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**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR**

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Welfare Policy

↓ Introduction:

As a part of healthy practice our College has formed Staff -student Welfare Committee since from twenty-two years back. The aim of the Committee is to provide financial help to poor and needy students and financial help to Staff also in certain circumstances.

Out of this fund some fund is spending on poor students in earn and learn scheme. The students of earn and learn scheme work in library and office on hour basis. And on the permission of Hon.

Principal Fund is also given to some poor students who are unable to join earn and learn scheme.

This fund is also spend on staff as on the occasion of their personal achievements like marriage, retirement, purchase or build of new home, etc.



↓ Policy Statement

Yeshwantrao Chaphekar College has a range of student welfare and safety policies designed to ensure the care, safety and welfare of all students at the College. All staff are advised of their obligations under relevant laws, including child protection and occupational health and safety laws, at induction and then on an ongoing basis at least annually and when necessary.

In addition to a high-level Student Duty of Care Policy which explains the duty of care owed to our students and how staff are required to discharge their duty of care, the College has developed a complete Student Duty of Care Program which addresses specific student care, safety and welfare issues at the College.

↓ Purpose

The main purpose of this policy is to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behaviour or actions that may be inconsistent with college policies.

Through this policy the college seeks to provide an environment where students can:

- 1) Experience free intellectual enquiry
- 2) Express themselves freely
- 3) Feel that their rights and responsibilities are respected and their needs are met



Welfare Policy for Student

↓ Policy Objectives

- a) This Policy aims at addressing students' needs and behavioural issues at the College by:
- b) To Give Maximum benefits to the students through various welfare activities organized by the college authorities.
- c) To Analyse and solve the problems of students regarding academic & Institutional activities.
- d) Ensuring that students behave within the standards set out in the Students Code of Conduct.
- e) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- f) Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- g) Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".
- h) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- i) Providing eligibility requirements and criteria for receiving assistance for concession.



POLICY PROVISIONS

↓ Our policies on student welfare are detailed in our Student Duty of Care Program and include:

- Student Welfare & General Safety Policies
- Bullying Prevention & Intervention
- Cyber Safety
- Harassment Policy (Student Against Student)

↓ Student Care

Our policies on student care are detailed in our Student Duty of Care Program and include:

- First Aid and Medical Treatment
- Medication Administration
- Current Register of Staff Trained in First Aid
- Information & Communication Technology (ICT)

± Students with Special Needs

Students with special needs are afforded the same access to courses in accordance with our Disability Discrimination Policy. Yeshwantrao Chaphekar College is committed to making reasonable adjustments for students with special needs. Individualised programs will also be developed for students with 'disabilities in consultation with parents/carers' and relevant experts, to ensure access to courses.

↓ Students Concession

The College recognizes that no individual in the student community can concentrate in their studies and excel without the basic needs of life e.g. food, shelter and clothing. Given that Students will often seek for help from



the College when they are in need, the College provides concession to students who are in need.

↓ **Student Counselling**

The College recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students use their existing problem-solving skills more effectively or to develop new or better coping skills. Counselling also promotes and facilitates positive mental, psychological health and emotional wellbeing of students and enhances the students' academic and personal functioning. Counselling sessions provide an opportunity for the student to describe their feelings and problems for themselves and then to reach decisions and actions that are based on informed choices.

↓ **Students Career Guidance**

The College is committed to career guidance for all students to prepare them for progression to employment and/or higher education courses. The College strives to put students at the heart of its strategic development and planning to ensure their needs come first. Career guidance includes helping students to:

- choose an appropriate course in the college
- realistically assess their likely achievements at the University and their potential progression after college
- investigate career opportunities
- investigate employment opportunities in different sectors

↓ **Sports and games facilities**

The College's Sports and Games Department offers members of the College sporting and gaming services to live active and meaningful lives while on



campus. The Department offers diverse recreational sporting facilities that are located conveniently throughout the campus with a wide range of operating hours and amenities.

‡ **Health care Services:** The College's Health Unit provides both preventive and curative care to students and staff. Specifically, the facility offers the following services; curative, preventive, referrals, dispensing of drugs and youth friendly Services. Following facilities are provided as part of health care services

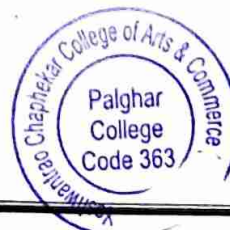
- Sick room
- Sanitizer vending machines
- Room for differently abled persons
- Ramp

‡ **Security:** The College takes the security of its students and staff very seriously. The Security Department under the Administrator is committed to protecting life and property of the College community. The security personnel patrol the college on a 24 hour basis. Reported offences are forwarded to the lawful authorities for investigation and appropriate action. Campus is fully equipped with CCTV cameras and has fire safety measures in place.

‡ **Student Entertainment:** The College holds entertainment events from time to time to keep students entertained and relaxed. The college organizes various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest, elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, exhibition, Badminton, Innovation, Ethnic Day, Calibre, Hay Fever etc.

‡ **Earn and Learn Scheme Committee:** Staff Students welfare
Objectives of the Scheme:

1. To provide financial assistance to the financially backward and needy students
2. To make students a knowledge servant
3. To motivate students for self-employment



4. To make students aware about work culture

↓ **Scholarship:** College informed all the students to fill Scholarship forms.

Scheme Name:

- Rajarshi Chhatrapati Shahu Maharaj Scholarship
- Post Matric Scholarship for OBC students
- Post Matric Scholarship for SBC students
- Post Matric Scholarship for VJNT students
- Post Matric Scholarship for ST students
- Post Matric Scholarship for SC students
- Free ship to all Open category students

Staff Welfare Policy

↓ **INTRODUCTION**

This scheme provides welfare measure for teaching /non-teaching staff during the employment at the institute. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document emphasizes on policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of the management.

↓ **Goals:**

The goals of the Welfare Policy are to:

1. Ensure welfare
2. Boost the morale
3. Urge to do better
4. Build a competitive edge
5. Enhance work quality and efficiency



6. Contribute to holistic development

7. Seek continuity in service

✚ **Objectives:** The objectives of the Welfare Policy are to

1. Ensure that staff welfare needs are catered for.

2. Ensure compliance to Government statutory requirements.

3. Make the college a competitive institution that can attract and retain competent staff.

4. Streamline administration of staff welfare issues.

5. Provide opportunities to excel academic/administrative excellence through various activities.

6. Motivate staff for better human resource output.

✚ **Scope and Eligibility:**

The policy covers all the full-time Teaching and Non-teaching staff of the institute.

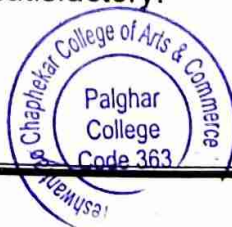
✚ **Staff Benefits:**

The Staff Welfare Policy is based on the Institute's Vision, Mission and Core Values. The nature of assistance available under the scheme are as follows:

1.Increments:

i. An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service excluding the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal / Confidential Report.

ii. Where an employee is appointed on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be granted at the end of every year at the sole discretion of the Management, provided his performance and conduct are found satisfactory.



iii. Incentive increments will be granted for the teaching staff qualifying with NET/SLET and to those who are awarded with Ph.D. degree.

iv. Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.

3. Leave Facilities:

Staff members can avail the leave facilities as per the eligibility criteria and Employees Service Rules of the Canara Institutions, Mangaluru. The amended leave pattern with effect from January 2018, is as follows: i.

Casual Leave (CL): A newly appointed staff is entitled to 10 casual leave during probationary period. It applicable from the date of appointment till the end of the academic year. On confirmation, each staff shall be entitled to 12 Casual leave in an academic year.

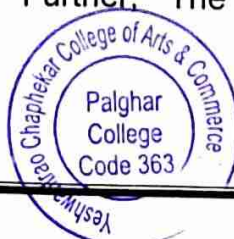
Medical Leave (ML): Every confirmed staff is entitled to 06 Medical Leave in an academic year subject to producing the medical certificate by the Doctor.

Maternity Leave (MATL): A confirmed female staff is entitled to 6 months of Maternity Leave with pay which can be availed only twice during the entire service period. Further, this leave is availed only for the first and second child.

Special Casual Leave (SPCL): The teacher attending the meeting/conference / seminar / any other non-remunerative official business of the University/College/ Institution provided prior sanction is obtained thereof shall be treated on duty.

Restricted Holiday (RH): Restricted holidays are available for celebrating regional festivals.

On Official Duty (OOD) Facility: The Head of the Institution deposes / permits the staff member to attend the work outside the institution, it will be considered as On Official Duty. Further, The Department of Collegiate



Education grants "On Official Duty" facility to the faculty/staff of all Government and Private Aided Colleges in Karnataka to attend special programmes subject to not exceeding 04 00Ds in a semester.

Extended Leave without Pay: In exceptional circumstances a staff can avail an extended leave without pay leave for a maximum of 120 days. However, it can be extended if there is a genuine need without cessation of service at the discretion of the Honorary Secretary. Such extended leave is sanctioned by the Honorary Secretary.

Leave to facilitate pursuing of Research : A confirmed staff is entitled to avail a day off as leave to smoothly facilitate his research work/course work, etc... for a pre-determined definite period of time. Further, the Institute gives privilege to such pursuant to make necessary adjustments in the time table such that his teaching hours remains unaffected.

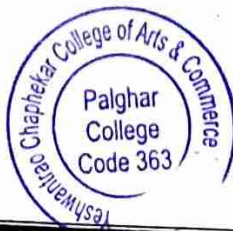
Vacation Leave: Teaching Staff who are in regular service are eligible for a vacation leave as per the norms of University and Institution.

Special Permission to appear for Exams: Special permission is granted by the sanctioning authority on request to appear for any academic/competitive examinations by the staff on the working day or during the working hours.

3. 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.

4. Financial Support/ Reimbursement of Staff External Participation Registration Fees:

i. Financial support will be extended for teachers / staff participation in University/State/ National/International level Seminars/Conferences/Symposia's/ Workshops/Training Programmes in their respective domain of concern.



ii. The maximum permissible amount per faculty/staff for each semester is 500/- (annually 1,000/-), subject to the submission of a copy of participation certificate and entry in the Staff Participation and Achievement Register".

iii. Further, financial support expending the maximum permissible amount can be approved in exceptional cases or at the discretion of the Principal.

iv. The reimbursement of the participation fees is subject to producing the Receipt of the Registration Fees paid and a copy of participation / Attendance certificate.

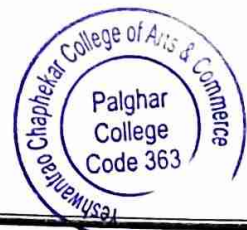
5. Zero Tolerance Policy:

The welfare of the staff is ensured through complying with "Zero Tolerance Policy" in the institution. According to this policy, the Institute does not entertain religious / racial/gender discrimination, eve teasing and/or any kind of verbal or physical abuse or misbehavior. Any incidents of the violations are dealt very seriously.

6. Privilege to use College resources / facilities:

Every staff member of the Institute has a privilege of making use of following resources/ facilities of the college:

- a) Exclusive parking space allocated and reserved for the staff two-wheeler / four-wheeler inside the campus guarded by full-time Security Man.
- b) Use of college internet Wi-Fi facilities.
- c) Use of Lift facilities for barrier free movement in the campus.
- d) Use of Computer Laboratories for special purposes.
- e) Use of Canteen and Reprographic facilities available on the campus.
- f) Use of Library and Reading Room facilities to facilitate personal/acquire higher education/ research work.
- g) Descent Department Staff Room with separate cubicle space and other amenities.
- h) Use of Common Staff Restroom with First-Aid facility.



- i) Installation of CCTVs at strategic locations to ensure safety on the campus.

7. Empowerment and welfare through Staff Welfare Association:

The Staff Welfare Association endeavours to render a bond of solidarity amongst the staff of the college. The membership is confined to all the full-time employees inclusive of teaching and non-teaching fraternity. The Association functions under the chairmanship of the Principal and its activities are coordinated by the designated Secretary. All the members contribute annual membership fees to strengthen the association. Its activities are governed by the periodic staff meetings

8. Staff Appreciation Day:

Under the quality enhancement initiative of the Internal Quality Assurance Cell (IQAC) and also with a view to appreciate and recognize the staff members who have demonstrated outstanding achievements through their vital contributions for greater success of the self and to the college community at large. Staff Appreciation Day is organized annually. Staff Excellence Awards are presented in their recognition and honour.

Nilima Singh

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