

## **POLICY DOCUMENTS ON FINANCIAL SUPPORT TO FACULTIES**

<b>Sr. No</b>	<b>Particulars</b>	<b>Link</b>
<b>1</b>	Policy Documents On Financial Support To Faculties	<a href="https://csccollege.co.in/policies/">https://csccollege.co.in/policies/</a>

## **STAFF SECRETARY REPORT**

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**I/C PRINCIPAL**  
**Chandrabhan Sharma College**  
**of Arts, Science & Commerce**  
Powai-Vihar, Powai, Mumbai - 400 076  
Tel. 25704526 / 25704530

## Staff Secretary Yearly Annual Report – (2021-22)

It gives us immense pleasure to present a brief report on the staff welfare measures taken by college and express collective gratitude for the same. At the same time on behalf of entire staff I would like to forward some suggestions of further improvement of the work ambience

### Staff Measures

- Financially support by way of Personal loan, Laptop loan, etc.
- Financial support for Webinars.
- Fees concessions to ward of employees in management run schools / colleges.
- Annual Increments.
- Casual leave – Cash encashment.
- Free medical check-up and counseling.
- Free mask, sanitizer and gloves during Covid-19.
- Thermal screening to prohibit entry of infectious individuals
- Health awareness programmes.
- Medical Centre with nursing facility.
- In-house counseling.
- Free Capacity enhancement and orientation programmes.
- Provident Fund-GAINPF.
- Covid special casual leave.
- Preferential admission to children of staff in the management quota.
- Jobs on compassionate grounds.
- Free Wi-Fi facility on campus.
- WhatsApp groups and G-Suite access for correspondence.



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**✚ Suggestions**

- To call students for lectures in batch wise.
- To give flexibility in conducting lectures from College and Home.

**✚ Action Taken Report**

- Students were divided in various batches to avoid overcrowding in classroom and college premise.
- Faculty's and students were given choice to conduct and attend lectures from home/college.

**Staff Secretary**



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### **Staff Secretary Yearly Annual Report – (2020-21)**

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#### **✚ Staff Measures**

- Financially support by way of Laptop loans.
- Financial support for attending Webinars.
- Fees wave off to ward of employees in management run schools / colleges.
- Free mask, sanitizer and gloves during Covid-19.
- Thermal screening to prohibit entry of infectious individuals.
- Health awareness programmes.
- Provident Fund-GAINPF.
- Maternity Leaves.
- Preferential admission to children of staff in the management quota.
- Specific corner in the library and parking space.
- Jobs on compassionate grounds.
- Free Wi-Fi facility on campus.
- WhatsApp groups and G-Suite access for correspondence.
- Staff Grievance Cell.

#### **✚ Suggestions**

To make special arrangements for seating in college premise during the visit.

#### **✚ Action Taken Report**

All staff members were allocated separate space to seat in different classrooms.

**Staff Secretary**



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## Staff Secretary Yearly Annual Report – (2019-20)

It gives us immense pleasure to present a brief report on the staff welfare measures taken by college and express collective gratitude for the same. At the same time on behalf of entire staff I would like to forward some suggestions of further improvement of the work ambience.

### Staff Measures

- Financially support by way of Personal loans.
- Financial support for attending conferences, workshops.
- Fees concessions to ward of employees in management run schools / colleges.
- Annual Increments.
- Casual leave – Cash encashment.
- Provision of higher salaries to faculty's qualifying NET/SET / PhD.
- Free medical check-up and counseling.
- Access to Yoga Centre, Gymnasium and Sports ground.
- Health awareness programmes.
- Medical Centre with nursing facility.
- In-house counseling.
- Job Enrichment.
- Free Capacity enhancement and orientation programmes.
- Casual leave, Medical leave, Duty leave for Regular staff.
- Statutory Measures.
- Provident Fund-GAINPF.
- Maternity Leaves
- Covid- 19 special casual leave
- CCTV camera surveillance and a security officer for the safety of staff and their belongings



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automated bell, water-motor, attendance administration and internal mark generation to reduce workload.

- Refrigerator, oven, water-purifier and gas-stove.
- Preferential admission to children of staff in the management quota.
- Jobs on compassionate grounds.
- Free Wi-Fi facility on campus.
- WhatsApp groups and G-Suite access for correspondence.
- Staff Grievance Cell.
- Encouragement for MRP and Ph.D.

 **Suggestions**

- To consider leave for COVID- 19 special case.
- To continue with Online mode of teaching till further Govt. notices.

 **Action Taken Report**

- COVID- 19 Special case was considered.
- Online mode was adopted.

**Staff Secretary**



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### **Staff Secretary Yearly Annual Report – (2018-19)**

It gives us immense pleasure to present a brief report on the staff welfare measures taken by college and express collective gratitude for the same. At the same time on behalf of entire staff I would like to forward some suggestions of further improvement of the work ambience

#### **✚ Staff Measures**

- Financially support by way of Laptop loans.
- Financial support for attending conferences, workshops etc.
- Fees concessions to ward of employees in management run schools / colleges.
- Annual Increments.
- Seed money.
- Casual leave – Cash encashment.
- Provision of higher salaries to faculty's qualifying NET/SET / Ph.D.
- Free medical check-up and counselling.
- Access to Yoga Centre, Gymnasium and Sports ground.
- Medical Centre with nursing facility.
- In-house counseling.
- Free Capacity enhancement and orientation programmes.
- Casual leave, Medical leave, Duty leave for Regular staff.
- Statutory Measures
- Provident Fund-GAINPF.
- Group Insurance Scheme(GIS).
- Maternity Leaves



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- CCTV camera surveillance and a security officer for the safety of staff and their belongings automated bell, water-motor, attendance administration and internal mark generation to reduce workload.
- Refrigerator, oven, water-purifier and gas-stove.
- Preferential admission to children of staff in the management quota.
- Specific corner in the library and parking space.
- Jobs on compassionate grounds.
- Free Wi-Fi facility on campus.
- Staff Grievance Cell.

 **Suggestions**

- Two more computer systems to be installed in the staff room.
- To Change Tea timings during break time i.e. to get tea at 10.10 am only.

 **Action Taken Report**

- Two computers were installed in the staffroom.
- Tea timings were done at 10.10am.

**Staff Secretary**



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## Staff Secretary Yearly Annual Report – (2017-18)

It gives us immense pleasure to present a brief report on the staff welfare measures taken by college and express collective gratitude for the same. At the same time on behalf of entire staff I, would like to forward some suggestions of further improvement of the work ambience.

### Staff Measures

- Financially support by way of Laptop loans.
- Financial support for attending conferences, workshopsetc.
- Fees concessions to ward of employees in management run schools / colleges.
- Annual Increments
- Seed money
- Casual leave – Cash encashment.
- Provision of higher salaries to faculty's qualifying NET/SET / Ph.D.
- Free medical check-up and counselling.
- Access to Yoga Centre, Gymnasium and Sports ground.
- Health awareness programmes
- Medical Centre with nursing facility.
- In-house counseling.
- Free Capacity enhancement and orientation programmes.
- Casual leave, Medical leave, Duty leave for Regular staff.
- Statutory Measures
- Staff Picnic



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- Provident Fund-GAINPF
- Maternity Leaves
- CCTV camera surveillance and a security officer for the safety of staff and their belongings automated bell, water-motor, attendance administration and internal mark generation to reduce workload.
- Refrigerator, oven, water-purifier and gas-stove.
- Preferential admission to children of staff in the management quota.
- Specific corner in the library and parking space.
- Jobs on compassionate grounds.
- Staff Grievance Cell.

 **Suggestions**

- Washroom to be cleaned twice in a span on 2-3 hours.
- Staff muster to be kept outside the office during morning hours.

 **Action Taken Report**

- Special arrangements were made to clean washroom twice in a span of 3 hours.

**Staff Secretary**



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