

Induction manual



Mahatma Gandhi Mission Trust

Mahatma Gandhi Mission, a Charitable Trust was established on 20th December, 1982, with a vision to provide excellence in professional education, affordable health services, to promote research and innovation. Mahatma Gandhi Mission which started with a motto of “Wipe the Tears from every eye” made humble beginning by providing health services in rural areas of Nanded district, Maharashtra. Since then, it has expanded health services to Nanded, Aurangabad and Navi Mumbai from Primary Health Care to excellent Superspeciality Hospitals at affordable cost to the community, especially below poverty line of urban as well as rural area.

Trust has started educational activities from Pre Primary education to Post Graduation in Engineering, Management, Architecture, Computer Sciences, Information Technology, Biotechnology, Bioinformatics and Health Sciences, Medicine, Nursing, Physiotherapy at Nanded, Aurangabad, Navi Mumbai and Noida, UP. Mahatma Gandhi Mission is managed by highly qualified Professionals, Engineers and Doctors. Trust Chairman is Shri Kamalkishor Kadam, M.Tech, IIT Mumbai. Remaining Trustees are Mr. A.N. Kadam, BE, Dr. P.M. Jadhav, FRCS (UK), Dr. S.N.Kadam, FRCPE, Prataprao Borade, M.Tech, Dr. Nitin Kadam, MD, Ujwal Kadam, BE. As on today Trust runs 75 institutes providing educations to 20,000 students with a pool of 1000 faculty members.

MGM Institute of Health Sciences

MGMIHS today is an innovation-driven premier health science university in India. The University strives to serve all through exemplary health care, education, research and community services. Commitment to excellence is evidenced by Accreditation of University by National Assessment and Accreditation Council (NAAC) with Grade 'A'; accreditation of teaching hospitals and blood bank by National Accreditation Board for Hospital (NABH); and accreditation of diagnostic laboratories by Accreditation Board for Testing and Calibration Laboratories (NABL).



These accreditations are a reflection of the highest standards of academic programs, technical competence of medical laboratories following [ISO/IEC 17025:2005](#), [ISO 15189:2007](#) Standards, and hospital standards in consonance with global benchmarks set by International Society for Quality in Healthcare. These standards are also testimony of highest standards of patient safety and quality of care provided by teaching hospitals of MGMIHS.

Today, MGMIHS is a multi-specialty health sciences university where its Medical Colleges, and Department of Biomedical Sciences, Physiotherapy, and Nursing offer a variety of undergraduate, postgraduate, super specialty and PhD degree programmes. About 124 courses in health sciences are offered by the University, and these courses are finding acceptance by large number of students not only in India but also foreign students.

The faculty employed at MGMIHS not only meets the guidelines of Medical Council of India and other regulatory bodies, but are in excess so as to provide teaching in smaller groups and to help the slow learners. About 1022 faculty members are employed in Medical Colleges and other department at both the campuses. They are dedicated to teaching, research, clinical care and community services. Faculty

exchange between the two campuses is particularly encouraged to learn from each other's experiences.

The University has during the last thirteen years provided an excellent standard of education and training to thousands of students. The accomplishments of the University are a reflection of the vision, commitment, hard work and dedication of the faculty, staff and students of the constituent Medical Colleges and University Departments. Collectively we will continue to endeavor to ensure that the Vision and Mission of the University is accomplished and the University is among the top ranking institutions not only in India but globally.

VISION

MGM Institute of Health Sciences aims to be a top ranking Centre of Excellence in Health Science Education, Health Care and Health Research.

MISSION

Students graduating from the Institute will have the required skills to deliver the quality health care to all the sections of the society with compassion and benevolence, without prejudice or discrimination at an affordable cost.

As a Research Centre, it shall focus on finding better, safer and affordable ways of diagnosing, treating and preventing diseases. In doing so, it will maintain highest ethical standard.

.....

‘To wipe every tear from every eye.’

Mahatma Gandhi

CODE OF CONDUCT OF THE EMPLOYEES

1. Rules, Regulations and Responsibilities of the Employees:

As a part of the Institution, Employee must do his/her best to carry his/her responsibility, as the outcome depends on the standard of education and training imparted to students.

It is the responsibility of employees to abide by all rules and regulations set forth by MGMIHS which will help them to work together successfully. All the instructions as mentioned in the appointment letter shall be deemed applicable to the employees and institution expects employees to follow the same.

Punctuality: All employees are expected to be punctual and report on time to their work area. If there is a necessity to leave the Institute during working hours, the employees must get permission from the Head of the Department/ Dean.

Dress Code: The grooming and dress of the employees reflects upon the image of the Institution. Therefore, it is necessary to maintain high standards for grooming dress. All employees are expected to be well groomed and conform to the dress codes of the Institution.

Updates: In order to keep the employees informed of Institutional policies, personnel changes and other information pertinent to employment and Institution functioning, circular shall be issued in the name of their department head in such cases. They are expected to be proactive to keep themselves informed about such updates.

Personal records of the Employees: Any change such as new address, telephone number, change in marital status, number of dependents, achievement of new qualification or training etc., must be reported to the administrative office as soon as possible after the change occurs.

Absence: If the employees are absent or late for reporting to duty, notify their Department Head /Admin as soon as possible so that arrangements can be made for coverage in that area.

Smoking: Smoking is strictly prohibited in all areas of the Institution. A necessary disciplinary action shall be taken against the person violating this policy.

Parking: The employees should not park their vehicles in places, which may affect the general and vehicular traffic movement or other such inappropriate places.

Conduct of the Employees:

- Any employee whose actions are contrary to the best interest of the Institution, its employees will be subject to corrective disciplinary action.
- When corrective action is deemed necessary by their department head or supervisor, a written report as to the specific infraction that has occurred, the date of the incident and the action to be taken shall be completely discussed with them and submitted to the Institution management for inclusion in their personal files.

2. Rights of the Employees:

The employees of the institution will have all the rights as specified by MGMIHS Management:

- It is the policy of the Institution to hire job applicants and promote employees that it believes to be the best qualified. Employment selection and all other employment decisions are made without regard to race, colour, creed, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, marital status, or any other reason prohibited by law.
- He / She shall face ***no discrimination*** in matters concerning employment and conditions of employment on age, sex, economic status, place of residence, religion, caste, physical or mental ability, mental health status or HIV/AIDS status.
- The Institution shall provide ***measures to prevent any injury or damage*** to the person or property during the course of his/her employment.
- The Institution ***prohibits harassment*** of any employee because of his/her race, colour, national origin, religion, sex, marital status, disability or handicap, age, height or weight or other characteristic protected by law. Such harassment is unlawful and is inconsistent with the Institution's policies, practices and management philosophy. Disciplinary action may be initiated against the defaulter.
- The ***grievance procedure*** is designed to bring satisfaction in all areas where there are problems to be solved or grievances to be aired and resolved. The employees must first bring the problem to the attention of his/her supervisor. The supervisor will investigate the problem and attempt to resolve it. If he/she cannot resolve it, he/she will refer it to the department head and if the department head cannot resolve it, it should be brought to the attention of the Institution's Management and has to be discussed in the grievance committee.

It shall be the duty of the user to adhere to the rules of the Institute with dignity and respect.

3. Orientation of the Employees:

To ensure that all the employees have been oriented to institutional policies, rules, regulations, and other concerns, an orientation programme is conducted at the time of joining which will contain necessary information on various subjects related to institution and its policies.

4. Performance Evaluation:

Performance shall be evaluated annually on the basis of conduct for the whole year. **All the events relating for the year shall be recorded in personal file.** Based on their annual evaluation their increment / promotion / training requirement and other decisions will be taken.

INDUCTION FORM:

Employee Name: _____

Department: _____

Job Title: _____

Date of joining: ____/____/____

Do you need Campus Accommodation?

- ☐ Yes
☐ No

If yes, tick the appropriate reason:

- ☐ Stay out of Mumbai/ Aurangabad.
☐ Stay far away from the Campus.
☐ On-Call Duty.
☐ Due to disability
☐ Have dependents (elderly/Sick family members)

Do you need Transport Facility from the nearest Railway station/ Bus stand?

- ☐ Yes
☐ No

Do you want to opt for Recreation Facilities?

- ☐ Yes
☐ No

If yes, tick the appropriate boxes (you can tick more than one option):

- ☐ Crèche Facility
☐ Day-Care Facility
☐ Yoga and Meditation
☐ Naturopathy
☐ Music/ Dance Academy (Rhythm/Mahagami)
☐ Sports facilities




Dr. Rajesh B. Goel
Registrar
MGM INSTITUTE OF HEALTH SCIENCES
(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
NAVI MUMBAI- 410 209

Signature of the Employee