



OFFICE OF THE PRINCIPAL

Sophia College for Women
Empowered Autonomous

Bhulabhai Desai Road
Mumbai – 400026

Ph: 022-23512642 / 23523304

www.sophiacollegemumbai.com

An Institution of
the Society for the Higher Education
of Women in India

Staff Development and Welfare Policy

Administrative Policy Number (APN): SCWAPN/39	Functional Area: To provide the guidelines for the effective planning and implementation of all staff welfare measures
Brief Description of the Policy:	Purpose: To promote the professional growth, well-being, and effectiveness of staff members Audience: All Staff of the organization.
Policy Applies to:	All Staff Members
Effective from the Date:	26 th November, 2018
Approved by:	College Development Committee (CDC)
Responsible Authority	IQAC
Superseding Authority	Principal
Last Reviewed. / Updated:	New Policy
Reason for the policy	To cultivate a motivated and competent staff body including faculty, ensuring high-quality education delivery,
References for the policy	UGC/ University of Mumbai

1. Introduction

Sophia College for Women recognizes the pivotal role of faculty in student development and thus establishes a policy aimed at nurturing and sustaining excellence among its faculty members.

- 2. Objective:** This policy aims to prioritize the well-being and job satisfaction of all staff members, including both teaching and non-teaching staff, with the goal of enhancing employee retention, productivity, and fostering a supportive work environment.
- 3. Scope:** This policy extends to all employees of the institution, encompassing academic faculty, administrative personnel, and support staff, and addresses key welfare areas such as health, professional growth, work-life harmony, and acknowledgment.
- 4. Faculty welfare measures**
 1. The institute will annually organize Faculty Development Programs, Workshops, and Conferences to enhance faculty development.
 2. Faculty are encouraged to participate in external FDPs, Workshops, Conferences/Seminars, with the institute providing duty leaves, reimbursement of registration fees, and travel expenses.
 3. Incentives will be provided to faculty and students for publishing papers in Scopus/Web of Science listed Journals.
 4. Faculty are urged to enroll in online FDPs on SWAYAM and NPTEL Portal, with the institute covering the certificate examination costs upon qualification.
 5. Faculty are encouraged to pursue higher education, including Ph.D., NET, and SET, for skill enhancement.
 6. Study leaves will be granted to faculty members pursuing Ph.D. degrees.
 7. Class schedules are designed to allow faculty ample time for administrative duties and research pursuits.
 8. The institute will furnish necessary research support facilities, including computers, printers, and statistical software, for faculty members.

5. Staff Welfare Measures

- **Health and Well-Being:** The institution commits to supporting staff members' physical and mental health by providing health insurance, periodic check-ups, counseling services, and wellness programs.
- **Professional Growth:** Opportunities for continuous learning and skill development, including workshops, seminars, conferences, and funding for further education or certifications, will be accessible to staff members.
- **Work-Life Balance:** Policies promoting flexible work arrangements, parental leave, childcare support, and remote work options will be implemented to facilitate a healthy balance between professional and personal life.
- **Financial Assistance:** The institution may provide financial aid, such as loans, grants, or emergency funds, to alleviate staff members' financial challenges.
- **Recognition and Appreciation:** Staff contributions will be regularly acknowledged through awards, commendations, and public recognition programs to foster a culture of appreciation.
- **Safety Measures:** Ensuring a safe work environment by implementing safety protocols, providing necessary training, and preventing harassment or discrimination.
- **Retirement Planning:** Supporting staff in planning for retirement through pension schemes, counseling, and other retirement benefits to ensure a smooth transition into post-employment life.

6. Implementation

- ❖ **Implementation and Oversight:** The Principal and Management will oversee the implementation of this policy and ensure its effective execution.
- ❖ **Continuous Improvement:** Regular reviews and feedback mechanisms will be established to evaluate the effectiveness of welfare measures and make necessary adjustments in response to staff needs and changing circumstances.

7. Compliance and Review

- ❖ Adherence and Compliance: All departments and staff members must adhere to the provisions stipulated in this policy.
- ❖ Continuous Review and Updating: This policy will undergo periodic review and updates to ensure alignment with evolving regulatory standards and best practices in employee welfare.

A.P. Palsi

IQAC coordinator

**Coordinator
IQAC
Sophia College**



Sandya P. Palsi

Principal

**PRINCIPAL, SOPHIA COLLEGE,
BHULABHAI DEASI ROAD,
MUMBAI-400 026.**