



6.3.1

The institution has effective welfare measures and Performance Appraisal System for teaching and Non-teaching staff

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Faculty Empowerment Strategies

In acknowledgment of their important function, the institution has put in place a number of welfare programs for both teaching and non-teaching staff. Employees are qualified for a range of incentives and awards contingent on their years of service, performance, and contributions. Employees with at least a year of service are eligible for these benefits. Among the welfare initiatives are:

- **Paper Publication Incentives:** In accordance with institutional policy, authors of papers that are published in national or international journals that have an impact factor are rewarded.
- **International Conference Support:** Prestigious universities will pay 100% of travel and registration costs, as well as give on-duty leave and a monetary award for papers presented at their international conferences.
- **National Conference Sponsorship:** The organization pays the registration fee and offers on-duty leave for papers presented at national conferences.
- **The Best Teacher honor** is given out annually on Teacher's Day to instructors who deserve it. After two years of service, recipients of the honor also get additional incentive increments for those who complete higher education degrees (Ph.D., D.Lit., and PDF).
- **Maternity Leave:** In accordance with government and UGC standards, female employees are entitled to maternity leave, which also includes leave for child care and parenting.
- Employees are eligible to apply for an interest-free medical emergency loan, which they must repay over the course of ten monthly installments.
- **Performance-Based Incentives:** Teachers who score 60% to 80% on the API are eligible for an additional incentive increment; teachers who score higher than 80% will get a higher increment.
- **Tuition Fee Discount:** The College offers a 50% tuition fee reduction to children of staff members.
- **Employee State Insurance:** This program provides coverage to all workers making less than 15,000 per month.
- **Wage Advance:** The institution offers up to one month's wage advance in cases of emergency.



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- Self-defense instruction is provided to female faculty members.
- Medical Claims: The institution helps with the government-mandated repayment of medical expenditures in cases of serious illness.
- Counseling and Training: With professionals from reputable universities, special counseling and training programs are designed to allay staff and student concerns.
- Annual Medical Check-Up: Every year, a medical check-up camp is held to assess health and fitness, offer first aid, and suggest more care if needed.
- Safety and Security Measures: CCTV cameras are installed for security, fire extinguishers are placed strategically, and the NSS unit is prepared for damage control.
- Wi-Fi Campus: Both teaching and non-teaching staff can access Wi-Fi across the entire campus.



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Welfare Schemes for Non-Teaching Staff

- Free Computing Skill Programs: Free training in computing skills is given to support personnel.
- Employee Provident Fund (EPF) and Employee State Insurance (ESI) benefits are provided to eligible non-teaching staff members and instructors.
- Additional Increments: In appreciation for their commitment to their work, staff members receive additional increments.
- Long-Service Incentives: After serving in the same role for ten or fifteen years, employees are eligible for special incentive increments.
- Maternity Leave: In accordance with UGC and government regulations, female employees are entitled to maternity leave, which also covers leave for child care and parenting.
- Employees are eligible to apply for an interest-free medical emergency loan, which must be repaid in ten equal monthly installments.
- Medical Bill Reimbursement: In the event of a serious sickness, medical expenses are covered by the government. The organization makes this easier by putting together and sending the required proposals via the appropriate channels.
- Counseling and Training: Using guest instructors from reputable universities, the school offers unique counseling and training programs to help employees and students cope with stress and anxiety.
- Annual Medical Check-Up: To keep an eye on fitness and health, an annual medical check-up camp is held. For illnesses that are recognized, first aid is given, and additional care is advised.
- Safety and Security Measures: CCTV cameras are employed to monitor the campus, and fire extinguishers are positioned at strategic points. The NSS unit is ready to handle damage.
- Wi-Fi Campus: Both teaching and non-teaching staff have access to Wi-Fi throughout the entire campus.



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Appraisal System

The teaching and non-teaching personnel at St. Wilfred's College of Law enjoy a familial atmosphere in addition to a plethora of financial and non-financial benefits for their professional and personal growth. During orientation, HR educates all staff members about these welfare initiatives. Benefits related to work status are provided, such as sick leave, on-duty leave, and casual leave. Restricted leave for employees of color, special leave for marriage and parental bereavement, and customary maternity leave for female employees are examples of specific provisions.

Additional benefits are as follows:

- Free Education: Free education is provided to employees and their dependents.
- Emergency Loans: Provided by employers to help their wards in times of illness, marriage, and natural disasters.
- Annual Awards: Employees' wards who achieve academic excellence are given cash prizes.
- Welfare Committees: These groups offer the support that transgender and SC/ST personnel require.
- Health and Counseling: Professional counseling, psychological testing, and mental health exams are offered on a regular basis.
- Acknowledgment: In exchange for their professional accomplishments, teaching faculty members get incentives and certificates of recognition.
- Professional Development: Through professional development programs, individuals can continuously improve their knowledge and skills.

The Scientific and Academic Forum encourages scholarly and social interactions among faculty members while promoting intellectual pursuits. Every year, St. Wilfred's College of Law, an equal opportunity workplace, honors the efforts of its staff members with Employee Day, Teacher's Day, and Science Day celebrations. To improve staff morale and unity, annual sports and cultural festivals are arranged, and the Best Employee Award is presented in multiple categories.



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Wi-Fi Campus for Teaching, Non-Teaching Staff, and Students

The campus of St. Wilfred's College of Law has complete Wi-Fi access. During college hours, there is free and unrestricted access to the internet for all staff members who are not teachers. With a 300 Mbps high-speed network, the campus offers uninterrupted internet access for improved and self-sufficient job performance. Wi-Fi is available in seminar halls, conference rooms, and common spaces. Desktop computers, laptops, and other Wi-Fi capable devices can access the network securely thanks to centralized authentication.



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TO,
The Principal
St. Wilfred College of Law
Mumbai -

Sub: - Maternity leave

I am writing to request maternity
leave from 31/08/2022 to 27/02/2023
As per medical advice, I need this
time for recovery and to care of
my newborn.

Thank you

D/- 20/8/2022

Approved and
forwarded to HR

H
25.08.2022

Your Sincerely

Mamta

Mamta Gorali



Principh

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To,
The Principal
St. Wilfred College of Law

Subject ⇒ Maternity leave

I request maternity leave from
30 April 2021 to 30 October 2021,
as per the Maternity Benefit Act.
This time will support my recovery
and newborn care.

Thanks

Date - 15 April 2021

Yours Sincerely,

Pooja Singh

Approved and
Forwarded to HR.

22/4/21



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SWCL/2019/00/70

Date-22/04/2019

OFFICE ORDER

The following academic members have been given study leave in order to complete their doctoral theses, per the Management Committee's suggestion.

S. No.	Name of Faculty	Department	Period
1	Mr. Ramdhyan Yadav	LAW	26/04/19-23/06/19

Secretary

St. Wilfred Education Society

Copy to-

1. Principal
2. Department Heads
3. Concerned faculty



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SWCL /2020/ OO /150

Date-11/11/2020

OFFICE ORDER

As per the recommendation of the Management Committee, the following faculty members æ granted study leave for their Ph.D. thesis submission.

S. No.	Name of Faculty	Department	Period
1	Ms. Reena Pandey	LAW	16/11/20-15/01/21

Secretary
St. Wilfred Education Society

Copy to-

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SWCL /2022/ OO/175

Date-20/04/2022

OFFICE ORDER

The following academic members have been given study leave in order to complete their doctoral theses, per the Management Committee's suggestion.

S. No.	Name of Faculty	Department	Period
1	Mr. Mahesh Meshram	LAW	24/04/22-24/06/22

Secretary
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Copy to-

1. Principal
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3. IQAC Head
4. Concerned faculty



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SWCL /2022/00/119

Date-11/11/2022

OFFICE ORDER

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D. thesis submission.

S. No.	Name of Faculty	Department	Period
1	Mr. Abhinav K. Dubey	LAW	15/11/22-15/01/23

Secretary
St. Wilfred Education Society

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3. IQAC Head
4. Concerned faculty



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SWCL /2023/ OO/204

Date-02/01/2023

OFFICE ORDER

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D. thesis submission.

S. No.	Name of Faculty	Department	Period
1	Ms. Parija Mumbaikar	LAW	15/01/23-15/02/23

Secretary

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Copy to-

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3. IQAC Head
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SWACS/2023/00/98

Date-17/02/2023

OFFICE ORDER

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Ms. Anjali Patil	LAW	01/03/23-30/05/23

Secretary

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Centralized Canteen Facility for Staff

A central canteen is available for purchase and consumption of food and beverages by both teaching and non-teaching staff at St. Wilfred's College of Law. By removing the need for employees to bring their own food or leave the property to purchase meals, this canteen offers convenience. The cuisine offers nutritious options at a fair price as compared to other restaurants, which can lower absenteeism and boost output. Additionally, the canteen acts as a social hub, encouraging communication and ties between coworkers to improve office culture and job happiness. Additionally, by minimizing waste from outside food packing and shipping, the plant has a positive environmental impact



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