



OUR LADY OF GRACE TRUST'S

ST. GONSALO GARCIA COLLEGE

SWAPRAKASHEN DIPPYATHAM – LET THY LIGHT SHINE



A Paper on College welfare Policy

Introduction

St. Gonsalo Garcia College of Arts & Commerce is dedicated to supporting the career development and welfare of its valued teaching and non-teaching staff. To ensure that its faculty members receive due recognition for their hard work and dedication, the college has effectively implemented the filling of appraisal forms through the Performance Based Appraisal System (PBAS). As a result of this, eligible teachers have been granted promotions after undergoing the necessary university procedures.

Moreover, the college recognizes the importance of employee welfare and has instituted welfare schemes for both its teaching and non-teaching faculties. The college has made arrangements for availing all government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, and Permission to attend Faculty Development Programmes such as Orientation programmes and Refresher courses, short term courses, etc.

The college has also taken various initiatives to promote continuous learning and skill development among its faculty members. The college has registered as a Swayam Chapter, and teachers have completed Swayam courses. The college is also registered under Coursera, and many staff have taken advantage of these courses to help in their career development. This has been highly appreciated by the faculty members, as it has helped them enhance their knowledge and skills.

In addition to these measures, the college provides several other benefits to its teaching and non-teaching staff, such as flexible work arrangements, health and wellness programs, and access to professional development resources. These benefits have been designed to promote a positive and supportive work

environment, which is essential for the overall well-being and career growth of the college's faculty members.

St. Gonsalo Garcia College of Arts & Commerce has established itself as an institution that values and prioritizes the career development and welfare of its staff. Its efforts to promote continuous learning, recognition, and employee welfare have made it a sought-after workplace among the academic community.

1. Performance Appraisal System

To ensure that the teaching staff members are performing at their best and to provide them with the opportunity for professional development, the college has implemented a self-assessment-cum-performance appraisal system. This system is based on the Academic Performance Indicator (API) and Performance-Based Appraisal System (PBAS) and is designed to assess the performance of teaching staff members on an annual basis.

Under this system, all teaching staff members are required to fill out the PBAS forms each year. These forms provide a comprehensive assessment of their performance over the past academic year, and are used to evaluate their overall contribution to the college. The forms cover a range of areas, including teaching, research, and professional development, and are used to identify areas of strength and areas where improvements can be made.

The self-assessment-cum-performance appraisal system is an important tool for the college administration to assess the effectiveness of its teaching staff members, and to identify areas where additional support or resources may be required. It is also a valuable tool for the teaching staff members themselves, as it provides them with feedback on their performance and helps them to identify areas where they can improve their skills and knowledge.

Overall, the implementation of the self-assessment-cum-performance appraisal system is a reflection of the college's commitment to providing high-quality education and supporting the professional development of its teaching staff members. By ensuring that all staff members engage in ongoing self-assessment and professional development, the college is able to maintain a strong academic environment and continue to provide its students with the best possible education.

1. The annual day function of the college recognizes teachers who have not taken any casual leave throughout the academic year. These teachers are honored for their dedication and commitment to their work..
2. The college's Annual Day celebration recognizes and honors those who have completed their Ph.D. degree.
3. The college's Annual Day function honors teachers who have successfully completed 25 years of service, and their achievement is recognized by being published in the college's annual.

2. Financial Support

- The college reimburses 50% of the registration fees for national and international workshops and conferences attended by its staff.
- To the staff both teaching and No-teaching staff were given interest free advances to meet any emergency.
- Financial Support to retired staff

Retirement is a significant milestone in one's life, and the management at St. Gonsalo Garcia College of Arts & Commerce understands this. To show their appreciation for the years of service and dedication that the retired staff have given to the college, the management has implemented a tradition of presenting them with a financial gift during their retirement

function. This gesture is seen as a token of love and affection from the management and serves as a way to express their gratitude for the hard work and commitment of the retired staff members.

The financial gift presented to the retired staff is not only a symbol of appreciation but also serves as a means of support during their transition into a new phase of life. It can be used to meet various expenses or fulfill their long-cherished dreams. This gesture helps to strengthen the bond between the management and the retired staff and creates a sense of belonging and attachment to the college even after retirement.

The retirement function is a special event organized by the college to celebrate the contributions and achievements of the retiring staff. During this event, the management and colleagues of the retiring staff members express their gratitude and share their fond memories of working together. The financial gift presented by the management serves as a tangible reminder of their time at the college and the impact they had on the institution.

- Reimbursement of cost of books

For academic purposes, teachers are allowed to purchase books from the open market. The college reimburses 50% of the cost of these books.

- Gratuity

As per government rules, employees are eligible for gratuity, and the college ensures that all paperwork is completed and submitted to the concerned department for the realization of gratuity for its retired employees. The college takes all necessary efforts to ensure that its staff receives the gratuity provided by the government.

- **Provident Fund**

The college provides Provident Fund facility to all categories of employees. The college office maintains their accounts, deducting all amounts from their salary and systematically depositing any contributions into the Provident Fund schemes. Upon request, employees can receive the balance in their Provident Fund account. As per government regulations, employees are also allowed to take loans from their Provident Fund.

3. Other Benefits

- **Spacious staff room**

The college recognizes the importance of providing a conducive working environment for its staff. To this end, the staff are provided with a spacious staff room with attached washrooms. The room is designed to provide comfortable seating arrangements for the staff to discharge their duties diligently. The college ensures that the staff room is well-maintained and clean, creating a peaceful and relaxing atmosphere for the staff during their breaks and free time. The attached washrooms provide easy access and convenience for the staff, contributing to their overall well-being and job satisfaction.

- **Wifi facility**

The college recognizes the importance of technology in today's world and strives to provide the necessary facilities to its staff to enhance their teaching and administrative capabilities. To this end, all staff rooms in the college are equipped with desktop computers and WiFi facilities. Teachers can use these facilities, and passwords are provided to them so that they can access the same on their laptops and mobiles. Additionally, corridors

are fitted with WiFi modems, providing easy access to the internet for staff throughout the college premises.

The WiFi facilities also extend to the college's classrooms, which are ICT-enabled, allowing teachers to use technology to enhance their lectures. This facility provides teachers with the opportunity to incorporate multimedia tools, such as videos and presentations, into their lessons, making them more engaging and interactive for students. By providing these facilities, the college aims to support its staff in their professional development and enable them to deliver high-quality teaching and administrative services.

- **Counselling**

The Management of the college recognizes the importance of supporting the emotional and spiritual well-being of its staff and students. To this end, the college has appointed a Campus Minister who is available to provide support and guidance to staff and students alike. This facility is not only restricted to students; teachers are also allowed to use the services provided by the Campus Minister.

The Campus Minister provides counselling services to teachers, helping them to cope with personal and professional challenges. These services include guidance on stress management, conflict resolution, and emotional support. The involvement of the counsellor has been proven to give mental strength to the staff, improving their overall well-being and job satisfaction.

The counselling facility is available to all staff, and the college encourages its staff to take advantage of this service whenever they need it. By providing access to these services, the college aims to support the physical,

emotional, and spiritual well-being of its staff, helping them to achieve their full potential and contribute positively to the college community.

- Present Campus Minister

During college hours, Fr. Dr. Solomon Rodrigues, who is the former Principal of the college, serves as the current Campus Minister and is available on campus to provide support and guidance to staff and students. His experience as a former principal and his knowledge of the college's culture and values make him an ideal candidate for this role.

As the Campus Minister, Fr. Dr. Solomon Rodrigues is responsible for overseeing the college's spiritual and emotional well-being, providing counselling services to staff and students, and organizing spiritual retreats and activities. His presence on campus during college hours ensures that staff and students have easy access to his support and guidance, making it easier for them to cope with personal and professional challenges.

The college community highly values Fr. Dr. Solomon Rodrigues' contribution as the Campus Minister, and his presence on campus is greatly appreciated by all staff and students. The college administration is committed to continuing to support and promote the emotional and spiritual well-being of its staff and students, and the Campus Minister is an integral part of this effort.

- Indoor games Facility

The college administration understands that teaching can be a demanding and stressful profession, and that staff members need opportunities to relax and recharge in order to perform at their best. To help staff members

unwind and rejuvenate, the college has provided a range of indoor games facilities on campus.

The indoor games facilities are open to all staff members, and include options such as table tennis, carrom, chess, and other board games. The facilities are designed to provide staff members with a fun and engaging way to take a break from work, and to help them refresh their minds and bodies during busy or stressful periods.

These facilities are located in a separate area of the campus, inside the buildings, to ensure that staff members have a peaceful and relaxing environment in which to unwind. The games facilities are equipped with high-quality equipment and are well-maintained by the college's support staff. Teachers Sports competitions are conducted along with college annual sports week.

Staff members are encouraged to take advantage of these facilities during their free time, or during breaks between classes. The college administration believes that providing these types of amenities is an important part of supporting the overall well-being of its staff members, and is committed to continuing to invest in facilities and services that help staff members stay happy, healthy, and productive.

- College Picnic

The college recognizes the importance of team building and bonding among its staff members. As part of this effort, the college organizes a yearly picnic for all the staff members. This event allows the staff to unwind and take a break from their daily routine.

The staff members are encouraged to suggest and identify suitable picnic spots, and the committee responsible for organizing the picnic selects the final location. The staff members are given the opportunity to explore and enjoy the scenic beauty of the chosen location.

During the picnic, the staff members are provided with various games and activities to participate in. These activities are designed to foster teamwork and collaboration among the staff members. The picnic committee makes sure that everyone is included and that all the staff members feel comfortable and at ease.

Teachers, in particular, cherish these moments, as it allows them to interact with their colleagues and get to know them on a more personal level. It also gives them a chance to relax and rejuvenate, which can lead to improved productivity and morale. Overall, the annual picnic is a much-awaited event for the staff members, and it has become an important part of the college's culture.