

# BSS B.Ed. TRAINING COLLEGE

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Affiliated to Calicut University No. G. A. I/D4/1929/05 dt.CU 23.06.2006)



## STAFF WELFARE POLICY



## STAFF WELFARE POLICY DOCUMENT



  
PRINCIPAL,  
B. S. S. B.Ed, Training College,  
Alathur (PO), Palakkad-District  
Kerala - 678 541.

# ABOUT THE COLLEGE

**BSS B.Ed. Training College –Creating Future Leaders since 2005.**

BSS B.Ed. Training College, Alathur started with a vision of promoting Quality teacher education in 2005. The College is situated at Alathur in Palakkad District of Kerala. The founder of the college is Swami Nirmalananda Yogi (Swamiji) - A Philanthropist, Humanitarian, & a great visionary leader.

BSS B.Ed. Training College established with an aim of creating a paradise on earth by encouraging everyone to develop noble thoughts and emotions which are the most effective means of transformation in human society. Emerging in an individual mind, when shared, they begin to spread and pervade many hearts, minds and intellects. The cohesion and harmony they bring about are verily immense. This is the great message of our Swamiji “MANO JAYA AVA MAHA JAYEVA, AHIMSAIVA PARAMO DARMA”


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# BSS B Ed Training College



## Our Motto

*Ya Vidya Sa Vimukthaye*

## Our Vision

**To be the Epitome of Humanity**

लोकाः समस्ताः सुखिनो भवन्तु

*"May everyone, in the whole world, be happy"*

## Our Mission

- To empower future teachers to become real leaders of world peace.
- To nurture the divine inner resources and to evolve as an integrated personality.
- To develop a self-restrained, self-reliant and selfless human being for the entire universe
- To equip prospective teachers with a global outlook imbued with India's rich heritage of cultural and spiritual values

## Eternal Values

- Promote spiritual, ethical and value-based leadership with integrity.
- Develop an abiding inner persuasion to be spiritual and committed for the wholesome development of the universe.
- Grow love and respect for our country and her universal cultural values.
- Manifest educatedness – The capacity to strive towards their own well-being and the well-being of others.
- Cultivate equanimity of mind for inner peace and happiness.



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## INTRODUCTION

This policy provides welfare measures for the B.S.S B.Ed. Training College's teaching and non-teaching staff during their employment at the institution. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document emphasizes policies in the areas of academic freedom and areas of personnel prosperity as per eligibility criteria and norms of the B.S.S Management.

## OBJECTIVES

The objectives of the staff welfare policy are,

- To enhance the overall development of staff provinces of life
- To provide ample opportunities for the welfare of staff
- To provide the opportunity to acquire higher education in continuation with service
- To provide facilities to carry out research
- To provide opportunities to excel in academic/administrative excellence.

## ELIGIBILITY

All full-time teaching and non-teaching staff of the institution.

## NATURE OF ASSISTANCE AVAILABLE UNDER THE POLICY

### 1. Employee Provident Fund (EPF)

Institute shall provide an EPF scheme to all teaching and non-teaching staff. Every month the specified amount will deduct from the employee's salary and deposited with management share to the employee's PF account.


### 2. Facilities to carry out Research work and acquire Higher Qualification

- Seed money will be provided for the eligible staff to encourage them to undertake research projects.
- Permission is granted to staff to present their paper in conferences conducted by recognized professional bodies.

### 3. Leave

The following kinds of leave are allowed to the eligible staff viz., Casual Leave, Compensatory Off, Medical Leave, Study Leave, Vacation Leave, Maternity Leave, and Special Leave. Leave is a privilege and generally be granted unless the exigences



  
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of service so demand. The staff shall make alternate arrangements to keep the students engaged.

**a. Casual Leave**

- i. 12 days casual leave is allowed in a year for regular staff.
- ii. CL should not be combined with other kind of leaves.

**b. Compensatory Off**

- i. Compensation for working on a holiday is allowed.
- ii. Number of staff permitted for compensatory leave is subject to condition with regard to the total number of staff members.

**4. Concession in Tuition Fee**

Concession in the tuition fee for the ward of staff members studying in the institution.

**5. Permission**

Depending on the urgency of the matter staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the principal.

**6. Recognition and Rewards**

Awards of excellence for teaching, research, and extension are given to deserving members of staff every year.


**7. Avenues for Career Development and Progression**

- Annual orientation, and workshops for teaching staff at the beginning of every academic year.
- Initiation and training programmes for the newly recruited staff.
- Incentive in the form of salary hike for the staff for completing their Ph.D. degree.
- Various other training programmes such as waste management, and operating fire extinguisher training.

**8. Cater to Emotional Needs**

- Staff Grievance Redressal Cell to address the issues and grievances of the staff.
- Indoor games facility for the staff to relax and to refresh physically and mentally.
- Grand lunch is provided for all the staff on the eve.
- Financial assistance to the conduct of staff exposure programme and tour.



  
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