

### **6.3.1 WELFARE MEASURES AT SBPIM**

**The following are the Welfare Measures extended to the employees of the institute as per Chapter-VII of SBPIM Service Handbook:**

- 1. Provident Fund Contribution**
- 2. Group Insurance Policy**
- 3. Special Short Leave Provision**
- 4. Flexible Timing in special cases**
- 5. Time relaxation for staff members who travel by public transport**
- 6. Women's day celebration & Felicitation**
- 7. Birthdays celebrations by Recreational Committee**
- 8. Short Leave on Birthdays**
- 9. Festival celebrations by Recreational Committee**
- 10. Employee Welcome and Farewell by Recreational Committee**
- 11. Provision of Canteen and Mess on the campus**
- 12. The Management grants maternity leave to the women employees for a Period of 90 days**
- 13. Uniform for Non-teaching staff**
- 14. Recognition for Special Achievements**



  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

## **EMPLOYEE WELFARE MEASURES AND BENEFITS**

The following are service benefits and welfare measures extended to the employees of the institute:

### **1. Provident Fund Contribution**

There shall be a provision of Employees Provident Fund for all the employees of the Institute under Employees Provident Fund Act 1952.

### **2. Group Insurance Policy**

There shall be a provision of Group insurance for the staff.

### **3. Special Short Leave Provision**

There shall be a provision of short leave for 1 to 2 hours in special cases like nursing Mother, attending Parent- Teacher Meeting of the ward etc.

### **4. Flexible Timing in special cases**

There shall be a provision of flexible office timing in certain cases by approval of Director.

### **5. Time relaxation for staff members who travel by public transport**

There shall be a provision of leaving the office campus 15 minutes prior to office closing time for employees who travel by public transport.

### **6. Women's day celebration & Felicitation**



  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

There shall be a provision of Woman's day celebration in every academic year where deserving female employees shall be felicitated.

**7. Birthdays celebrations by Recreational Committee**

There shall be a provision of Birthday celebration for all teaching and non-teaching staff members through the Institute Recreational Committee.

**8. Short Leave on Birthdays**

There shall be a provision of 2 hours short-leave, where an employee may leave 2 hours prior to office closing Time on his/her Birthday.

**9. Festival celebrations by Recreational Committee**

There shall be a provision of to celebrate all festivals with harmony and peace.

**10. Employee Welcome and Farewell by Recreational**

**Committee**

There shall be a provision of celebration for Welcome of new Employees and Farewell in case of retirement/ separation of the employees.

**11. Provision of Canteen and Mess on the campus**

There shall be a provision of Canteen and Mess on the campus with hygienic food facility.



  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.