

WELFARE POLICY



St. Vincent Pallotti College, Raipur

Recognised by UGC under 2 (F) & 12 (B)

PERMANENTLY AFFILIATED TO PT. RAVISHANKAR SHUKLA UNIVERSITY

NAAC ACCREDITED WITH 'B++' GRADE

Tel. : +91-771-2283334, E-mail : pallotti.college@gmail.com, Website : www.stvincentpallotticollege.org, Facebook Page : St. Vincent Pallotti College, Raipur

Ref. No.

Date :

The meeting of Annual General Body of Vidya pratsahan Sangh held on 15.07.2022 made the following welfare policy for the teaching staff

Welfare schemes policy for teaching staff

- The college employees are given college ward fee concession for their wards who study in this college.
- Different types of leaves granted to the staff as per the minority status and as per the guidelines of the university.
- Financial assistance as per the of the staff - advance loan for house purchase vehicles wedding medical etc.
- ESIC granted.
- Gratuity.
- One additional increment for awards :qualifying UGC-NET or gets PHD award.
- Time to time special increment is given.
- Gymnasium sports and yoga facilities are available for all.
- Preferential admission to the wards of employees in the school and colleges
- There is provision for fee concession for the staff ward studying in the school and college.
- Cab facilities for the heads of the department and senior faculty.
- Gifts and mementos during Teachers Day celebration.
- Family Get- together
- The institute is having tie up with NHMMI hospital and staff gets discount at the hospital.
- Canteen facility for the staff.
- Free access to the library.
- Free tea served at the short dresses for all the staff.
- Faculty recreation programs are organized by the women cell committee.
- Common spiritual and ethical program for the staff.

Director
St. Vincent Pallotti College
Kapa, Lodhipara,
RAIPUR (C.G.) - 492004

Courses Offered : B. Com., B.B.A., B.C.A., B.Ed., B.P.E., PG D.C.A., M.Com., M.A. (Eng.), P.G. Dip. (Yoga)

FEE CONCESSION FOR THE WARDS OF STAFF



St. Vincent Pallotti College, Raipur

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Ref. No.

Date:

St. Vincent Pallotti College Kapa, Raipur (C.G.) Fee Concession Session 2023-2024

S. No	Name	Purpose	Class	Amount
1	Rajya Vardhan Shrivastava	Staff ward Fee Concession	B.Com II	7980
2	Damien Lawrence	Staff ward Fee Concession	B.Ed III	10191
3	Sarjit Hasda	Staff ward Fee Concession	M.Com III	6180
4	Sudip Simon Hasda	Staff ward Fee Concession	B.Com III	7980
5	Sadhana Xalxo	Staff ward Fee Concession	B.Ed III	6794
6	Nishchay Saha	Staff ward Fee Concession	B.Com II	7980
7	Deepanshu Kumbhar	Economically backward class	B.Com III	3990
8	Ashish Tandy	Staff ward Fee Concession	B.Com I	8640
9	Alisha Hanuk	Staff ward Fee Concession	B.Com III	7980
10	Adamya Shrivastava	Staff ward Fee Concession	B.Com III	7980
		TOTAL		75695

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LEAVE APPLICATIONS

DUTY LEAVE

02/05/2024

To

The Principal,
St. Vincent Pallotti College,
Kapa, Raipur (C.G.)

Sub: Duty Leave for practical examination

Respected Sir,

This is to inform your kindness that, University is appoint me as practical Viva voce examiner to conduct the practical examination (psychology) in Ramakrishna Institute of Education, Sunder Nagar, Raipur. I therefore, request you to kindly grant me duty leave on may 04, so that I could conduct the practical examination smoothly.

Thanking you,



Dr. KULDEEP DUBEY
PRINCIPAL
ST. VINCENT PALLOTTI COLLEGE
KAPA, RAIPUR (C.G.)


02/05/2024

Yours faithfully

Dr. Mini S. Pillai
Assistant Professor
Education Department

DUTY LEAVE- PROOF DOCUMENT

E-mail ; raipurqen@yahoo.com

S.N. 644 /Conf./2024

Raipur, Date 18/4/2024

To

Dr. Mini Pille
St. Vincent Palloti College
Kapa, Raipur

Dear Sir/madam,

I am directed to inform you that the University is pleased to appoint you as practical /Dissertation/viva –voice examiner to conduct/evaluate the practical examination/dissertation as per details given below :-

Name of examination :- B. Ed. 4th Semester . May- June 2024
Name of Subject :- Psychology
Centre :- Ram Krishna Institute of Education, Sunder Nagar, Raipur

I therefore request you to kindly send your consent on plain paper giving reference of this letter and to contact the Principal of the College concerned to finalize the date of the practical /Dissertation/viva at the earliest.

Your Faithfully

Asstt. Reg. / O.S.D. (Conf.)

Eadt.No. C./ /Conf./2024

Raipur, Date / /2024

Copy forwarded to :-
The Principal/ Head – Ram Krishna Institute of Education, Sunder Nagar, Raipur For
information and necessary action.

Asstt. Reg. / O.S.D. (Conf.)

CASUAL LEAVE



ST. VINCENT PALLOTTI COLLEGE

KAPA, RAIPUR (C.G.) PH. NO. : 0771-2283334, 2282334

TEACHER'S LEAVE APPLICATION SLIP

Name of Applicant	MR. K.K. CHOUBEY
Designation	ASST. PROFESSOR
Date on Which Leave is Required	06/05/24
Reason For Leave	OUT OF Station (DELHI)
Signature of the Applicant	
Station	Raipur
Date	08/05/24
Order of Principal	1 (CL) (B)



ST. VINCENT PALLOTTI COLLEGE

Kapa, Raipur (C.G.), Ph. No. : 0771-2283334, 2282334

TEACHER'S LEAVE APPLICATION SLIP

Name of Applicant	Yashwee Lonkar
Designation	Asst. Prof.
Date on Which Leave is Required	08.05.2024 (full day CL)
Reason For Leave	Urgent work at home.
Signature of the Applicant	
Station	Raipur
Date	06.05.2024
Order of Principal	1 (CL) (B)

Encl: 1

MATERNITY LEAVE

सेवा में,

प्रबंधक महोदय
सेंट विन्सेंट पैल्लोटि कॉलेज
कापा रायपुर ।

विषय :- उिलीवरी अवकाश (Maternity Leave) हेतु
आवेदन पत्र ।

महोदय,

सनम निवेदन है कि मैं सुसन्ना टोप्यो
महाविद्यालय में प्यून पद पर
दिनांक-01-06-2022 से कार्यरत हूँ। मेरी उिलीवरी
डेट दिसंबर माह में है। इस कारण मैं
दिनांक - 01/12/2023 से ड्यूटी पर आने में
असमर्थ रहूंगी।

मेरी आपसे विनती है कि
मुझे उिलीवरी अवकाश (Maternity Leave)
देने की कृपा करें। इस कार्य हेतु मैं
आपकी सदा अभारी रहूंगी।

धन्यवाद ।

दिनांक - 29-11-2023

याची
सुसन्ना टोप्यो

"Maternity Leave granted from 01/12/23
to 29/02/24 with full pay."

Dr. P. S. Sanyal

29/11/23

CANTEEN



LIBRARY



OPEN GYM



PARKING



INTERNATIONAL WOMEN'S DAY CELEBRATION



USE OF ICT TOOLS

