

# ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN

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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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## List of welfare measures for teaching and non -teaching Staff provided by the Institution.

<u>S. No</u>	<u>Welfares</u>	<u>Measures</u>
1.	Health Care	1.Maternity Leave 2.Medical Allowances 3.Medical Leave 4.Group Insurance 5.EHI
2.	Career Development and Progression	1.Academic Freedom to Staff, Deputes On-Duty To attend or to conduct the seminars and workshops. 2. Access to Library Resources 3.Encouragement to publish research papers. 4.Permission to do Higer Education. 5.Encourages To Participate in Professional and Technical Training Programs for skill enhancement 6. Performance based appraisal system to determine individual strengths and weaknesses. 7.Permission to attend FDPs
3.	Financial	1. PF Contribution 2. Financial Support to Staff For attending Seminars, Workshops and Conferences. 3. Soft Loans and Help are Provided to the Needy staff. 4. Subsidized Canteen Facilities.
4.	Family Friendly policies	1.Preferance to Children of staff for admission to B.Ed. Programme. 2.Admission Preference given to Children of staff for admission in the management school. 3. Financial aid for Education of children of the needy staff.
5.	Wellness	1. Feast Day celebrations



  
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		<ul style="list-style-type: none"> <li>2. Spiritual Renewal Programs.</li> <li>3. Staff Tour</li> <li>4. Cultural Activities</li> <li>5. Sports activities</li> <li>6. Honoring academic achievement of staff</li> </ul>
6.	Others	<ul style="list-style-type: none"> <li>1. Uniform to Class IV staff</li> <li>2. First Aid Kit.</li> <li>3. Personal computers with WIFI Facility.</li> <li>4. Equal Sharing of Responsibilities.</li> </ul>



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