



**SREE VIVEKANANDA
TEACHER EDUCATION CENTRE
AKKIKKAVU**



STAFF WELFARE POLICY



INTRODUCTION

This Staff Welfare Policy of Sree Vivekananda Teacher Education Centre outlines the principles and practices that ensure the well-being of all staff members. Our aim is to foster a supportive, healthy, and productive work environment where every staff member feels valued, motivated, and equipped to perform their duties effectively.





OBJECTIVES

- To ensure the physical, mental, and emotional well-being of staff members.
- To support continuous professional growth and development.
- To facilitate a healthy balance between work and personal life.
- To ensure open communication and provide support systems for staff members.
- To encourage faculty to publish articles in educational journals and to attend seminars, webinars, workshops, and other knowledge-enriching programmes





Health and Well-being

- **Healthcare Benefits:** Provide comprehensive healthcare benefits ESI including medical, dental, and vision coverage.
- **Fitness Programs:** Offer on-campus fitness facilities and programs such as yoga, aerobics, and sports activities.

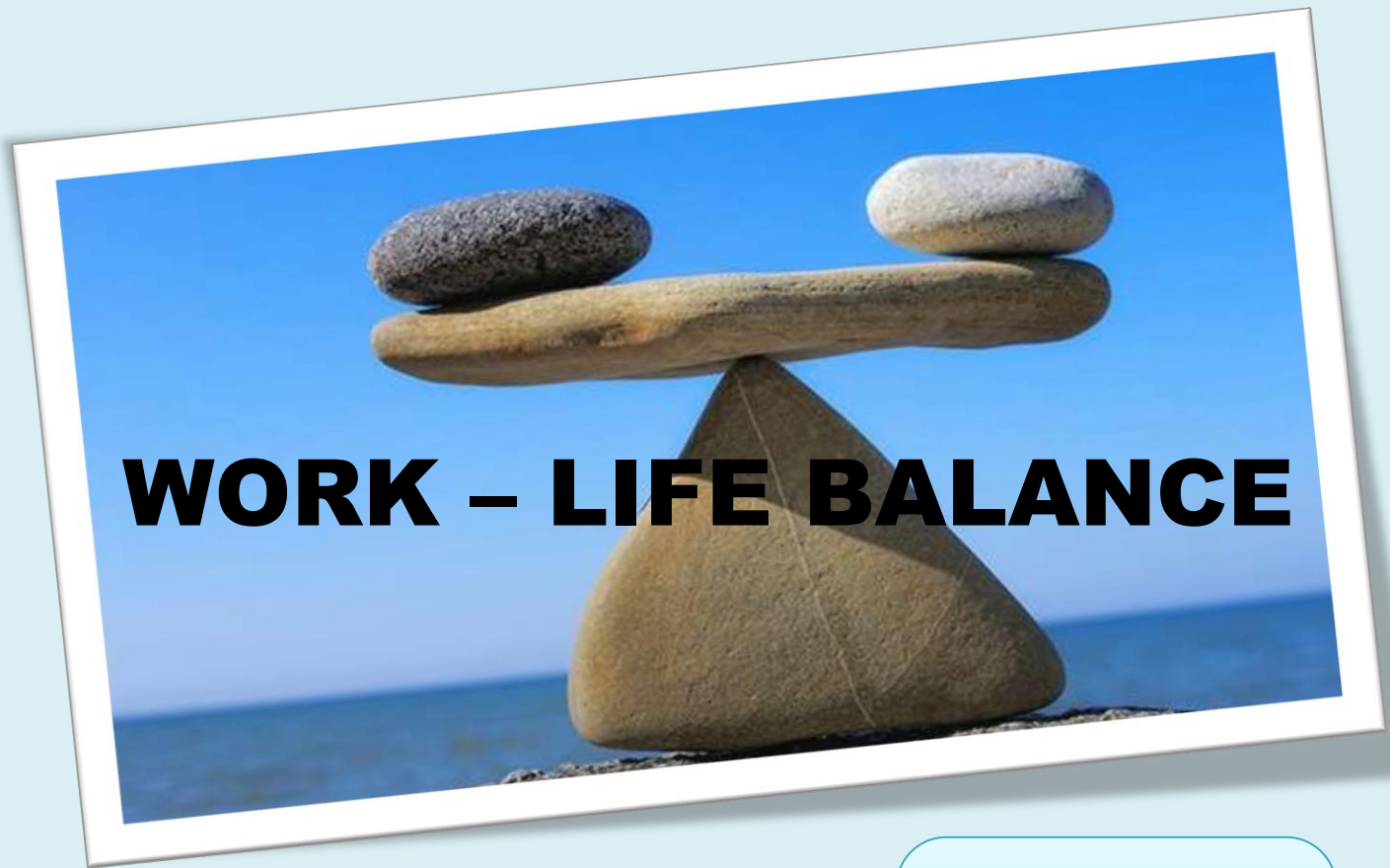




Professional Development

- **Professional Development Opportunities:** institution encourage continuous learning and professional development by participating seminars, workshops, and FDP.
- **Continuous Education:** Support staff in pursuing further education, certifications, and advanced degree.
- **Research Opportunities:** Encourage and support staff involvement in research projects and publications.





WORK - LIFE BALANCE

Provide flexible working hours and enhance work life balance support.

support staff in balancing their work and family responsibilities.

Offer generous casual leave

Ensure hiring, promotion, and compensation practices are free from discrimination.

Awarding staff members for accomplishments such as publications, if any. and increase pay in accordance with qualifications.





COMMUNICATION AND SUPPORT

- Establish clear and open communication channels between staff members and administrative staff.
- Implement regular feedback mechanism like survey take from students.
- Hold regular staff meetings to discuss concerns, share information, and gather input.
- Create support networks through principal and staff secretary to provide mutual support among staff members.
- Institution makes sure for providing positive work space.



INCENTIVES AND SUPPORT



Eligibility and Terms & Conditions

- All teaching faculty members of the institution are eligible to get financial assistance.
- The decision of the principal is final
- The incentive benefit will lapse if the faculty member leaves the institution
- The faculty will not get any incentive if they failed to produce participation certificate

Faculty recognition incentive

- Faculty who completes doctorate degree are eligible for salary hike.
- Faculty who publishes book or article get special appreciation



Best researcher award

- The faculty who publishes articles in referred journals or publishes syllabus related book is declared as the best researcher in the college.



FINANCIAL SUPPORT

Financial assistance to attend conferences/seminars are as follows

- Paper presentations by faculty are encouraged.
- Teachers should participate in workshops and seminars to expand their knowledge.
- Each academic year, faculty members will be receiving financial support to attend seminars.



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- With permission from the college principal, the registration price may be reimbursed upon presentation of the original receipt or bank pay slip for the registration fees, as well as the certificate of attendance or participation.



CONCLUSION

Sree Vivekananda Teacher Education Centre is committed to the welfare of staff members. By implementing this policy, we aim to create a positive, supportive, and productive work environment that enhances the well-being and professional satisfaction of all the staff.

