



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-6

GOVERNANCE, LEADERSHIP AND MANAGEMENT



Inclusion
and
Equity



3 GOOD HEALTH
AND WELL-BEING

Key Indicator – 6.3

Faculty Empowerment Strategies

Metric No.: 6.3.1

Performance Appraisal System, Welfare Measures and
Avenues for Career Development/Progression

Document Name

B – Staff Welfare Policy



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(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

STAFF WELFARE POLICY

Preamble:

St. Aloysius College, Jabalpur, we recognizes our employees as our most valuable resource, integral to realizing the institutional vision and mission. The College is committed to creating a supportive and enriching workplace that promotes the well-being of each staff member, empowering them to achieve their highest potential. The welfare of the staff is a collective effort that demands active participation and contribution from every team member. This policy outlines the range of benefits available to staff and delineates their responsibilities. Governance is anchored in robust principles of corporate governance and integrity, which ensure that operations are transparent, efficient, and effective. This commitment helps maintain public trust and aligns the operations with the college's strategic goals.

Institutional support includes providing ample opportunities for professional development and fostering a positive workplace environment. By recognizing and addressing the individual needs of the staff, it is acknowledged that valued and supported employees are more engaged and productive.

Looking forward, St. Aloysius College is dedicated to developing a vibrant and productive workforce poised to elevate institutional standards and attract top-tier talent. The welfare of the staff is not only a present priority but will continue to be a key focus in future endeavors.



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Goals

- Promote Well-being and support Work-Life Balance
- Enhance Professional Growth and Build a Competitive Edge
- Increase Job Satisfaction and Boost Morale
- Foster a Positive and Equitable Work Environment
- Attract and Retain Talent
- Ensure Welfare and Holistic Development
- Improve Work Quality and Efficiency
- Ensure Continuity of Service

OBJECTIVES

- To comprehensively address all staff welfare needs through Institutionalised.
- To make the college a desirable place to work, attracting and retaining top talent through excellent working ambience and competitive benefits.
- To make the administration of staff welfare issues efficient and responsive.
- To provide ample development opportunities, enabling staff to excel in academic and administrative roles.
- To enhance staff morale and motivation, fostering higher productivity and greater institutional contribution.
- To continuously refine staff welfare programs to meet evolving needs and align with institutional goals.

Policy

The RMP aims to create a supportive and inclusive environment that enhances personal and professional growth, ensuring that every staff member feels valued and motivated.



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Welfare Measures –Categories

1. Statutory Welfare Measures

- Employee Provident Fund

The Institute provides an EPF scheme to all staff, adhering to the Employees Provident Funds and Miscellaneous Act, 1952. Monthly contributions are deducted from salaries and matched by the Institute, then deposited into PF accounts.

- Payment of Gratuity

Gratuity benefits are available according to the guidelines specified in the "Aloysius Employees Gratuity Scheme," which complies with the Payment of Gratuity Act, Madhya Pradesh, 1972.

2. Leave Facilities:

1. Casual Leave:

- New staff members receive 10 days of casual leave during their probationary period, starting from the date of appointment until the academic year's end.
- After confirmation, staff members are entitled to 13 days of casual leave annually.

2. Earned Leave:

Aided non-teaching staff are entitled to 20 days of earned leave per academic year.

3. Maternity Leave:

Confirmed female staff are eligible for paid maternity leave, available twice during their tenure, specifically for the first and second child. Nursing mothers are allowed flexi-timings.

4. Official Duty Leave (ODL):

Teachers attending meetings, conferences, seminars, or other non-remunerative official university or college business can take leave, provided they have prior approval and required documentary evidence.

5. Extended Leave without Pay:

In exceptional cases, Following GB approved staff may take up to four years of unpaid leave (on Lien).



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6. Leave for Research:

- Confirmed staff are provided leave to facilitate their research or coursework for a set period.
- The institute allows adjustments in the timetable to keep teaching hours unchanged.

7. Vacation Leave:

Regular teaching staff are eligible for vacation leave in accordance with university and institution norms.

8. Special Permission for Exams:

Staff may request special permission from management to attend academic or competitive examinations during working hours or on a working day.

9. Permitted Movements:

In urgent cases, the Principal, faculty, or staff may leave the campus for personal reasons for up to one hour after obtaining permission from the competent authority and making an entry in the face detection device.

3. Professional Development Support scheme

Financial Support / Reimbursement of Staff for External Participation / Registration

Fees :

- Financial support is extended to teachers / staff participation in University / State / National level Seminars / Conferences / Symposia's / Workshops / Training Programmes in their respective domains.
- The reimbursement of the participation fees is subject to producing the receipt of the Registration Fees paid and a copy of participation / Attendance certificate.
- Seed Money for Research (Minor Research Projects sponsored by the Management) and for publications

In-house Professional Development and Administrative Training Initiatives:

- Free Capacity building trainings and orientation programmes for Teaching and Non - Teaching staff at different levels
- Conducting Workshops on facilitating ICT tool usage for effective teaching-learning



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and Learning Management System (LMS)

- Conducting Workshops on Office Automation System and Tools

4. Salary Payments and increments

Prompt and timely payment of Salaries:

Employee salaries are promptly and timely paid by directly crediting to their respective bank accounts at the beginning of every month.

Increments:

- Annual Increment: Employees will receive an annual increment based on the existing pay scale after completing 12 months of service, excluding the probationary period. This increment is subject to satisfactory performance and conduct as evaluated in their appraisal or confidential report.
- Incentive Increments: Teaching staff who achieve qualifications such as NET/SET or are awarded a Ph.D. degree will be eligible for incentive increments, in recognizing of their enhanced qualifications and contributions to academic excellence.

5. Financial Assistance under Loans / Advance payments / medical emergency

- Fee Concession for children of staff
- Salary advance / Interest free Loans
- Financial assistance for Medical Issues / Treatment of needy staff

6. Awards and Recognition

- Recognition of faculty members for Best paper and Best project presentation.
- Honor faculty members celebrating 25 years of dedication and contributions to the institution
- Felicitations of Faculty awarded Ph,D degree.
- Faculty members felicitated for qualifying in UGC/CSIR-NET & SET examinations

7. Infrastructure Facilities

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- Pure Drinking RO water
- Separate male and female Gymnasium
- Playing courts in campus
- Free Wi-Fi
- Ramp & Elevator facilities
- G-Suite, E-mail IDs with Institutional domain name
- Parking space allocated and reserved for the staff two-wheeler / four-wheeler inside the campus guarded by Security personnel.
- Use of Computer Laboratories for special purposes.
- Canteen and Reprographic facilities available on the campus.
- Library and Reading Room facilities to facilitate research work and learning
- Installation of CCTVs at strategic locations to ensure safety on the campus.

8. Miscellaneous

- Uniform for Security, Class IV Staff
- Celebrating Days of Importance : Teachers' Day
- Fellowship Lunch for Staff during occasions
- One day Retreat for Teaching and Non-teaching staff
- Fellowship Tours.
- Sports for staff during College Sports Day
- Medical Check-ups.
- Complying with "Zero Tolerance Policy" to in the institution.
- Farewell on retirement.
- Extend support to staff members afflicted with dire circumstances or financial crisis.