



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Affiliated to Pondicherry Central University, Recognized by Dental Council of India
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

6.3.1 The institution has effective welfare measures for teaching and non teaching staff

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CERTIFICATE OF THE HEAD OF INSTITUTION



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Dr.ANIL MELATH, MDS.,

PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our institution has effective welfare measures for teaching and non teaching staff members during the year 2024-25



DR. ANIL. M

Principal
Mahe Institute of Dental Sciences & Hospital
MAHE



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POLICY DOCUMENT ON THE WELFARE MEASURES



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A Unit of Mahe Educational & Charitable NRI Trust

STAFF WELFARE MEASURES AND POLICY

Mahe Dental College and Hospital has many streamlined welfare measures for the staff for their comfort and improvement which is over and above the wages paid. The growth and upliftment of the Institution is purely dependant on the commitment and hard work each staff shows hence their wellbeing is of utmost importance. MINDS has many welfare measures that have been implemented in line with this.

1. For both Teaching and Non-teaching staff, the Institution provides free accommodation facility in and around campus
2. There are several leaves made available for the teaching and non-teaching staff accordingly.
3. On joining, the Institution provides aprons for teaching staff and uniform to non-teaching staff which is free of cost.
4. Transport facility is provided for teaching and non-teaching staff from Mahe Railway station to College, College to Palloor-Pandakkal till moolakkadav, to and fro on all days and also for all other official purposes.
5. Faculty members are promoted for attending conferences, workshops, seminars, and also for higher education.
6. Self-development programs and faculty development programs such as interdisciplinary CDE, ISPRP, National level conferences etc are organized for faculty members.
7. A well functioning staff development and welfare committee is present which addresses their various issues and reaches at a favourable decision.



Chalakkara, Palloor, Mahe - 673 310, U.T. of Puducherry. | 0490 2337765, 2334406, 2337406

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8. For the better bonding between the staff members, Institution organizes staff meet and annual staff trip or outing day to nearby tourist or other scenic destinations along with their family members.
9. Well equipped Gym, and all the other means of physical fitness facilities are made available for the staffs.
10. Yoga and other varieties of classes are also arranged and staffs are encouraged to participate in that.
11. Free Wi-Fi facilities are provided to the staff members.
12. Refreshment for all staffs and others are made available within the college by Cafeteria which is accessible by staff during the working and extended hours.
13. A well functioning canteen is also available and accessible for all.
14. Faculty members are provided with good rooms to facilitate comfort, good ambience and also maintain privacy.
15. Dental health facility is extended to all employees and their dependents
16. Welfare funds are provided for teaching staff and nonteaching staff.
17. Sponsorships are provided to staff to attend and present papers in conferences both National as well as International.
18. Clinical Skill development courses are organized for non- teaching staff to enhance their skills in work environment.




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ALLOWANCE AND BENEFITS FOR STAFF MEMBERS

Travel allowance

- The employee travelling locally for Official work must produce proper bills/tickets for claiming the amount to the accounts department. The travelling expense will be verified by the HR and approved by Accounts Department.
- If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the HOD / Principal / CE. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days.
- Transport facility is provided for teaching and non-teaching staff from Mahe Railway station to College, College to Palloor-Pandakkal till Moolakkadav, to and fro on all days and for all other Official purposes.

Treatment benefits

Percentage of discount allowed for staffs and their family or relatives	
Staff	30 %
Intern	25 %
Student	25 %
Staff relative	15 %
Directors relative	40 %
Patients	Discount as per Chairman's decision



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Festival allowance

Festival allowance is offered to the Staff members (Non-Teaching) on the occasions of Vishu and Onam in the forms of Bonus.

Canteen benefits

20% rebate on normal food stuffs. Rebate will not be allowed to the special food stuffs. wardens and security staff members will get a rebate of 50 % on normal food in day time including breakfast and free normal food at night time.




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