



Kasegaon Education Society's

Rajarambapu Institute of Technology, Rajaramnagar
(An Empowered Autonomous Institute)

Post- Sakharale, Tal. Walwa, Dist. Sangli. PIN – 415414 (Maharashtra)

Website: www.ritindia.edu. E-mail: director@ritindia.edu

Date 01/07/2023

Staff Welfare Policy

Purpose

The Institute is committed to promoting the welfare and well-being of its employees by providing financial assistance, health security, social benefits, and support services. The policy aims to enhance employee satisfaction, motivation, and a healthy work environment.

Scope

This policy is applicable to all teaching and non-teaching staff of the Institute.

Staff Welfare Measures:

❖ Salary Advance Facility

The Institute provides salary advances to employees facing genuine financial difficulties, particularly in cases of medical emergencies or other unavoidable circumstances.

Policy Provisions:

- Employees may submit a written application stating the reason for the advance.
- The advance is sanctioned subject to the approval of the competent authority.
- Recovery shall be made through salary installments as approved.

Budgetary Provision is made under the Staff Welfare Fund on a need basis.

❖ Birthday Gift

The Institute distributes birthday gifts to all employees as a gesture of appreciation and goodwill.

An annual **budget** is allocated under the Staff Welfare Fund for birthday gifts.

❖ Diwali Gift

The Institute distributes Diwali gifts to all employees to celebrate the festival and strengthen employee engagement.

An annual budget is earmarked under the Staff Welfare Fund for Diwali gifts.



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❖ **Employee Insurance**

a. Health Insurance

The Institute facilitates group health insurance coverage for employees. The insurance premium, wherever applicable, may be recovered from employees through salary installments.

b. University Insurance

All teaching and non-teaching staff are covered under the Shivaji University Insurance Scheme. The Institute bears the insurance premium annually.

Annual budget allocation is made towards the University Insurance premium and other employee welfare insurance initiatives, as applicable.

❖ **Co-operative Credit Society (Patsanstha)**

The Institute encourages employees to avail financial assistance through the Co-operative Credit Society.

Policy Provisions:

- Employees may apply for loans to meet personal or emergency financial requirements.
- Loans are processed as per the rules and regulations of the Co-operative Credit Society.

❖ **Financial Assistance through Community Fund**

Financial assistance is extended to deserving employees and students through the Community Fund.

Policy Provisions:

- Applications are invited from eligible beneficiaries.
- The Community Fund Committee scrutinizes applications and conducts interviews, wherever necessary.
- Assistance is sanctioned based on the genuineness of the need and availability of funds.

Annual allocation is made to the Community Fund based on institutional financial planning and approved by the management.



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❖ **Grahak Bhandar**

The Institute operates a Grahak Bhandar to provide stationery and other essential educational materials to students at reasonable prices.

Policy Provisions:

- Educational materials are made available for purchase throughout the academic year.
- The facility supports students by ensuring easy access to essential learning resources.

To ensure effective implementation of staff welfare initiatives, the Institute makes annual budgetary provisions under the **Staff Welfare Fund**. The budget is approved by the Management during the annual financial planning process.

The utilization of the Staff Welfare Fund is reviewed periodically to ensure transparency, accountability, and continuous improvement in employee welfare.

Dr. P. V. Kadole
Director
R. I. T., Sakharale



Hon. R. D. Sawant
Secretary
K. E. S., Kasegaon



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➤ **Facility of advance against salary -**

Staff may apply for advance against salary as per their requirement. Institute may release advance with prior approval. (In case of medical emergency or any such reason)

➤ **Birthday Gift -**

Birthday Gifts are distributed to all employees on their Birthday. Budgetary provision is made every year.

➤ **Diwali Gift -**

Diwali Gifts are distributed to all employees on the occasion of Diwali. Budgetary provision is made every year.

➤ **Employee Insurance -**

1. **Health Insurance** - Facility of health insurance is provided by the Institute to staff and insurance amount is deducted in installments.

2. **Medical Insurance** - Facility of medical insurance is provided by the Institute to staff and insurance amount is deducted in installments

➤ **Co-Operative Credit Society (Patsanshta) -**

Staff may apply for loan in our patsanstha to fulfil their financial needs. Loan on emergency basis within a short time span.

➤ **Financial help through Community Fund –**

Financial help is provided through community fund to the needy students and staff. Applications are received from students and staff. After scrutiny of the application and interview procedure, the committee decides the amount for financial help.

➤ **Grahak Bhandar –**

Stationary material is made available for sale at Grahak Bhandar. It fulfils the general needs of students which is required for their education.


Dr. Mrs. S. S. Kulkarni
Director
R. I. T., Sakharale




Hon. R. D. Sawant
Secretary
K. E. S., Kasegaon