

Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar
(An Empowered Autonomous Institute)

Office Records & Family Welfare facilities

Following office records are properly maintained and made easily available as required.

- **Service book** – A separate space is maintained in the office to keep the record of service books.
- **Personal file** – Indexing of the files is done as per RFID number and separate space is maintained so that personal files can be easily accessed.
- **Leave record** – Easily available on ERP. Individual employee can check his/ her balance leave record through his/ her login.
- **Salary record** - Online payment slip is available on RITAGE. Individual employee can access it through his/ her login.
- **Code of conduct**– is uploaded on a website and it is communicated with all through email. (<https://www.ritindia.edu/ritwebsite/admin/upload/file/Code-of-Conduct.pdf>)
- **Administrative manual** – It is updated every year and distributed to each department.
(https://www.ritindia.edu/ritwebsite/website/aboutus.php?idsfvsisdcbqusa=aWRzZnZzaXNkY2JxdXNhNDZlM2Q3NzJhMTg4OGVhZGZmMjZjN2FkYTQ3ZmQ3NTAyZDc5NmUwN_MNjM4ZDdmNWMxMmI5Nw_nZzaXNkY2JxdXNhNDZlM2Q3Nz_12_NjMyMTY3N2YyNWY3Yw)

Other documents such as experience certificate, various NOCs, employee verification, salary certificates, PF procedure etc. are provided to the employees as and when required.

Following family welfare facilities are provided by the institute:

- **Mediclaim** – Institute is initiating for Mediclaim since last 6 years. Initially, the entire amount is paid by Institute and installment facility is given to them.
- **Thyrocare camp** – is arranged for the staff and their family in which various tests are done in a very reasonable rate. Initially, the amount is paid by the Institute.

- **Term insurance** facility is provided to all faculty and staff. Premium is paid to Shivaji University for it.
- **Investment awareness** – A workshop is conducted frequently to create financial awareness among the employees.
- **Diwali gifts** – are distributed for the staff and their families every year. Budgetary provision is made for it.
- **Community Fund** – Financial assistance is given to the needy employee and his family members in case of medical emergency.
- **Advance in emergency** is provided to the employees. Emergency advance of Rs. 3 Lakh is given to 93 faculty / staff in last 5 years.
- **Budget for farewell program** – Budgetary provision is done every year for the farewell program of retired staff. Amount of Rs. 25,000/- is spent for the retired employee's family.

