



C.S.I. VELLORE DIOCESE  
**VOORHEES COLLEGE, VELLORE**

1/A, Officer's Line, Vellore - 632 001, India

Phone : 0416 - 2220317 Fax No.: 0416-2220318 E-mail : voorhees1898@gmail.com web:www.voorheescollege.edu.in

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

#### **Response:**

#### **Teaching and Non-Teaching Welfare**

Voorhees College provides ample welfare measures to cater to the requirements of Teaching and Non-Teaching staff members of Shift I and Shift II.

The staff members are provided with Financial welfare. Faculty members of the Aided stream are given a provision to be a member of the **Staff Cooperative Society** and avail various benefits. **Festival allowances** for Christmas are given to the aided staff. The institution offers **Christmas Bonus** (gift) for unaided staff members. **Pongal Bonus** is given for Non-Teaching (Aided) staff.

The statutory welfare schemes for aided and unaided staff include : **Provident Fund, Employee State Insurance (ESI) casual leave, medical leave and maternity leave.**

The institution encourages the staff members to make use of the job enrichment welfare such as participation in **Orientation Course, Refresher Course** and **Faculty Development Programmes** every year. The aided staff members are encouraged to upgrade their career through **Career Advancement Scheme** assessed by a committee formed in the college.

The management felicitates the retiring staff members every year by organizing a **retirement function** in the college. They are also honored on the occasion of Republic Day celebration, Sports Day and College Day. The staff members who have completed 25 years of experience are honoured on the College Day.

#### **Other Welfare Measures**

The institution organizes various **camps** such as **Postal Life Insurance (PLI)**, Aadhar Card, PAN card, Passport and Voter ID for the benefit and welfare of the Faculty members.

Every year the staff members go for one day **Tour** to various places for recreation and relaxation. It also organizes **competitions for the staff** such as: shot-put, shuttle badminton, volleyball, cricket, throwball and musical chair. The institution provides **free Wi-Fi** facility and creates **e-mail IDs** with the institution's domain for staff members. The faculty members are also



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sanctioned **On-Duty (OD)** to serve as **Externals and Resource Persons** in other institutions.

**Annual retreats** are conducted to enhance the Christian values and spirituality among the staff members. The staff members-both Shift I and Shift II are given an opportunity to share the Lord's Word during the **daily morning and afternoon devotion**. The schedule is also sent well in advance by the Dean of Religious Affairs. The institution upholds a tradition of contributing generously to the family members of the staff who meet untimely death while in service or are in need of urgent and expensive medical treatment. The teaching and non-teaching staff are under the safety of CCTV surveillance. They are also provided with **spacious administrative office** with separate cabin for non-teaching staff, **RO drinking water** facility, **canteen, digital library, complaint box, Audio Visual Aid, Car/ Bike parking hub, Chapel, well-furnished staff room** for teaching and non-teaching staff, **sanitary automation machine** in women staff's washroom.


## **Performance Appraisal System**

### **Teaching**

The performance appraisal system is materialized through the evaluation and assessment of the university exam result. The heads of the departments are assigned the duty to analyze the performance of the teaching faculty. If the performance needs to be improved, necessary suggestions and recommendations are offered for the better performance.

### **Non-Teaching**

Non-Teaching faculties' performance appraisal is done by the Office Superintendent and the Heads of the respective departments in terms of their record maintenance and updating of information.

  
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**TEACHING / NON-TEACHING STAFF WELFARE**

**Institutional Welfare Measures**

**Financial**

Staff Cooperative Society

Festival Advance for Christmas (Aided)

Christmas Bonus (Unaided)

Pongal Bonus for Non-Teaching Staff (Aided)

**Statutory**

Provident Fund (EPF)

Employee State Insurance (ESI)

Casual leave

Medical leave

Maternity leave

**Job Enrichment**

Career Advancement Scheme for Promotion

Orientation Course

Refresher Course

Faculty Development Programme

**Recognitions**


Retirement Functions

**Other Welfare Measures**

Staff Members e-Mail Id containing college domain

Postal Life Insurance Camp

Annual Retreat

  
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Morning and Afternoon Devotions

Spacious Administrative Office for non-teaching staff

RO drinking water

Canteen

Digital Library

Complaint Box

Audio Visual Aid

parking hub

Chapel

Well furnished staff room (teaching and non-teaching)

Sanitary Automation Machine in women staff's washroom


CCTV surveillance

Staff Sports

Staff Tour

Staff Christmas

Community Lunch for Staff and their family for Christmas Celebration

  
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**6.3.1 The institution has effective welfare measures and Performance**

**FINANCIAL WELFARE – TEACHING AND NON-TEACHING  
FESTIVAL ADVANCE**

S.NO	YEAR	LINK
1	2018-19	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2018-2019.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2018-2019.pdf</a>
2	2019-20	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2019 -- 2020.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2019 -- 2020.pdf</a>
3	2020-21	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2020 -- 2021.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2020 -- 2021.pdf</a>
4	2021-22	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2021 -- 2022.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2021 -- 2022.pdf</a>
5	2022-23	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2022--23.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FESTIVAL 2022--23.pdf</a>

  
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**JOB ENRICHMENT MEASURES**

**Refresher Courses** Attended By Teaching Staff Members As A Part Of  
Career Advancement Scheme(CAS)


S.NO	YEAR	LINK
1	2018-19	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2018-19.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2018-19.pdf</a>
2	2019-20	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2019-20.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2019-20.pdf</a>
3	2020-21	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2020-21.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2020-21.pdf</a>
4	2021-22	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2021-22.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2021-22.pdf</a>
5	2022-23	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2022-23.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RC OC 2022-23.pdf</a>
	<b>CAS FORM</b>	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/CAS FORM.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/CAS FORM.pdf</a>

**JOB ENRICHMENT MEASURES**

**FACULTY DEVELOPMENT PROGRAM (FDP)**

Attended By Teaching Staff Members As A Part Of Career Advancement  
Scheme(CAS)

S.NO	YEAR	LINK
1	2019-20	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2019-20.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2019-20.pdf</a>
2	2020-21	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2020-21.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2020-21.pdf</a>
3	2021-22	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2021-22.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2021-22.pdf</a>
4	2022-23	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2022-23.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/FDP 2022-23.pdf</a>

  
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**STATUTORY MEASURE –  
PROVIDENT FUND AND EMPLOYEE STATE INSURANCE**

S.NO	PARTICULARS	LINK
1	EMPLOYEE STATE INSURANCE	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/ESI 2018-23.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/ESI 2018-23.pdf</a>
2	PROVIDENT FUND	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/PF 2018-23.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/PF 2018-23.pdf</a>
3	CASUAL LEAVE	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF CL AIDED UNAIDED.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF CL AIDED UNAIDED.pdf</a>
4	MEDICAL LEAVE	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/MEDICAL LEAVE.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/MEDICAL LEAVE.pdf</a>
5	MATERNITY LEAVE	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/MATERNITY LEAVE UNAIDED.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/MATERNITY LEAVE UNAIDED.pdf</a>

  
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**RECOGNITIONS**

<b>S.NO</b>	<b>LINK</b>
1	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RECOGNITIONS - STAFF RETIREMENT final.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RECOGNITIONS - STAFF RETIREMENT final.pdf</a>

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**ALL OTHER WELFARE MEASURES**

S.NO	PARTICULARS	LINK
1	Staff Members e-Mail Id containing college domain	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF MEMBERS EMAIL ID.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF MEMBERS EMAIL ID.pdf</a>
2	Postal Life Insurance Camp	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/POSTAL LIFE INSURANCE CAMP.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/POSTAL LIFE INSURANCE CAMP.pdf</a>
3	Annual Retreat	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RETREAT.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RETREAT.pdf</a>
4	Morning and Afternoon Devotions	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/MORNING -- AFTERNOON DEVOTION.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/MORNING -- AFTERNOON DEVOTION.pdf</a>
5	Spacious Administrative Office for non-teaching staff	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/ADMINISTRATIVE OFFICE.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/ADMINISTRATIVE OFFICE.pdf</a>
6	RO drinking water	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/RO DRINKING.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/RO DRINKING.pdf</a>
7	Canteen	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/CANTEEN.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/CANTEEN.pdf</a>
8	Digital Library	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/DIGITAL LIBRARY.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/DIGITAL LIBRARY.pdf</a>
9	Complaint Box	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/COMPLAINT BOX.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/COMPLAINT BOX.pdf</a>
10	Audio Visual Aid	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/AV AID.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/AV AID.pdf</a>
11	parking hub	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/PARKING HUB.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/PARKING HUB.pdf</a>
12	Chapel	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/CHAPEL.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/CHAPEL.pdf</a>
13	Well furnished staff room (teaching and non-teaching)	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF ROOM.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF ROOM.pdf</a>
14	Sanitary Automation Machine in women staff's washroom	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/SANITARY MACHINE.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/SANITARY MACHINE.pdf</a>



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15	CCTV surveillance	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/CCTV.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/CCTV.pdf</a>
16	Staff Sports	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF SPORTS.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF SPORTS.pdf</a>
17	Staff Tour	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF TOUR.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF TOUR.pdf</a>
18	Staff Christmas	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF X MAS.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/STAFF X MAS.pdf</a>
19	Community Lunch for Staff and their family for Christmas Celebration	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/COMMUNITY LUNCH.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/COMMUNITY LUNCH.pdf</a>
20	External OD	<a href="http://admin.voorheescollege.net/Resources/PDFLinkDocs/EXTERNAL.pdf">http://admin.voorheescollege.net/Resources/PDFLinkDocs/EXTERNAL.pdf</a>

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