4.2 They should be aware of the administrative hierarchy for redressal of their problems.

4.3 They should also be responsible for the welfare of their colleagues at workplace.

4.4 The employees will cooperate with any endeavour undertaken by the institution in the interest of the stakeholders.

**5. Welfare Measures include:**



**6. Monitoring and Review:**

The said policy will be monitored and periodically reviewed by the Internal Quality Assurance Cell of MGMIHS.



Registrar

MGMIHS

**Dr. Rajesh B. Goel**

**Registrar**

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