



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

6.3.1

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

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Kapila

IQAC HEAD

St. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal

(Dr. FAREEDA HASANI)

St. Wilfred's P.G. College
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Faculty Empowerment Strategies

The institution is taking many welfare measures for all the teaching & non-teaching staff as they are the backbone of the institution. Staff is eligible for the following incentives and rewards based on their performance, contribution and years of service at the institution. These are applicable to staff with a minimum of 1-year service in the institution. Few of the welfare measures are listed below:

- Paper publication in National/International journals with an Impact factor as first and second author is given as per the policy.
- Paper publications in International Conferences of Prime Institutions -100% TA, 100% Registration fee, on Duty and Cash Reward
- For paper presentation in a national conference the institute will sponsor by paying the registration fee along with on duty leave
- **Best Teacher award** is presented to eligible teachers every year on the eve of Teacher's day celebrations with appreciation Special incentive increments are sanctioned on completion of higher education i.e. Ph.D., D.Lit. and PDF after completion of two-year service in the college.
- **Maternity Leave:** Lady Staff member are availed maternity leave as per government and UGC guidelines. Maternity leave for child care and parenting is availed to the women employees.
- **Interest free loan** in the case of medical emergency is sanctioned to the employees' which is repayable in 10 monthly instalments.
- Faculty, who score between 60% - 80% in API score, gets an additional incentive increment.
- The son/daughter of staff member studying in the parental institution has to pay only 50% of tuition fees.
- All employees getting salary less than 15000/- p.m. are covered under employees state insurance scheme.
- College provides advance up to one month's salary to its employees in case of urgent needs.
- About more than 20% staff get the benefits of such schemes every year.
- Self-defence training for female faculty members.
- Faculty who score more than 80% in API score gets an additional incentive increment.
- **Medi-claim:** In the case of serious illness, government helps the employees by reimbursement of the medical bill. The institute prepares the proposal and forwards it to government through proper channel so as to avail the claim of employees.
- **Counselling:** Special counselling and training programs are organized separately for staff and students to release regular worries, tensions and anxieties. Guests and trainers from reputed institutes are invited.
- **Medical Check-up:** a medical check-up camp is organized in institute every year to

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see the fitness. Awareness of health and fitness is thus observed throughout. If any illness is identified, first aid is provided and the individual is recommended for future treatment.

- **Safety & Security Measures:** Five extinguishers are installed at fixed places so as to control the fire if it takes place through short circuits or any other reasons. CCTV is there in the campus as a security measure. NSS unit is alert in damage control.
- **Wi-Fi Campus** for teaching and non-teaching Staff.

Welfare schemes for non-teaching staff

- Supporting staff are provided with **free computing skill programs**.
- **EPF/ESI facility** is provided to all eligible teachers and non-teaching staff.
- **Additional increments** are sanctioned recognizing their commitment towards their duties.
- **Special incentive increments** will be sanctioned on completion of 10 years and 15 years' service in the same cadre.
- **Maternity Leave:** Female Staff members are availed maternity leave as per government and UGC guidelines. Maternity leave for child care and parenting is availed to the women employees.
- **Interest free loan** in the case of medical emergency is sanctioned to the employees which is repayable in 10 monthly instalments.
- **Medi claim:** In the case of serious illness, government helps the employees by reimbursement of the medical bill. The institute prepares the proposal and forwards it to government through proper channel so as to avail the claim of employees.
- **Counselling:** Special counselling and training programs are organized separately for staff and students to release regular worries, tensions and anxieties. Guests and trainers from reputed institute are invited.
- **Medical Check Up:** a medical check-up camp is organized in institute every year to see the fitness, awareness of health and fitness is thus observed throughout. If any illness is identified, first aid is provided and the individual is recommended for the future treatment.
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Appraisal System

St. Wilfred's P.G. College is a one big family with all the staff members of the institution being a family member and thus it provides various monetary and non-monetary benefits/facilities for the professional and personal growth of the teaching and non-teaching staff. Faculty and staff are well informed about the institutional welfare measures by HR to all employees at the time of induction. Leave benefits are bestowed on employees based on their status of employment including causal leave, Sick leave, on duty leave, etc. Restricted leave is provided to employees as a special care to minority employees. Special leave on marriage of self and death of parents. Female employees are granted maternity leave as per the norms. Free ship is provided for the employee's wards and employees both. Emergency loans to employees for support of their ward's marriage, illness and during nature calamity. Cash prizes are awarded annually to wards of employees who excel in their school education. Committees are in place for the welfare of SC/ST and Transgender to provide necessary assistance. Periodic mental health, psychological assessment and Professional counseling are provided to needy employees. Teaching faculty are recognized for their professional contributions with Certificates of appreciation and incentives. The Scientific and Academic Forum serves to connect the entire faculty through intellectual activities fostering social and scholarly relationships. All employees are nurtured through professional development programs ensuring continuous up-gradation of skills, knowledge and research capabilities. At St. Wilfred's P.G. College is an equal opportunity employer (value: inclusiveness), including transgender members. Annually SWPG celebrates Employee Day, Teacher's Day and Science Day, a day of recognition and appreciation of employees' contributions to the progress of the PG College. Best employee of the organization under different categories is recognized with the Best Employee Award. Annual Sports and Cultural Festivals to promote morale and unity amongst workers.

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Members of Professional Bodies

S.No	Name of Faculty Members	Designation	Year	Organization	Venue
1	Dr. Sumit Kumar Gupta	Organizing committee member	2018 till date	India International Science Festival (IISF), Ministry of Science and Technology and Ministry of Earth Science of Government of India	New Delhi
2	Dr. Sumit Kumar Gupta	State Representative	2018	SDNx	New Delhi
3	Dr. Sumit Kumar Gupta	Member & scientific consultant	2018-2020	Arab center for Nanotechnology	Saudi Arab
4	Dr. Sumit Kumar Gupta	Life Time Member	2018 till date	International society for Research and Development	London United Kingdom
5	Dr. Sumit Kumar Gupta	Member	2019 till date	Institute for Engineering Research and Publication (IFERP)	Hyderabad
6	Dr. Sumit Kumar Gupta	Member	2019	IAENG International Association of Engineers	Hong Kong
7	Dr. Sumit Kumar Gupta	Member	2019 to 2022	The IRED Institute of research Engineers and Doctors	United Kingdom
8	Dr. Dileep Kumar Gupta	Life Time Member	2020	International Forum of Botanist	UOR , Jaipur
9	Dr. Sumit Kumar Gupta	State coordinator	2021 to continue till date	Vidyarthi Vigyan manthan	New Delhi
10	Dr. Sumit Kumar Gupta	Member	2021 till date	Computer Science Teachers Association (CSTA)	New York, USA
11	Dr. Shyam Sundar Sharma	Member	2023	BOS in Music	University of Rajasthan, Jaipur

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CHIEF PATRON

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Shri Shivraj Singh Chauhan
Chief Minister of Madhya Pradesh

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Prof. Ajay Sood
PSA to Government of India

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Secretary, Vijnana Bharati

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Prof. Sudhaashu Vratil
Executive Director, RCB, Faridabad
Dr. Alka Sharma
Scientist-II, DBT
Dr. Sanjay Mishra
Scientist-II, DBT

To

Dr. Sumit Kumar Gupta Ji,
Associate Professor & Head of Department,
St. Wilfred's PG College, Jaipur
Email: Sumitguptagit@gmail.com

Sub.: Nomination of Member for the Organising Committee of Students' Innovation Festival-IISF-2022 at MANIT, Bhopal

Respected Sir,

8th edition of India's largest science festival, **India International Science Festival (IISF)** is being organized at **MANIT, Bhopal** this year by Ministry of Science and Technology, Ministry of Earth Science, Government of India, and Vijnana Bharati and as an important event of it, Students' Innovation Festival (SIF2022) is being organized, on January 21-24, 2023.

The aims and objectives of **Students' Innovation Festival 2022 (SIF2022)** are in alignment with the mission of your institution in which students will be demonstrating their innovative ideas on the major theme: "**Developing Sustainable Life based on Five Elements of Nature: The Earth (पृथ्वी), The water (जल), The fire (तेजस/अग्नि), The air (हवा) and The space (आकाश)**".

For this mega event, the Organising Committee is being constituted. We are pleased to nominate you as Member of the Organising Committee (SIF-IISF 2022). Your physical presence would be required at **SIF-IISF-2022, LRC Building, MANIT, Bhopal from 21 to 24 January 2023**.

For event details Website: <https://scienceindiafest.org> can be visited while brochure & poster are enclosed with this letter. Further details would be shared with you soon. Travel and stay logistics will be taken care of by IISF organizers.

Your cooperation will help the students of every corner of our Country to have opportunity to participate in such an event of National importance.

Thanking you,

With Regards,

Namita Gupta
Head, INSPIRE/MANAK Division
Department of Science & Technology,
Govt. of India, New Delhi
Phone: 011-26590371
National Coordinator SIF-IISF-2022



IISF, Secretariat Delhi, NCR Biotech Science Cluster 3rd Milestone, Faridabad-Gurugram Expressway Faridabad - 01, Haryana (NCR Delhi), India
Website: www.scienceindiafest.org • Email: iisfsecretariat@rcb.res.in • Phone: 91 129 2848800

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Computer Science
Teachers Association

Hello Dr Sumit Kumar,

Welcome to CSTA!

By joining CSTA, you are now part of a community-led by K-12 computer science teachers and puts teacher needs at the forefront. We are so excited to have you join our association!

With your membership, you have an online account with csteachers.org, where you can join a chapter, access resources, and more. Here are some first steps for your membership, and we will be in touch on how to get the most out of your membership!

Login information:

- You can access your account through csteachers.org and select "member login" in the upper-right corner.
- Your username to Login is: sumit123
- If you do not remember your password, you can reset it [here](#).

Step to getting started with your membership:

1. [Login to your csta account](#), update your profile by clicking "change" on the photo image," and on your member dashboard, claim your 100 USD AWS credits! If you need help navigating your profile, [watch this video to learn more](#).
2. Register for our next CSTA member orientation on August 24th at 6 p.m. CT. [Register here](#).

Find out all the benefits you have access to with your membership [here](#).

Jake,

CSTA Executive Director

info@iferpmembership.in
to sumitguptagit

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CERTIFICATE OF APPRECIATION



SDNx STATE REPRESENTATIVE (RAJASTHAN)

Dr. S. K. GUPTA

*"SDNx believe there is a CREATOR in every person & all these
CREATORS need is an INNOVATIVE platform where
they can turn all their IDEAS & IMAGINATIONS
into REALITY"*



21st Nov, 2018

DATE

Sanjay Rathee

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Dear Sir,

Greetings from IFERP !

I would like to take this opportunity to welcome you to the New Membership of Institute for Engineering Research and Publication (IFERP). This letter is a response to your request for Membership of IFERP as your life long resource for your professional and personal growth.

IFERP will be essential to the Global technical community and to Technical professionals everywhere, and be universally recognized for the contributions of technology and of technical professionals in improving global conditions.

The Institute (IFERP) conducts Technical Conferences, Seminars and Workshop at different parts of country to reduce the gap between curriculum and their practical implementation among students and research scholars. Today IFERP is one of the leading publishers of research papers in its high quality peer reviewed journals, proceeding and research magazine.

IFERP Members will be getting the Photo Identification Card with Unique ID Number for being a part of Volunteer, Editorial Board, Reviewers Committee, Conference Organizing Committee and Advisory Board of IFERP.

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For more information about the International Conference and Publishing Journals will be at our IFERP web page at <http://iferp.in/Journal.html>

if any further queries don't hesitate to mail us !

Sincerely,

IFERP / Techno arête

Land: 044-4958 9038

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INTERNATIONAL SOCIETY FOR RESEARCH AND DEVELOPMENT

Lifetime Membership Certification

By approval of the Executive council, the ISR D certifies that

Dr. SUMIT KUMAR GUPTA

Membership ID: **F3140900946** is a **FELLOW**

of this Professional Society.

This Membership allows the mentioned name to take advantages
from the ISR D.



Executive Secretary

www.isrdonline.com

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MEMBERSHIP CERTIFICATE

Certified that

SUMIT KUMAR GUPTA

from

INDIA

is member of

the IRED

INSTITUTE OF RESEARCH ENGINEERS AND DOCTORS

Membership Status **SENIOR MEMBER (UACEE)**

Membership No. **SNM10100059590**

Valid From **27 MARCH, 2019**

Valid Till **27 MARCH, 2022**

Membership Head

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IAENG INTERNATIONAL ASSOCIATION OF ENGINEERS

Date: 23 December 2019

To Whom It May Concern:

Official Letter for the IAENG Membership

Member Name: Dr. Sumit Kumar Gupta

Member Number: 194618

IAENG is a non-profit international association for the engineers and the computer scientists. IAENG has been found by a group of engineers and computer scientists from over thirty different countries. Our goals are to promote the co-operation between the professionals in various fields of the engineering and to cultivate an environment for the advance and development of the technology. Our objectives include:

- Promoting the interactions between the engineers;
- Advancing the application of engineering techniques from the academics to the industry;
- Facilitating the exchange of information and ideas among the engineers and scientists freely.

This letter is to certify that the above person is an IAENG member. For the information about IAENG Membership, please visit our website <http://www.iaeng.org/membership.html>

If you have any question, you are very welcome to contact us at any time.

Best regards,

Joan Mok
Assistant Secretary
International Association of Engineers (IAENG)
<http://www.iaeng.org>
Email: member@iaeng.org



WEBSITE: <http://www.iaeng.org> • EMAIL: info@iaeng.org • IAENG SECRETARIAT ADDRESS: Unit 1, 1/F, 37-39 Hung To Road, Hong Kong

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VIDYARTHI VIGYAN MANTHAN
A-4, FIRST FLOOR, GULMOHAR PARK, NEW DELHI



DR. SUMIT KUMAR GUPTA
ID NO.: VIBHA/SC/VVM 2021-22/RJ73

STATE COORDINATOR



VIDYARTHI VIGYAN MANTHAN

Organiser



Organiser



Organiser



Phone : 011-49032436
Mobile : 9252135316



Dr. Arvind C Ranade
National Convener

Issuing Authority : VVM Secretariat

Date of issue : 07 August 2021

Valid up to : 31 March 2022

INSTRUCTIONS

Please surrender this card on expiry. Its loss should be reported immediately to the VVM Secretariat and Issuing Officer.



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ARAB CENTER FOR NANOTECHNOLOGY

Certificate of Arab Center For Nanotechnology (ACN)

Awarded Dr. Sumit kumar Gupta from parishkar college global
excellence, as a scientific consultant of ACN in
september 2018



president of the center

prof. Dr. Abdulsalam K. Almuhamady



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ARAB CENTER FOR NANOTECHNOLOGY

Name : Dr. Sumit Kumar Gupta

Position : Scientific Consultant

Country : India

I'D No : 40

Expiry Date : 20/8/2020



Almuhamady

President of the Center
Dr. Abdulsalam k. Almuhamady

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International Forum for BOTANISTS

Under the auspices of ISLS

isls
INTERNATIONAL SOCIETY
FOR LIFE SCIENCES



CERTIFICATE

Dr. Dileep Gupta

Head

Department of Botany, St. Wilfred PG College, Jaipur

has been conferred with Membership of
the International Forum for Botanists, India
and is entitled to all privileges
and accept the responsibilities of
Life Membership

Issued 07/07/2020

No...ISLS/LM/IFB-103

PROF. N. K. DUBEY
President IFB

DR. G. P. SINGH
Secretary IFB



International Forum for Botanists

Office : Lab no.-9, Department of Botany
University of Rajasthan, Jaipur 302 004

Registration No. JPR332/2016



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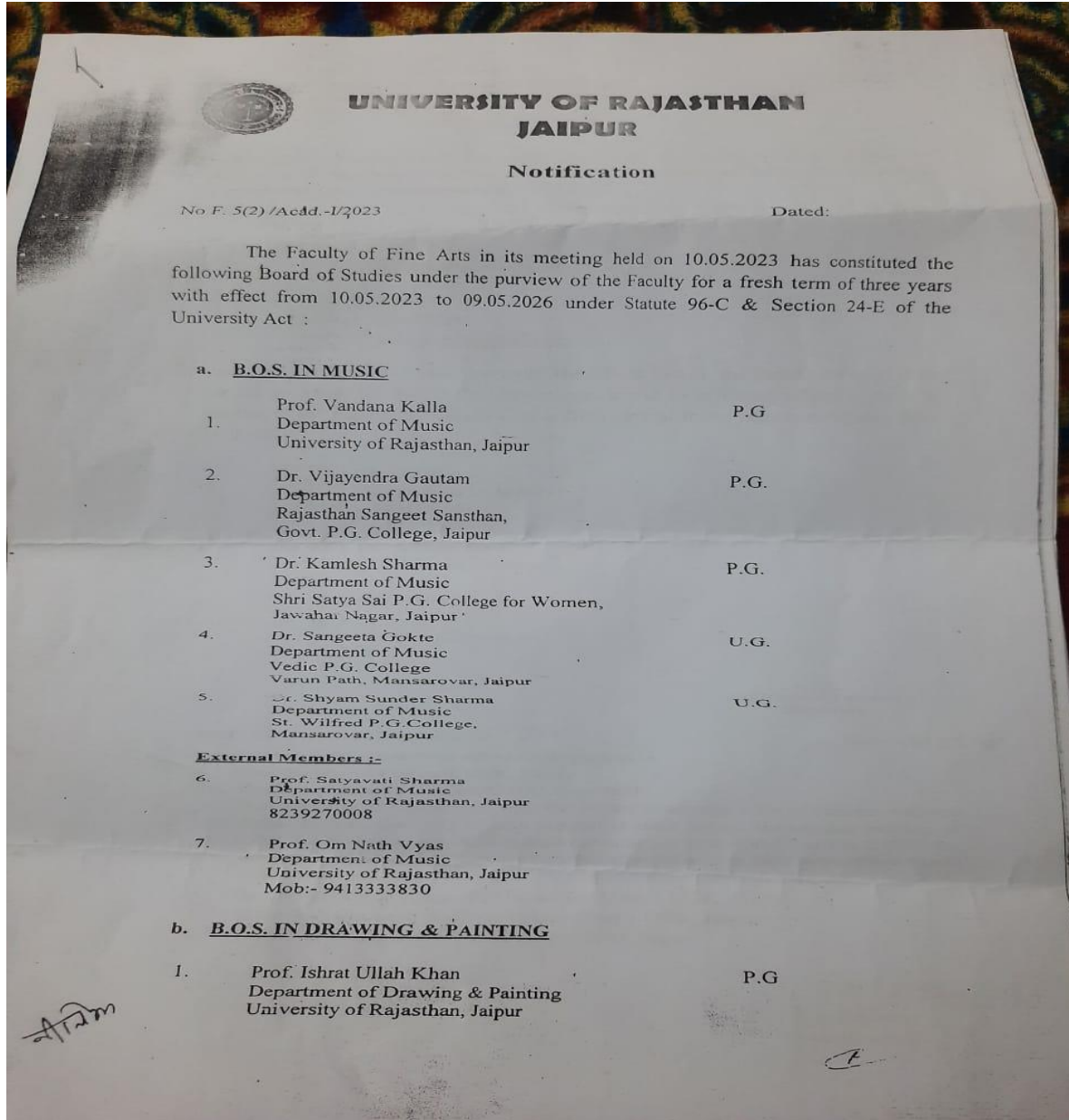
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List of Achievement of Faculty Members

S.No	Name of Faculty Member	Name of Awards	Year	Organization	Venue
1	Dr. Seema Jacob	Certificate of Appreciation	15/12/17 to 16/12/17	Innovative Approaches in Biosciences	Kanoria PG Mahila Mahavidyalaya, Jaipur
2	Dr. Sumit Kumar Gupta	Best Dean of Year	2018	Global Education and Corporate Leadership (GECL)	Meerut Institute of Engineering Technology, Meerut India
3	Dr. Sumit Kumar Gupta	Certificate of achievement	2018	Space development NEXUS	New Delhi
4	Dr. Sumit Kumar Gupta	Best Researcher Award	2019	International Organization of Scientific Research and Development (IOSRD)	New Delhi, India
5	Dr. Sumit Kumar Gupta	Life Time Achievement Award	2019	2 nd Edition of STEM Summit & Awards	Indian Institute of Technology (IIT Delhi), India
6	Dr. Sumit Kumar Gupta	Best Senior Scientist Award	2019	GSIR Foundation	Hotel JW Marriott, New Delhi
7	Dr. Sumit Kumar Gupta	Best Senior Scientist Award	2019	IOSRD	New Delhi

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8	Dr. Sumit Kumar Gupta	Outstanding Scientist Award	2020	10 th International Scientist Award On Engineering, Science And Medicine	New Delhi
9	Mr. Ganesh Shankar	Award of Best Researcher	2023	Council of Academic Research and education organization	Devi Ahilya Vishwavidyalaya, Indore
10	Dr. Sumit Kumar Gupta	Outstanding Performance in Education	2023	ISRHE	New Delhi
11	Dr. Sumit Kumar Gupta	Contribution of scientists and scientific institutions in Indian freedom struggle: Prof .S.N.Bose	2023	Ministry Of Culture, Govt. Of India In collaboration with Vigyan Bharati, Rajasthan	Sikar, Rajasthan

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Issue Date 20th October 2018

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2022

Certificate No: SDI/HQ/PR/Cert/79746/DIL

Certificate of Excellence in Reviewing

awarded to

Dileep Kumar

St. Wilfreds P.G. College, India

In recognition of an outstanding contribution to the quality of the journal.

Date: 21-Feb-2022

Dr. M Basumondal
Chief Managing Editor

Reg. Office:

India: Govt House Road, Street no - 1/6, Hooghly, West Bengal, India, Tele: +91 8617752706, UK: Third Floor, 207 Regent Street, London, W1B 3RH, UK. Fax: +44 20-3031-1479

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SWPG/2017/SO/121

Date:15.04.17

SANCTION ORDER

The management committee has been pleased to grant leave without pay w.e.f 1.05.17 to 30.06.18 to Ms. Prerna Sharma, Assistant Professor, Dept. of Environmental Science due to health issue. She has to resume her duty on 1 July 2018.

Secretary
St. Wilfred Education Society

Copy to-

1. Principal
2. IQAC Head
3. Environmental Science, Head
4. Concerned staff

IQAC HEAD
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SWPG/2022/OO/122

OFFICE ORDER

Date- 5.12.2022

As per the recommendation of the Management Committee the following teaching and non-teaching staff are granted the facility of advance salary because of their financial condition in the session 2022-23.

1. Vishnu Mehra
2. Mukesh Choudhary

Secretary

St. Wilfred Education Society

Copy to-

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2. Department Heads
3. IQAC Head
4. Concerned person

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SWPG/2022/00/121

OFFICE ORDER

Date-1.11.2022

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D. thesis submission.

S.No.	Name of Faculty	Department	Period
1	Preeti Vyas	Commerce	05/11/22-25/11/22

Secretary
St. Wilfred Education Society

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1. Principal
2. Department Heads
3. IQAC Head
4. Concerned faculty

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SWPG/2022/OO/120

Date- 1.10.2022

OFFICE ORDER

As per the recommendation of the Management Committee the Mr. Harikesh is hereby upgraded from Peon to Lab attended w.e.f. 1st November, 2022.

Secretary
St. Wilfred Education Society

Copy to-

1. Principal
2. Head Department of Physics
3. IQAC Head
4. Concerned staff

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SWPG/2022/00/119

OFFICE ORDER

Date- 22.10.2022

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Mamta Tanganiya	Library	1/11/21- 1/05/22

Secretary

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2. Department Heads
3. IQAC Head
4. Concerned person

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SWPG/2022/00/118

OFFICE ORDER

Date- 10.06.2022

The management committee congratulates Dr. Neetu Gaur, Assistant Professor, Department of Chemistry for the completion of Ph.D. Degree in the session 2022.

In this lieu, we are pleased to inform her about the increment of 5000/-Rs for the achievement.

Secretary
St. Wilfred Education Society

Copy to-

1. Principal
2. Head of Chemistry Department
3. IQAC Head
4. Concerned faculty

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SWPG/2022/OO/117

Date- 1.12.2022

OFFICE ORDER

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D. thesis submission.

S.No.	Name of Faculty	Department	Period
1	Rajesh Sahu	Physics	1/01/2022-31/01/2022

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1. Principal
2. Department Heads
3. IQAC Head
4. Concerned faculty member

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SWPG/2021/00/116

OFFICE ORDER

Date- 15.11.2022

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D thesis submission.

S.No.	Name of Faculty	Department	Period
1	Sanjay Sharma	Maths	1/12/21-31/12/2021

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SWPG/2021/OO/115

OFFICE ORDER

Date- 26.11.2021

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D. thesis submission.

S.No.	Name of Faculty	Department	Period
1	Sangeeta Kumari	Commerce	10/08/21-25/08/21

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2. Department Heads
3. IQAC Head
4. Concerned faculty member

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SWPG/2021/00/114

OFFICE ORDER

Date- 1.07.2021

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Nisha Papachhan	Maths	15/07/21 onwards

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1. Principal
2. Department Heads
3. IQAC Head
4. Concerned person

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SWPG/2021/00/113

OFFICE ORDER

Date- 24.04.2021

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Tripti Khemka	Sociology	1/05/21 onwards

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SWPG/2021/00/112

Date- 15.07.2021

OFFICE ORDER

Subsequent on acquisition of Department of Chemistry the designation of Mr. Ram Kishan Mahawar is hereby upgraded from Lab Assistant to Senior Lab assistant w.e.f. 1st August 2021.

Secretary
St. Wilfred Education Society

Copy to-

1. Principal
2. Head, Dept. of Chemistry
3. IQAC Head
4. Concerned staff

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SWPG/2021/OO/111

Date- 15.07.2021

OFFICE ORDER

Subsequent on the acquisition of Department of Geography the designation of Mr Sita Ram Sharma is hereby upgraded from Marketing Executive to Lab assistant w.e.f. 1st August 2021.

Secretary
St. Wilfred Education Society

Copy to-

1. Principal
2. Head Department of Physics
3. IQAC Head
4. Concerned staff

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SWPG/2020/00/110

OFFICE ORDER

As per the recommendation of the Management Committee the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Saroj Jangid	Physics	1/09/20 onwards

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SWPG/2020/00/109

OFFICE ORDER

As per the recommendation of the Management Committee the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Shweta Sharma	Maths	1/08/20 onwards

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3. IQAC Head
4. Concerned person

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SWPG/2019/00/108

OFFICE ORDER

As per the recommendation of the Management Committee, the following faculty members are granted study leave for their Ph.D. thesis submission.

S.No.	Name of Faculty	Department	Period
1	Monika Sharma	Sociology	02/06/19-17/06/19

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2. Department Heads
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SWPG/2019/OO/107

OFFICE ORDER

As per the recommendation of the Management Committee the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Ms. Khushboo Jain	Commerce	1/05/19 onwards

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SWPG/2019/00/106

OFFICE ORDER

As per the recommendation of the Management Committee the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Ms. Meena Aswani	Commerce	01/01/19 onwards

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SWPG/2018/00/105

OFFICE ORDER

As per the recommendation of the Management Committee the following female faculty members are granted maternity leave. They will have to resume their duties after completion of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Dr. Pratibha Gupta	Commerce	1/07/18 onwards

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2. Department Heads
3. IQAC Head
4. Concerned person

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SWPG/2017/OO/104

OFFICE ORDER

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion tenures of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Ms. Anjana Gupta	Chemistry	01/10/17 onwards

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SWPG/2017/OO/103

OFFICE ORDER

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion tenures of maternity leave.

S.No.	Name of Faculty	Department	Period
1	Ms. Sunita Ramchandani	English	01/09/17 onwards

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3. IQAC Head
4. Concerned person

IQAC HEAD

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SWPG/2017/00/102

OFFICE ORDER

As per the recommendation of the Management Committee, the following female faculty members are granted maternity leave. They will have to resume their duties after completion tenures of maternity leave.

S.No.	Name of Faculty	Department	Period
1.	Ms. Urmila Choudhary	Commerce	01/07/17 onwards

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3. IQAC Head
4. Concerned person

IQAC HEAD

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SWPG/2017/00/101

Date- 15.04.17

OFFICE ORDER

As per the recommendation of the Management Committee the following decision has been taken to sanction loan to Dr. Mridula Sharma, Assistant Professor, Dept. of Chemistry.

Secretary
St. Wilfred Education Society

Copy to-

1. Principal
2. IQAC Head
3. Head Department of Chemistry
4. Concerned person

IQAC HEAD
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ST. WILFRED'S P.G. COLLEGE

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To
The Principal
St. Wilfred's P.G. College
Mansarovar Jaipur

Subject - Application for salary increment.

Respected Maham,
I am writing to request for salary increment. I am working as an assistant Prof. (Dept. of Chemistry) at your college from last 4 years. During this time period I have been dedicated to my duties and perform them to the best of my abilities. Recently I completed my P.h.d. in Chemical Science. So, I am requesting you to consider my application regarding my salary increment. I believe in my previous records in improving the students growth and my hard work and commitment justify a salary hike. My current pays lesser than average monthly salary payable to my position in case your consideration is highly appreciable.

Thanking You
Yours Sincerely
Dr. Neetu Gaur
(Dept. of Chemistry)

Forwarded to Committee
Fareeda

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date - 25/04/22

To
The Principal
St. Wilfred's P.G. College
Mansarovar Jaipur

Sub- Leave application for thesis writing work.

Respected Ma'am,

Myself Neetu Gaur works as an Assistant Prof. in your college. I want to inform you that I am enrolled in Ph.D. (Chemical Science) at Bikaner University Jaipur, from 2018. Now this is time to completion of my practical work and thesis submission. So, through this application, I just want to request you to kindly grant me leave from May 2022 to July 2022.

I hope you will consider my application and allow me to leave as soon as possible so that I can be comfortable to complete my thesis work.

Thanking you
Yours Sincerely
Neetu Gaur
(Dept. of Chemistry)

Dr. Neetu Gaur
25/04/22

Forwarded and recommended
to Committee
Fareeda

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



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Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

PAGE NO. :

DATE : / /

To

The Principal
St. Wilfred P.G.
College Mansarovar
Jaipur

Sub:- Maternity Leave Application

Respected / Madam,

I am pleased to inform you that I am in the six month pregnancy and I would like to avail of my maternity leave. Hence I request you to please grant me 6 Month's Leave from 1 Nov 2021 to 30 April 2022.

Thanking you

Your faithfully
Mamta Tangnaya
Librarian
7877290816

(Mamta)

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To

The Principal
St. Wilfred's P.G. College
Mansarovar, Jaipur.

Subject:- for Maternity leave.

Respected Ma'am:-

I am writing this application to inform you about my pregnancy. I want to take the allotted 12 week of Maternity leave available to me by the organization.

please kindly grant me leave.

Thanking you.

Yours Sincerely
Trapti Khemka

Forwarded to Head H.R.
Fareeda

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To,

The Principal
St. Wilfred's PG college.

Subject - Request for Maternity leave
Application for 6 months.

Respected Principal Madam,

I'm pleased to inform you that I am
in the 5-month pregnancy and I would
like to avail of my maternity leave.
Hence, I request you to please grant
me 6 month leave.

Thanking You

Yours faithfully
Nisha
(Assistant Professor)

Nisha

To, H.R head
for necessary
action
Fareeda

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Wi-Fi campus for Teaching, Non-Teaching staff and Students

The campus of St. Wilfred's PG College is entirely a Wireless Fidelity (WiFi) zone. The Students, teachers and the non-teaching staffs have the access to free and unlimited internet services during the college hours. High-speed network across the campus provides seamless connectivity to Internet for students and faculty members over an ample bandwidth of 300 mbps. This helps in independent, enhanced and better work performance. Seminar halls, conference rooms and common areas in the campus are wi-fi enabled with centralized authentication to allow secure network access through desktops, laptops and other wi-fi enabled device.



Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
JAIPUR

Sector 40, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020
Ph. 0141-2780436, 2780904 E-mail: stwilfredscollge@gmail.com Website: www.stwilfredscollge.com

Where the mind is without fear! Where the head is held high!!



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

A Centralized Canteen Facility for Staff at St. Wilfred's PG College

A centralized canteen facility for staff is available in the St. Wilfred's PG College where the staff members can have access to a common canteen area to purchase and consume food and beverages. This facility is available for all the staff members teaching as well as Non - Teaching. Convenience of not having to bring their own food or leave the premises to purchase meals is what the staff gets. The food items are a reasonable cost as compared to external food outlets. It is a healthy option result in lower absenteeism rates and higher productivity. Canteen is a common area where staff members interact with colleagues and build social connections. Overall helps in job satisfaction, and building workplace culture. It also has a positive impact on the environment, as it is a better way to reduce the amount of waste generated from external food packaging and transportation.



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