



**RKDF UNIVERSITY,  
Gandhi Nagar, Bhopal**

## **WELFARE POLICY**

**(APPROVED IN BOARD OF  
MANAGEMENT ON 04/01/2017 AND  
GOVERNING BODY MEETING HELD  
ON 16/01/2017)**

# **Welfare Policy for Teaching and non-teaching staff**

## **Introduction**

The scheme provides welfare measures for teaching and non-teaching staff during their employment in the university. The policy document is prepared in consideration of different aspects for the overall development and satisfactory employability. It highlights policies in the areas of personnel prosperity as per eligible criteria and norms of RKDF University.

## **Objectives**

The objectives of welfare measures are as follows:

- 1) To enhance the overall development of staff.
- 2) To provide financial assistance such as fee concession to the wards of economically weaker staff,
- 3) To provide opportunity to acquire higher education in continuation with service.
- 4) To provide facilities to carry out research such as Doctor of Philosophy (Ph.D)
- 5) To provide opportunities to excel in academic/administrative works through various activities such as attending State/ National/ International level FDPs/ Seminars/ Workshops/ (Conferences/ Symposia in the field of Science and Technology, Management and to obtain Professional membership of relevant field.

## **Eligibility**

Full time teaching and non-teaching staff of the institute

## **Welfare measures**

University has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

- 1) Free Medical Checkup of Teaching and Non -Teaching staff.
- 2) Accommodation at subsidized rates within University campus for teaching and non-Teaching staff.
- 3) Free/subsidized Transport facility for teaching and non-teaching staff.
- 4) Reimbursement of medical expenses (In case of serious illness).
- 5) Agriculture commodities such as vegetables and fruits are made available to the staffmembers at subsidized rates.

- 6) Organization of Seminars/ Conferences/ Workshops /FDPs/ Administrative Training programmes

The institute organizes various academic/administrative training programs to upgrade skills/ knowledge of teaching/ non-teaching staff. After the successful completion of training/ attending the program staff will be awarded the certificate.

**7) Internal Complaint Committee, Women Grievances & Redressal Cell:**

The institute constituted an Internal Compliant Committee as well as Women Grievances & Redressal Cell to address issues related to male, female employees and students such as safety, security, resolve the problems faced by social issues. The mechanism has been established to register/ handle and solve the issues as per the norms of the regulatory authority.

- 8) Free of cost vermi-compost is available for teaching and non-teaching staff.
- 9) Distribution of clothes (normal and woolen) to non-teaching staff members.
- 10) Maternity benefits as per norms
- 11) Child Care Leave
- 12) Travel Concession
- 13) All the non-doctoral staff members are encouraged to get enrolled for Ph.D program.
- 14) Faculty Members working in the University and enrolled as a PhD research scholar of the university will be given fee waiver.
- 15) Foundation Day gifts to all non-teaching staff members, those who are having salary of less than 10,000 per month.
- 16) University annually Honors members from Teaching and Non-Teaching staff on the basis of performance and regularity of services.
- 17) Ambulance facility to staff members.
- 18) Yoga classes
- 19) Psychological counseling
- 20) 24 hour power back-up (100%) through solar power plants
- 21) Wi-Fi facility.
- 22) Workspace

- 23) Computing facility
- 24) Cafeterias
- 25) Sports facilities
- 26) A new and innovative initiative has been taken by providing a crèche facility for the children of staff.
- 27) The faculty members have been supported for International visits by Staff members to MoU Institutions and Conferences.
- 28) In order to encourage the young faculty to pursue a vibrant research career internal projects and Seed money have been provided early in their career.
- 29) Low rental housing is available for staff.
- 30) Various kinds of scholarships are available on basis of merit, merit-cum-means and for the under privileged sections of the society. These are from the Institute's own resources apart from the Government schemes that are available.
- 31) Mechanism is available for providing non-refundable loans in case of medical emergencies to staff as per need.
- 32) The Staff is encouraged to give suggestions and regular feedback to improve the welfare measures in the Institute.