



Institution Welfare Policy


P. K. M. College of Education, Madampam



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POLICY

Area: Welfare

Policy no: POL015/IW/PKM/2019

Title: Institution Welfare Policy

Policy owner: Principal

POLICY STATEMENT

Institutional policies serve as guiding principles and standards that govern the functioning and conduct within an organization or institution. These policies are designed to ensure consistency, fairness, and compliance with legal and ethical standards. They provide a framework for decision-making, set expectations for behaviour, and outline the procedures to be followed in various situations.

OBJECTIVES

- ❖ Proper functioning of various statutory committees like ICC/SC/ST/OBC/Minority/ Women cell/Welfare etc
- ❖ Establish a framework that ensures equitable access to resources and opportunities, fostering an atmosphere of fairness and social justice.
- ❖ To enhance the overall health and safety of individuals within the institution.
- ❖ Provide financial assistance and aid to those in need, fostering economic inclusivity and reducing socio-economic disparities among the institution's members.
- ❖ To cultivate an institutional culture that prioritizes the holistic development and welfare of its community members.
- ❖ Institutional welfare support by PTA, staff, management, alumni and wellwishers.

POLICY ADOPTED


The details of the schemes are as follows:

FOR TEACHING AND NON-TEACHING STAFF

1. INCREMENTS:

Increment is given as per the government rules to all the staffs appointed by the Government and university.




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2. PENSION AND GRATUITY BENEFITS:

Pension and gratuity benefits in an institution's welfare policy ensure employee financial security, motivate retention, and express gratitude for service.

3. LEAVE RELATED RULES AND POLICIES:

The teacher education institution's leave policies prioritize the well-being of educators. Clear guidelines outline procedures for requesting and granting leave, ensuring minimal disruption to academic activities. Emphasizing the importance of balance, these policies support teachers' health and personal needs while maintaining a commitment to delivering high-quality education. The employees are sanctioned the below leaves with pay as per the policies of the state government.

- Casual leave
- Sick leave
- Medical Leave
- Maternity leave
- Paternity leave
- Half pay leave

4. INCENTIVES:

Opportunities for participating in co-curricular, cultural and research activities and incentives are also provided. Some of them are,

- The institution sponsors registration fees to teachers and non-teaching staff for presenting papers and attending state, national and international seminars, conferences, Refresher courses and other faculty development programs
- Capacity enhancement programme and training programs were given to all the faculties. Computer training programmes were given to non-teaching staff.

5. GRIEVANCE MANAGEMENT SYSTEM:


Institution has a well-established grievance management system for its employees.

6. FINANCIAL SUPPORT:

There are many employee support policies for all staff.

- The college provide academic excellence scheme for the children of employees.
- Institution provides financial aid for the family functions and needy situation for the staff and retired staff




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7. INFRASTRUCTURE:

Faculty has access to ICT, library resources, and modern infrastructure enhances teaching and research capabilities. This specialized space fosters collaboration, knowledge sharing, and efficient use of technological and academic resources, ultimately contributing to an elevated educational experience.

8. BOOK PUBLICATION WITH ISBN:

The publication of a book by teachers, complete with an ISBN, has significantly contributed to professional growth within the education community. This insightful work offers valuable insights, innovative teaching methodologies, and practical strategies, enhancing the skills and expertise of educators. It serves as a valuable resource, fostering continuous development and excellence in teaching.

9. EXCURSION/ PLEASURE TRIPS:

Teacher excursions provide a unique opportunity for educators to bond outside the classroom, fostering strong interpersonal relationships. These experiences promote camaraderie, teamwork, and open communication, creating a supportive environment. Collaborative excursions strengthen the professional community, ultimately enhancing collaboration and synergy among teachers for improved teamwork and shared success.


10. OTHER SCHEMES

- Ensuring the proper functioning of all statutory committees and cells
- Provide awareness about welfare measuring of the Government to all like insurances, Medisep etc
- The college put forward a scheme to celebrate birthday, feast and Anniversaries of all teaching and non-teaching staff
- As a token of Love in the jubilee year, gifts like umbrella were given to teaching and non-teaching staff.
- On special occasions, sweet were distributed to all the staff
- Give importance to Health, fitness and Yoga for teaching and non-teaching staff.
- The college give importance to programs like Welcome party, Farewell and retirement parties.
- Organizing excellence fest for celebrating the achievements of the wards of our staff members

FOR STUDENTS

- College introduced a scheme 'Laptop for all' for the needy students.




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- Scholarships, Endowments instituted by the management, institution faculty, non-teaching staff, PTA and other Govt. initiative scholarships such as E-Grants, Post matric scholarships for students
- Hostel fee assistance were given for the needy students.
- College introduce a scheme ' Share your Spare' to inculcate sharing mentality in Student teachers
- Providing assistance to find outside accommodation on reasonable rent
- A student welfare committee is functioning in the institution
- Ensuring the proper functioning of all statutory committees for student welfare
- Provide awareness about welfare measures of the Government like scholarships, endowships, travel allowance etc

FOR PUBLIC

- College provide assistance scheme for the needy people in the locality
- College introduced Covid-19 help desk scheme for distributing necessary Medical kits (Pulse Oximeter, Thermometer, Air bed and Hand sanitizer)
- Library and infrastructural facilities are shared with the local committees
- Institution provide home care service in association with Samaritan palliative care group




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