



Pradeep Memorial

COMPREHENSIVE COLLEGE OF EDUCATION

Affiliated to G.G.S.I.P. University

Pratap Vihar, Kirari Extn., Nangloi, Delhi-110086

7290037803, 7290037804 ,Email- pmc_coll@yahoo.com

NO. F.24/GEN/2021

DATED 12 FEB.2021

NOTIFICATION

FACULTY WELFARE POLICY

Managing Committee of the college accorded its approval to the Faculty Welfare Policy w.e.f date of its notification

College has a policy, resources and practices that support and ensure the professional development of the faculty such as budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc., and supporting membership and active involvement in local, state, national and international professional associations).

PROFESSIONAL UPGRADATION

The College has a policy and standing provision for ensuring professional development of the faculty. The college enables its faculty to attend seminar, symposia workshops organized by different organizations and associations. Faculty members are also encouraged to go for higher research studies. They are encouraged to work on their Ph. D/M. Phil in their particular area of interest.

As a matter of policy, the college encourages its faculty members to do professional augmentation. Any of faculty members getting UGC fellowship to do higher study is to be given leave as per the rules.

Leave Rules:

We have a convenient leave policy for the benefit of all the staff members.

LEAVE IS NOT A RIGHT IT IS A PRIVILEGE

1. 12 days Casual leave in a year any member wishes to avail it, must apply in advance so the teaching should not be effected.
2. 15 days academic leave to attend seminar/workshop
3. 10 days medical leave
4. 15 day half pay leave on medical ground
5. . Maternity leave for 3 months
6. Study leave for pursuing higher education-Ph.D programme restricted to 6 months



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7. Extra-ordinary leave (without pay) on long medical treatment.

Personal and Professional Development:

- Our teaching and non-teaching staffs are given support & opportunity for further higher studies.
- Reduced workload is ensured for the staff during their PhD programs.
- Research fellowship amount is given to the selected in house research scholars.
- Research scholars are given partial fees waiver to facilitate and incentivize the research.
- Annual felicitation ceremony organised every year awarding, honouring, celebrating the contribution and success of each and every faculty and staff member of the University.
- Specific need based personal and professional development programmes every semester are organised with known experts in their respective fields.

Financial Support:

- Community bank in the campus to facilitate exigency loan facility for the staff and students.
- Interest free Car, house, marriage and personal loan facility provided for all the permanent staff members depending on merit of the requirement.
- Extraordinary loan for any urgent financial need on case to case basis.

PROVIDING PHYSICAL FACILITIES

Well-maintained and functional office, instructional and other space to carryout their work effectively

The College is well equipped with infrastructure facilities. The faculty members are not provided with individual cubicle, but there is a well furnished staff room for all faculty members with an attached washroom. Faculty is provided with proper sitting arrangement. Proper space is also provided to keep their belongings. Rooms are well ventilated. Provisions for coolers, etc is also made.

Any faculty members can use the large space in the library of the college for carrying out their professional work. In addition to this, all laboratories and its equipments are at the disposal of the faculty during their free time.

WORKLOAD

The workload by taking into considerations the capability, potentiality, tastes and predilections of individual faculty member with reference to functional needs of the college. In



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this, democratic approach is practiced. Each member bears and shares the workload. Choices are given preference. Responsibilities are also changed so as each one may acquire grounding in all activities and indispensability avoided. college's workload policy is grounded in the principles of equity and judiciousness. It assigns

REWARD AND MOTIVATION

College has mechanism to reward and motivate staff members. Efficient & hardworking staff members are promoted after a specified period of time.

Besides, any achievement or progress of the staff member of the college is always appreciated at the functions of the college. The achievement is also announced in the general assembly of the day and put on the notice board of the college. Staff members are awarded by giving timely incentives and they are honoured during functions.


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