

St. Joseph's College of Education for Women

Opp. Sambasivapet 2nd Lane, Naaz Center, GUNTUR, A.P., INDIA.
(Under the Management of Society of Jesus Mary & Joseph)



6.3.2

Institutional Policy document on providing financial support to teachers



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Comprehensive Policy for Staff Welfare Schemes

Introduction:

Creating a supportive and motivating work environment is essential for employee satisfaction and productivity. Staff welfare schemes play a crucial role in ensuring the well-being and morale of employees. This policy outlines the various welfare schemes designed to enhance the overall work experience, promote a healthy work-life balance, and support the personal and professional growth of our staff.

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Introduction

This policy aims to foster a supportive work environment by implementing comprehensive staff welfare schemes. These initiatives are designed to meet the diverse needs of employees, thereby enhancing their job satisfaction and overall quality of life.

Objectives of the Staff Welfare Policy

To.....

- **Promote Employee Well-Being:** Ensure that employees are healthy, motivated, and engaged.
- **Enhance Job Satisfaction:** Create a positive work environment where employees feel valued and supported.



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- **Enhance Job Satisfaction:** Create a positive work environment where employees feel valued and supported.
- **Support Work-Life Balance:** Provide flexibility and resources to help employees manage their personal and professional lives.
- **Encourage Professional Growth:** Offer opportunities for skill development and career advancement.

- **Scope and Applicability**

This policy applies to all employees of the institution ensuring equitable access to welfare schemes.

Types of Staff Welfare Schemes:

Health and Wellness Programs

- **Health Insurance:** Comprehensive health coverage, including medical, dental, and vision insurance, is provided to ensure employees have access to necessary healthcare services. Ensuring financial support in the sister health institution.
- **Employee Assistance Programs (EAPs):** Confidential counselling services are available for personal, family, and work-related issues.
- **Fitness and Wellness Subsidies:** Wellness programs, and other health-related activities are provided.

Financial Support Schemes

- **Salary Advances and Loans:** Employees can apply for short-term advances or loans for emergencies or personal needs.
- **Retirement and Pension Plans:** Structured plans to provide financial security after retirement, including employer contributions and matching schemes.
- **Employee Savings Schemes:** Savings plans with tax benefits, EPF, ESI etc. with employer contributions to help employees save for future needs.

Professional Development Opportunities

- **Training and Certification Programs:** Access to various training sessions and certification courses to enhance skills and career prospects.
- **Career Counselling and Mentoring:** Personalized guidance and support for career planning and development.
- **Tuition Reimbursement:** Financial assistance for employees pursuing further education related to their job roles.

Work-Life Balance Initiatives



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- **Flexible Working Hours:** Options for adjusting work schedules to accommodate personal commitments and preferences.
- **Paid Time Off and Leave Policies:** Generous leave entitlements, including vacation days, sick leave, and parental leave, to support employees' personal needs.

- **Implementation and Management**

Responsibility and Oversight

The implementation of staff welfare schemes is overseen by the committee in charge. Responsibilities include managing the welfare programs, addressing employee concerns, and ensuring compliance with the policy.

Monitoring and Evaluation

Regular monitoring and evaluation of the welfare schemes are conducted to assess their effectiveness and impact. Feedback from employees is collected to make necessary improvements and ensure the programs meet their needs.

Feedback and Improvement

Employee feedback is crucial for the continuous improvement of welfare schemes. Regular surveys and feedback mechanisms are in place to gather input and make adjustments to the policies as needed.

Conclusion

The staff welfare policy is designed to create a supportive and engaging work environment that promotes employee well-being, job satisfaction, and professional growth. By implementing comprehensive welfare schemes, the organization aims to enhance the overall work experience and support employees in achieving a healthy work-life balance.



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Research Policy

Preamble:

The purpose of this document is to present a research policy frame work for the faculty of SJCE. In the present fast developing technological world where research is dynamically progressing the teacher educators who are the architects of the future teachers need to continuously update themselves for the new knowledge. Hence there is a need to build up research environment, provide adequate support and facilities for the teachers and researchers. SJCE is taking much interest and initiative to support and encourage the family members to continue their Ph.D. work while in service.

Aims of the Policies:

1. To provide guidelines for conductance and publication of Research work.
2. Granting study leave for research field work.
3. Granting seed money for doctoral studies.
4. Provide essential infrastructure to support for research projects and research work.

Guidelines:

Research Committee will be responsible for conducting all the activities related to research like granting funds, study leave, providing infrastructural facilities etc. for the Research Support.

Research Policy:

SJCE has designed the proactive policy to promote the research, motivate the faculty members and students to undertake research activities adopting the following norms.

- (1) Grant to present papers in national and international conferences.
- (2) Research funding for the projects.
- (3) Seed money will be provided for Doctoral studies.
- (4) Provision of study leave for research field work
- (5) Organizational support for research work.

Code of Ethics for Research Scholars and Research Centre

St. Joseph's College of Education for Women, (SJCE) Guntur, has mandated research guides, research scholars and the system of assessment of academic and research work leading to award of degrees at Masters and Research level in the form of thesis, dissertation and research publications, chapters in books and other similar work which reflect the highest element of academic integrity and originality observed as per stipulation of the college and University Grants Commission (UGC). SJCE College undertakes to comply with provision formulated by the UGC in its draft policy "Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018", Draft Policy note number: F.1-18/2010(CPP-II).

Our College, gives utmost importance to encouraging its faculty to follow ethical guidelines established by the college and the UGC in carrying out the research activities under which the college has established internal ethics committee for research involving human and animal subjects. The research proposals have to be approved by the committee.

Plagiarism Check is another important requirement that the college insists for all the M.Phil. and Ph.D. theses to go through plagiarism check and the certificate is to be submitted with the signatures of both the research scholar and research guide concerned. The research scholars are encouraged to make use of the available online free software to check research articles, proposals, project reports, besides using plagiarism check to regulate the student's projects.

The College encourages the departments to conduct workshop in research methodology where ethics in research is an integral part, awareness is also created to faculty members by invited talks on IPR. Patents and ethics in research.

Software is made available in the college to check research articles, proposals, project reports, besides using plagiarism check to regulate the student's projects.

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SJCE College shall consider all incidents of misconducts of research seriously and shall ensure initiating of enquiry process and adjudication of such misconduct. Our College views research misconduct as an extremely disturbing element and consider it as a threat to the basic principles and standards of research in the college which strives to promote and maintain outcome based research which has social relevance.