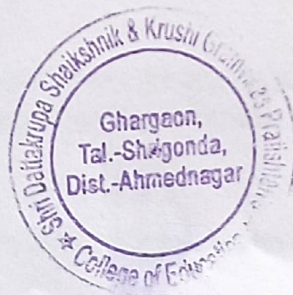


Criteria No.6

SUB POINT - 6.3.1.



✓
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College of Education (B.Ed. & M.Ed.)
Ghargaon, Tal. Shrigonda, Dist. A. Nagar



Shri Dattakrupa Shaikshnik & Krushi Gramvikas Pratishthan'

COLLEGE OF EDUCATION (B.Ed & M.Ed) GHARGAON

Tal.Shrigonda , Dist,Ahmednagar

Document	Policy and Procedure Manual		COLLEGE OF EDUCATION (B.Ed & M.Ed) GHARGAON		
Department	Human Resource				
Doc Code	COE/112/2019	Issue No	1	Page No	1To3
Issue Date	14/04/2019	Effective Date	14/04/2019		
Topic	Employee Welfare Policy				

1.Purpose

The purpose of this policy is to promote healthy working environment, to improve employee morale and to induce strong bond with the Institution.

2. Scope

This policy is applicable to all employees of various cadres including permanent staff, temporary staff, on contract basis and on daily wages.

3. Policy

This policy is in accordance with the welfare and well-being of all the employees working in our Institution.

4. Welfare Measures

4.1. The prevailing welfare measures are listed below:

4.1.1. Group Accidental Insurance Policy

All employees are insured under this policy with the least premium of Rs. 100/- each year.

4.1.2. Flexi Timing

Flexible time slots are provided to the employees to provide flexible working hours to meet their family responsibilities, transport arrangement etc.

4.1.3. Maternity benefits:

Maternity leave benefits are given to those employees who are not covered under ESI scheme.

4.1.4 Medical Benefits:

- A concession in the bill amount is provided to employees who visit the hospital which we have tie up.

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Topic	Employee Welfare Policy				

- Medical camps are organized in frequent intervals for the benefit of our employees in co-ordination with departments of our Institution.

4.1.5 Project Funding through our Trust

- Major/minor research projects undertaken by the faculties are funded through our Trust.
- Fifty percent concession is given to faculties who do paper presentations/publications/seminars/workshops at the National level and the International level.

4.1.6. ATM facility is provided within the campus for easy access.

4.1.7. Canteen/Mess facilities provided with concessional rates.

4.1.8. Hostel facility is provided for outstation staff.

4.1.9. Recreational facility

- Gym facility
- Indoor games

4.1.10. Book and Stationary Store are available within the campus.

4.1.11. Uniforms are provided for all employees

4.1.12. Sick room facility available

4.1.13. Essential Amenities such as toilet, water doctors are available at the premises for usage of employees

4.1.14. Concession / Advances are given to Self financing Admin Staff who are with the Institution for three or more years for the following purposes:

- Education purpose for their children/self
- Marriage purposes for their Self or blood relatives.
- Advances are provided for medical emergencies for self and blood relatives.

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4.1.15. Gifts are provided to employees who are with the Institution for three or more years on various occasions.

4.1.16. Funeral expenses are provided to employees of specific cadre who are with the Institution for three or more years.

5.Responsibility:

The Head-HR is responsible for monitoring of all welfare measure activities of the Institution with the approval from the Management.

6. Documentation

- Education concession form
- Salary Advance Form

Particulars	Prepared By	Approved By
Name	Dr. Ghalme S.C.	Dr. Rathod J.B.
Designation	Head-HR	Chairperson
Signature		

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