

**RISE KRISHNA SAI GANDHI GROUP OF
INSTITUTIONS::ONGOLE**



STAFF WELFARE POLICY

VERSION 1.0

Doc No: RGAN/Pol/13

Approved By	Date of Release
BOG	29.09.2018.

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Staff Welfare Policy at RISE Krishna Sai Gandhi Group of Institutions

1. Introduction:

RISE Krishna Sai Gandhi Group of Institutions is committed to ensuring the welfare, well-being, and professional growth of its staff. This policy outlines the measures, benefits, and initiatives designed to uphold and promote staff welfare within the institution.

2. Objective:

To provide a conducive working environment, foster staff development, and ensure a balanced work-life integration for all employees.

3. Scope:

This policy covers all staff members, including full-time, part-time, contractual, and temporary employees, at RISE Krishna Sai Gandhi Group of Institutions.

4. Health and Safety:

- A safe and healthy work environment will be maintained, adhering to all regulatory requirements and best practices.
- Periodic safety drills and training will be conducted.
- First-aid facilities and trained personnel will be available on campus.

5. Professional Development:

- Staff members are encouraged to attend workshops, seminars, and training programs.
- Financial support or study leave may be provided for pursuing higher studies or specialized courses.
- Regular in-house training sessions will be organized to enhance pedagogical skills and domain knowledge.

6. Medical Benefits:

- Comprehensive medical insurance will be provided to staff members.
- Periodic medical check-ups and health camps will be organized on campus.

7. Work-Life Balance:

- Reasonable working hours are maintained, with adequate breaks.
- Staff members have access to on-campus recreational and relaxation zones.
- Counseling services are available for staff seeking guidance on stress management or personal issues.

8. Financial Benefits and Perks:

- Competitive salary packages, commensurate with qualifications and experience, will be offered.
- Periodic performance-based bonuses or incentives may be provided.
- Staff members are entitled to leave encashment, retirement benefits, and gratuity as per institutional norms.

9. Recognition and Awards:

- Exemplary performances, significant achievements, and dedicated service will be recognized through awards, certificates, and other forms of acknowledgment.
- Annual awards for the 'Best Faculty,' 'Best Research Contribution,' and 'Longest Service' will be instituted.

10. Feedback Mechanism:

- A suggestion box will be placed in common areas for staff to provide anonymous feedback.
- Periodic staff meetings will be organized to discuss concerns, suggestions, and feedback.

11. Grievance Redressal:

- A staff grievance redressal committee will be constituted to address and resolve any staff-related concerns or disputes.
- Confidentiality will be maintained, and swift resolutions will be ensured.

12. Special Provisions for Women:

- A separate committee will address issues related to women's safety and welfare.
- Maternity leave and other relevant provisions will be provided as per statutory regulations.

13. Staff Amenities:

- Comfortable staff lounges, equipped with basic amenities, will be available.
- Subsidized meals will be offered in the institution's cafeteria.
- Free Transportation in college buses will be provided.

14. Review and Amendments:

- This policy will be reviewed biennially by the staff welfare committee.
- Necessary amendments will be made based on feedback, changing needs, and institutional growth.