

LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania university)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



STAFF WELFARE POLICY

Preface

LFDC acknowledges that its employees are fundamental to its growth and excellence across all domains. The college offers opportunities for a skilled workforce, fosters an adoptable culture, and provides staff with development prospects. The college engages its staff in advancing its strategic plan to achieve its vision and mission. Enhancing performance and decision-making skills among the staff leads to the sustainable growth and development of the college. LFDC has implemented welfare measures to ensure the employees receive benefits, thereby promoting job satisfaction in all their endeavours. This policy has been framed to ensure the implementation of welfare measures that would provide benefits to all staff working in LFDC. It addresses various aspects of staff welfare such as work-life balance, professional development, employee assistance, and health and safety.

Staff appraisal system is executed to improve the organisational efficiency by ensuring the staff performs to the best of their abilities, develop their potential, and earn appropriate rewards which lead to improving organisational performance. In addition, it also evaluates qualities such as talents, values, ethical standards, and contributions to the growth of the organisation.

Objectives

- The staff are offered induction and orientation programs to assimilate them into roles and responsibilities.
- Timely dissemination of information through regular staff meetings, official communications, etc.
- FDPs, Seminars, and workshops are organised for professional development and skill enhancement.
- Faculty are encouraged to perpetually upgrade their teaching and learning methods by using the latest ICT tools.
- Financial support is provided for upgrading teaching and learning skills with effectiveness, productivity, and contribution of faculty members toward the institution's goals and objectives.

- Recognising and rewarding faculty members for their achievements and career progression.

Scope: The staff welfare measures encompass various aspects of teaching, learning, and benefits including all teaching and non-teaching staff members and support staff.

1. Appraisal Criterion: The college has adopted the following appraisal system to evaluate the performance of teaching and non-teaching members. It not only evaluates the performance of the employee but also evaluates the qualities such as talents, values, ethical standards, contribution to the growth of the organisation, orientation towards research, etc.,

a. Teaching Staff:

- Performance evaluation based on teaching effectiveness which includes lesson planning delivery and student engagement.
- Involvement in departmental, and institutional activities.
- Participation in workshops, conferences, and other activities aimed at improving teaching skills and subject knowledge.
- Feedback from students
- Assessment of research output publication and contribution to academic scholarship.

b. Non-teaching Staff:

- Evaluation of job-related tasks and responsibilities
- The ability to work well with colleagues
- Inputs regarding performances and areas for improvement.

2. Students performance and student feedback:

In LFDC students are the main stakeholders. Hence, maximum weightage is allotted for students' feedback. Student feedback includes parameters like subject preparedness, presentation, and communication skills, knowledge about the subject, explaining the practical application, using innovative teaching methodology, etc.

3. Self Appraisal

The faculty evaluates his/her own performance. It mainly focuses on areas like the teaching-learning process, co-curricular, profession-related activities, and research.

- a. **Teaching Learning Process:** This parameter encourages the faculty to cover 100% Syllabus and conduct seminars, remedial classes, and bridge courses for the slow learner. It emphasises innovative teaching-learning methodology for imparting knowledge to students and the faculty's involvement in university-related activities, like paper setting, valuation, and squad duties.
- b. **Co-curricular:** This parameter emphasises teacher-student interaction and interaction with the outside world. It includes value-based programs, community services and social orientation activities, co-curricular and extracurricular activities. Faculty interaction can be measured by looking into FDPs, conferences and seminars attended by faculty. Faculty invited as session chair, judge, reviewer, and publication. Faculty's continuous learning is measured through certification courses taken up by the faculty.
- c. **Research and Publication:** Faculty members are encouraged to author books, and publish research papers. This parameter gives importance to sponsored projects.

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4. Coordinator/HOD Appraisal

The evaluation parameter includes punctuality, involvement in teaching, time management, maintenance of documents like lesson plans, educator's diaries, attendance registers, mentor-mentee, etc.

5. Principal

The principal evaluates the performance of all the employees including the coordinators and the HODs. The evaluation includes management of staff/students and encouraging interpersonal relationships among staff members, leadership quality and professionalism. Ensuring that the faculty meets the college curriculum, and contributes towards departmental/institutional growth, vision and strategic thinking.

6. Policy for non-teaching staff:

Introduction:

Non-teaching staff plays a crucial role in the functioning of a college, supporting various administrative, maintenance, and operational tasks. It is essential to have well-defined policies to ensure fair treatment, professional development, and job satisfaction.

7. Appraisal Criterion:

- Job knowledge, quality of work, productivity, teamwork, communication skills, and adherence to college policies and procedures.
- Appraisals for non-teaching staff are conducted annually and may coincide with the academic calendar.
- Provide feedback on performance, strength, and areas for improvement.
- Encouraged to pursue continuous professional development opportunities to enhance their skills and knowledge relevant to their roles. Performance management processes are there to ensure regular feedback, goal setting, and professional growth for non-teaching staff.
- Non-teaching staff are expected to adhere to the college code of conduct promoting professionalism, respect, integrity, and accountability in all aspects of their work.

a. Data Collection

Gathering data about the faculty through above mentioned procedures such as student evaluation, self-assessment, teaching portfolios, research output, service records and administrative evaluation.

b. Evaluation Process

Establishing a systematic process for evaluating faculty performance and review.

c. Feedback Mechanism

Provide constructive feedback to faculty members based on the evaluation results. Feedback should be specific, objective and actionable, focusing on areas of strength and areas needing improvement.

d. Documentation:

Maintain accurate and comprehensive records of faculty performance evaluation, feedback sessions and professional development activities for future reference and decision making.

8. Welfare Measures

8.1 Training and Development

a. Faculty Training and Development

- Offers Induction, workshops, orientation, and Seminars to enhance skills, knowledge, and competencies
- Provide access to specialised training sessions to improve in specific areas of their discipline.
- Facilitates opportunities for staff to gain exposure to different roles in the department, thereby broadening their skill set and perspectives.
- Providing financial assistance or on-duty leave for staff to pursue certifications, attend FDP, and research to upgrade themselves.
- Conducting annual feedback and performance evaluations to identify areas for improvement and facilitate growth.
- Ensuring staff have access to resources to support their learning and development.

b. Training and development for Administrative Staff

- Provides training in different areas for the administrative team to improve competency.
- Training sessions to provide lab technicians with exposure to modern equipment and its operations.

c. Training and development for Supporting Staff

- Arrange in-house training sessions by enhancing competency in the present scenario.

9. Awards

- Employees who have completed ten years of dedicated service are awarded a cash prize of Rs. 10000/- on the college's annual day.
- Staff members who achieve 100% pass percentage in their respective subjects are appreciated and honoured.
- Faculty members who have 100% attendance are appreciated with a cash award of Rs.3000/-
- Staff members who register for PhD are awarded Rs.3000/- as initial appreciation and will be given Rs. 10,000/- for stationery and laptops for their research work with a staff study room where they can do their research work when they have leisure classes and after college hours.

10. Staff Incentive

S. No	Schemes	Award/Sponsorship/Incentives
1	PHD Registration	Rs. 3000/- is awarded to faculty
2	Stationary for doctoral research	Rs. 10000/- is sponsored annually
3	UGC-recognised paper publications	Rs. 1500/-
4	Chapters published in a book	Rs. 1500/-
5	Member of Academic council	Rs. 2500/-
6	Member of BoS	Rs. 2500/-
7	Chairing the session	Rs. 2500/-
8	Patent Registration	Rs. 2500/-
9	100% Attendance	Rs. 2500/-
10	100% Result	memento and appreciation letter

Other Welfare Measures

- Salary Advance and financial assistance to teaching and non-teaching staff.
- Interest-free loans
- Paid maternity leave of three months is provided to permanent staff members.
- **The Staff Recreation committee** organises activities to strengthen interpersonal relationships and for social interaction.
 - Potluck - organised for and by the faculty twice a year
 - Tours - organised to foster team bonding and rejuvenation.
 - Birthday Celebration - Celebrating staff's birthday of all categories, last day of every month for staff born in that month, to create a homely atmosphere and comfort in the workplace.

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