



General Shivdev Singh Diwan Gurbachan Singh

# KHALSA COLLEGE, PATIALA

(Under the Management of SGPC and Affiliated by Punjabi University Patiala)  
NAAC Accredited 'A' grade & College with 'Potential For Excellence' Status by UGC  
Star College Scheme of DBT, Govt. of India  
An Autonomous College

## STAFF WELFARE POLICY

The institution believes that human resources are the most important asset of any institution. The management of the college has always been very pro-active for the staff of the institution. It has devised an elaborative plan for the employees of the college. There are certain issues for which there is a common policy for all the institutions under the trust (A common policy: <https://khalsacollegepatiala.org/iqac/education-policy>) but there are certain areas for which some specific welfare measures have been initiated for the employees of General Shivdev Singh Diwan Gurbachan Singh Khalsa College, Patiala. The important welfare measures are as under:

1. The staff members are eligible for availing Casual Leave as per Punjabi University, Patiala and Punjab Government norms. Vacation leave for teaching faculty/Non-Teaching staff are as per Punjabi University, Patiala calendar in a year. Duty leave facility for attending workshops/conferences/seminars. Medical/Earned Leave as per the Punjab Government norms. Paid Maternity leave to the women employees, for a period of 24 weeks and Ex-India Leave as per Management norms.
2. The wards of the staff members are given fee concessions.
3. The staff members have been covered under group insurance scheme.
4. They are given loan from their provident fund account for various purposes and the process is quite easy.
5. The institution has created a staff welfare fund which is used for various welfare activities.
6. The class-four staff is given wheat loan.
7. The class-four staff is given free dresses every year.
8. The college has signed MOU with the leading hospitals of the city and the subsidised medical facility is available to the staff and their family members.
9. Timely payments of gratuity, leave encashment and other retirement benefits are made to retiring staff members.
10. The teaching staff members are allowed the following benefits for research/attending conferences etc.
  - i. An amount of 5 lakh rupees was kept for research projects every year and teachers are given seed money to carry on their research on different paradigms of education.
  - ii. The faculty members are given grants to participate in International Conferences (foreign



  
Principal,  
General Shivdev Singh Diwan Gurbachan Singh  
Khalsa College, Patiala