

Let Noble Thoughts Flow to Everyone from all Directions



# BRAHMANANDA SWAMY SIVAYOGI B.Ed TRAINING COLLEGE

Affiliated to Calicut University and Recognised by NCTE

ALATHUR, (P.O.) PALAKKAD Dt. KERALA. PIN - 678 541.

Phone : (Off) 04922 - 224415 (Adm: Off) 04922 - 222315

Date.....

## INSTITUTIONAL DETAILED POLICY ON STAFF WELFARE (FOR THE ACADEMIC YEAR 2021-2022)

### NATURE OF ASSISTANCE AVAILABLE UNDER THE POLICY

#### ELIGIBILITY

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

#### 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 exigencies 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.

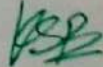
#### 7. Avenues for Career Development and Progression

- 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 ff of the 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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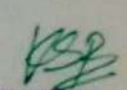
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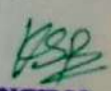
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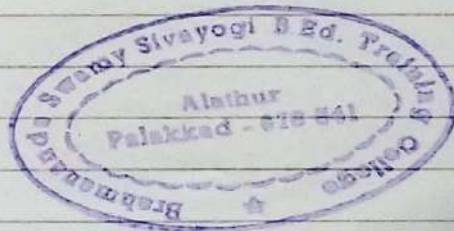
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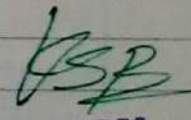
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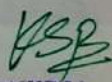
Details of distribution of funds  
to the teachers 2021-2022  
academic year.

SL.NO	Name of the teacher	Amount	Purpose.
1	Neema Surendran	500	Seminar Participation
2	Meera T.N	500	Seminar Participation
3	PRITHI.E.P	500	Seminar Participation
4	Rasmi V.m	500	Seminar Participation



  
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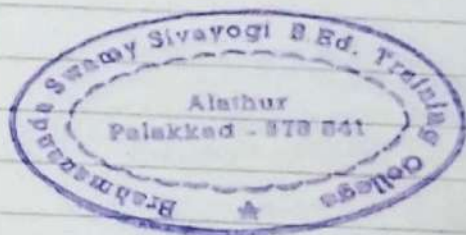
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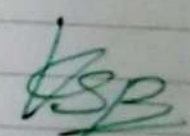
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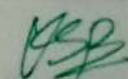
Details of distribution of funds to  
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SL. NO	Name of the teacher	Amount	Purpose.
1	Rasmi V.M	500	workshop participation
2.	Neema surrenderan	500	workshop participation



  
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Details of distribution of funds to the teachers 2019-2020 academic year.

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1	Neema Surendran	500	Workshop Participation
2	Meera. T.N	500	Workshop Participation
3	PRIJITH.E.P	500	Workshop Participation



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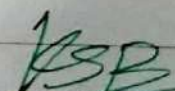
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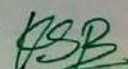
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## List of Participation Certificates of Teachers (2019-2020)



### BRAHMANANDA SWAMI SIVAYOGI

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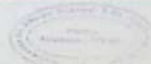
#### E-Certificate of Participation

BSS B Ed Training College ,Palakkad,Kerala  
In collaboration with  
IGL Hands On Pvt Ltd USA

This is to certify that **Mrs Neema Surendran** has attended in the one day International Webinar on "Importance of Inclusive Education for Children with Special Needs" organised by BSS B Ed Training College Alathur Palakkad,Kerala,India in collaboration with IGL Hands On Pvt Ltd, USA on 27th July 2020 through zoom platform.

*Krishna Narayanan*

DR.KRISHNAKUMAR NARAYAN  
Chairman,IGL Hands On Pvt Ltd, USA



XDNMUI-CE000075

*DR.KS BALAMBIKA*

DR.KS BALAMBIKA  
Principal & Webinar Convener

#### Online Workshop on Learning Management System

Organized  
Kerala Unaided Training College Principals' Association,  
Calicut University Region  
IQAC

Ansar Training College for Women, Perumpilavu, Thrissur

#### E- Certificate

Rasmi V M,Assistant Professor,B S S B Ed Training College has participated in the Online Workshop on Learning Management System at Ansar Training College for Women, Perumpilavu - Thrissur held on 3rd to 6th June 2020

*Prof(Dr.). K Sivarajan*  
Prof(Dr.). K Sivarajan  
President  
KUTCPA CU Region

*Mrs. Mini TJ*  
Mrs. Mini TJ  
IQAC Coordinator

*Mrs. Shemeera V*  
Mrs. Shemeera V  
Programme Coordinator

*Dr. Mahmood Sultan*  
Dr. Mahmood Sultan  
Principal



*DR. K. S. BALAMBIKA*  
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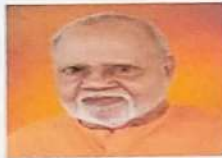
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### E-CERTIFICATE OF PARTICIPATION

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Alathur (PO)  
Palakkad, Kerala - 678541

This is to certify that

**NEEMA SURENDRAN**

has participated in the Online Awareness Quiz on  
Digital Well-Being During COVID-19 organised by  
BSS B Ed Training College, Palakkad, Kerala

SANTHOSH T  
Coordinator

MAY / 2020

DR. K.S BALAMBIKA  
Principal

### Online Workshop on Learning Management System

Organized by  
IQAC

Ansar Training College for Women, Perumpilavu, Thrissur



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Programme Coordinator

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Phone : (Off) 04922 - 224415 (Adm: Off) 04922 - 222315

Date.....

## List of Participation Certificates of Teachers (2018-2019)

**Certificate OF APPRECIATION**

TWO DAY WORKSHOP ON THE PREPARATION OF LESSON TRANSCRIPT & ACHIEVEMENT TEST

Organized by  
KERALA STATE UNAIDED TRAINING COLLEGE PRINCIPALS ASSOCIATION (CALICUT UNIVERSITY REGION)

This is to certify that MEERA T.N. (SOCIAL SCIENCE)  
B.S.S. Teacher Training college Alathur Palakkad.  
has attended as Resource person / Participant in the TWO DAY WORKSHOP ON THE PREPARATION OF LESSON TRANSCRIPT & ACHIEVEMENT TEST at Devaki Amma Memorial Teacher Education College, Chelembra on 30<sup>th</sup> & 31<sup>st</sup> August 2019.

Prof. (Dr) C.N Balakrishnan-Nambiar  
(Patron, KSUTCPA  
Calicut University Region)

Prof. (Dr) K. Sivarajan  
(President, KSUTCPA,  
Calicut University Region)

**Certificate OF APPRECIATION**

TWO DAY WORKSHOP ON THE PREPARATION OF LESSON TRANSCRIPT & ACHIEVEMENT TEST

Organized by  
KERALA STATE UNAIDED TRAINING COLLEGE PRINCIPALS ASSOCIATION (CALICUT UNIVERSITY REGION)

This is to certify that NEEMA SURENDRAN (ENGLISH)  
B.S.S. TEACHER TRAINING COLLEGE, ALATHUR - PALAKKAD  
has attended as Resource person / Participant in the TWO DAY WORKSHOP ON THE PREPARATION OF LESSON TRANSCRIPT & ACHIEVEMENT TEST at Devaki Amma Memorial Teacher Education College, Chelembra on 30<sup>th</sup> & 31<sup>st</sup> August 2019.

Prof. (Dr) C.N Balakrishnan-Nambiar  
(Patron, KSUTCPA  
Calicut University Region)

Prof. (Dr) K. Sivarajan  
(President, KSUTCPA,  
Calicut University Region)



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



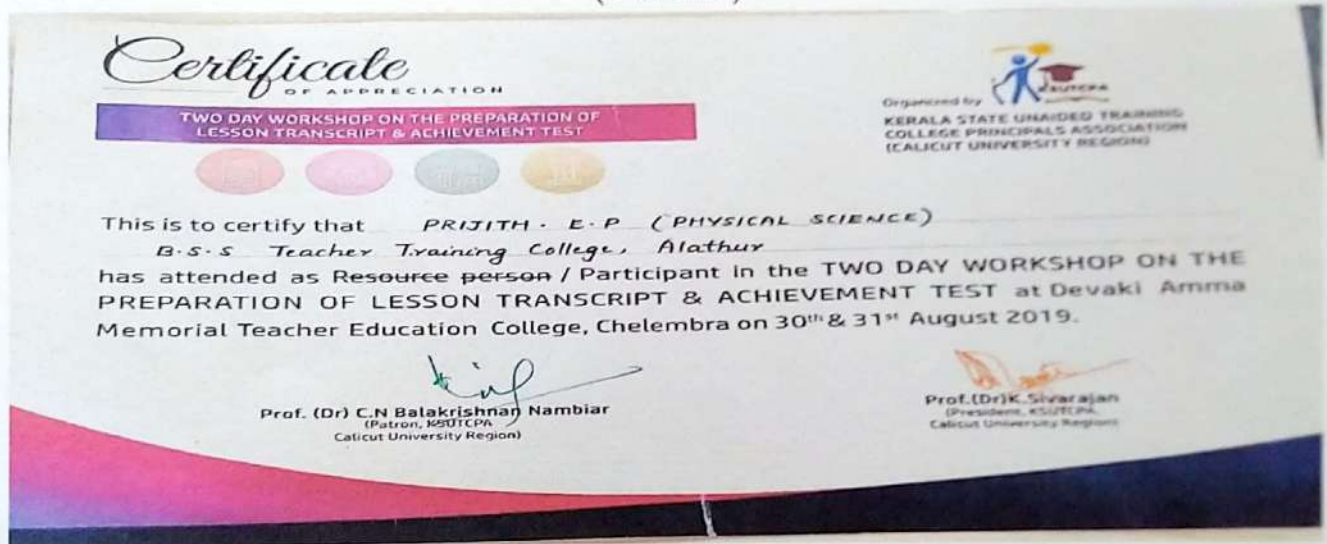
Let Noble Thoughts Flow to Everyone from all Directions

# BRAHMANANDA SWAMY SIVAYOGI B.Ed TRAINING COLLEGE

Affiliated to Calicut University and Recognised by NCTE  
ALATHUR, (P.O.) PALAKKAD Dt. KERALA. PIN - 678 541.  
Phone : (Off) 04922 - 224415 (Adm: Off) 04922 - 222315


Date.....

## List of Participation Certificates of Teachers (2018-2019)



## List of Participation Certificates of Teachers (2018-2019)



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

**B.S.S EDUCATIONAL SOCIETY : B Ed TRAINING COLLEGE**

**ALATHUR, PALAKKAD**

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31st MARCH, 2022**

**INCOME**

	Rs.	Rs.
Income from:		
Fees Collection	32,51,001.00	
Govt. Fees for SC, ST Students	-	
EPF Contribution	2,01,600.00	34,52,601.00
Interest Income from Bank	4,122.00	4,122.00
Miscellaneous Income	5,000.00	5,000.00
Excess of Expenditure over Income transferred to main A/c		11,16,286.70
		<b>45,78,009.70</b>

**EXPENDITURE**

Repair & Maintenance of Physical & Academic Infrastructure	19,080.00	
Green Initiative & Waste management	90,820.00	
Books & Periodicals	-	
Miscellaneous expense	13,500.00	
University Registration & Recognition Fee	1,43,325.00	
Bank charges	1,120.70	
Salaries & Allowances of Teaching & Non Teaching Staff	37,32,568.00	
Postage & telephone charges	9,644.00	
EPF Paid	4,20,000.00	
Examination Fee	4,050.00	
PF Interest	7,902.00	
Fees Concession	1,26,000.00	
NOC for Fees Collection	-	
NCTE Fees	-	
Website renewal	10,000.00	45,78,009.70

**FIXED ASSET PURCHASED DURING 2021-22**

ICT Infrastructure		
Infrastructure Augmentation	15,160.00	15,160.00

**Chartered Accountants Report**

Examined and found correct

**For MAHADEVAN & SIVARAJAN**  
Chartered Accountants (F. No: 006388)

Palakkad, Sivayogi B.Ed  
P. SIVARAJAN, C.A. (M. No: 200852)  
Alathur  
Palakkad - 678 541  
PIN: 23200652BGWHYKSP



*(Signature)*

President  
BSS Educational Society  
Alathur P.O., Palakkad  
Pin-678 541

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

**B.S.S EDUCATIONAL SOCIETY : B Ed TRAINING COLLEGE**

**ALATHUR, PALAKKAD**

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31st MARCH, 2021**

**INCOME**

	Rs.	Rs.
Income from:		
Fees Collection	24,54,000.00	
Govt. Fees for SC, ST Students	-	
EPF Contribution	2,04,400.00	26,58,400.00
Interest Income from Bank	7,890.00	7,890.00
Miscellaneous Income	5,001.00	5,001.00
Excess of Expenditure over Income transferred to main A/c		18,01,032.30
		<b>44,72,323.30</b>

**EXPENDITURE**

Repair & Maintenance of Physical & Academic Infrastructure	6,290.00	
Green Initiative & Waste management	38,813.00	
Books & Periodicals	1,150.00	
Miscellaneous expense	47,612.00	
University Registration & Recognition Fee	1,43,325.00	
Bank charges	1,076.50	
Salaries & Allowances of Teaching & Non Teaching Staff	36,56,172.00	
Postage & telephone charges	7,174.80	
EPF Paid	4,26,810.00	
Fees Concession	1,16,000.00	
NOC for Fees Collection	2,900.00	
NCTE Fees	25,000.00	
Website renewal	-	
		<b>44,72,323.30</b>

**FIXED ASSET PURCHASED DURING 2020-21**

ICT Infrastructure	12,000.00	
Infrastructure Augmentation	-	12,000.00

**Chartered Accountants Report**

Examined and found correct

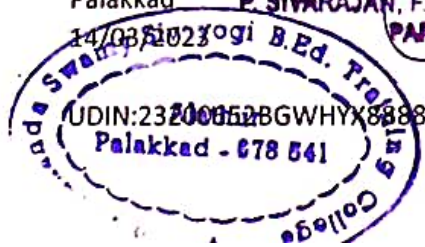
**For MAHADEVAN & SIVARAJAN**  
Chartered Accountants (R. No: 006388)

Palakkad **P. SIVARAJAN, F.C.A., M. No: 200962**

14/03/2021 **PARTNER**



*CP B. S. S.*  
**President**  
BSS Educational Society  
Alathur P.O., Palakkad  
Pin-678 541



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



**B.S.S EDUCATIONAL SOCIETY : B Ed TRAINING COLLEGE**  
**ALATHUR, PALAKKAD**  
**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31st MARCH, 2020**

**INCOME**

	Rs.	Rs.
Income from:		
Fees Collection	32,33,000.00	
Govt. Fees for SC, ST Students	1,80,090.00	
EPF Contribution	1,56,360.00	35,69,450.00
	<hr/>	
Interest Income from Bank	15,330.00	15,330.00
	<hr/>	
Excess of Expenditure over Income t/d. to main A/c		1,50,590.50
		<hr/> <hr/>
		<b>37,35,370.50</b>

**EXPENDITURE**

Repair & Maintenance of Physical & Academic Infrastructure	26,515.00	
Green Initiative & Waste management	28,841.00	
Books & Periodicals	-	
Miscellaneous expense	15,953.00	
University Registration & Recognition Fee	1,43,325.00	
Bank charges	1,115.50	
Salaries & Allowances of Teaching & Non Teaching Staff	29,01,574.00	
Postage & telephone charges	11,496.00	
EPF Paid	3,93,551.00	
Fee Concession	1,76,000.00	
NOC for Fees Collection	22,000.00	
NCTE Fees	15,000.00	
Website renewal		37,35,370.50
		<hr/> <hr/>

**FIXED ASSET PURCHASED DURING 2019-20**

ICT Infrastructure		
Infrastructure Augmentation	44,750.00	44,750.00
		<hr/> <hr/>

Chartered Accountants Report  
 Examined and found correct

**For MAHADEVAN & SIVARAJAN**  
 Chartered Accountants (R. No: 006388)

Palakkad Siva P. SIVARAJAN, F.C.A., (M. No: 200062)  
 14/03/2023  
 Alathur  
 Palakkad 678 541  
 PIN: 23200652BGWHYW5885



*GP Widi*  
 President  
 BSS Educational Society  
 Alathur P.O., Palakkad  
 Pin-678 541

*GP*  
 B. S. S. B. Ed. Training College,  
 Alathur (PO), Palakkad-Du  
 Kerala - 678 541.

**B.S.S EDUCATIONAL SOCIETY : B Ed TRAINING COLLEGE**  
**ALATHUR, PALAKKAD**  
**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31st MARCH, 2019**

**INCOME**

	Rs.	Rs.
Income from:		
Fees Collection	29,29,000.00	
EPF Contribution	<u>1,48,440.00</u>	30,77,440.00
Interest Income from Bank	<u>18,120.00</u>	18,120.00
Excess of Expenditure over Income t/d. to main A/c		<u>2,39,340.00</u>
		<u><u>33,34,900.00</u></u>

**EXPENDITURE**

Repair & Maintenance of Physical & Academic Infrastructure	36,538.00	
Green Initiative & Waste management	55,740.00	
Books & Periodicals	-	
Miscellaneous expense	2,491.00	
University Registration & Recognition Fee	1,42,975.00	
Bank charges	1,062.00	
Salary to Teaching & Non-Teaching Staff	26,24,708.00	
Postage & telephone charges	14,697.00	
<b>Seminar expenses</b>	25,390.00	
EPF Paid	3,31,299.00	
Fee Concession	1,00,000.00	
Website renewal	-	
		<u>33,34,900.00</u>

**FIXED ASSET PURCHASED DURING 2018-19**

ICT Infrastructure	59,500.00	
Infrastructure Augmentation	<u>19,500.00</u>	<u>79,000.00</u>

**Chartered Accountants Report**  
 Examined and found correct

**For MAHADEVAN & SIVARAJAN**  
 Chartered Accountants (R.No: 006388)

**P. SIVARAJAN, F.C.A., M. No: 200662)**  
 PARTNER

Palakkad  
 14/03/2023



*B. S. S.*  
 President  
 BSS Educational Society  
 Alathur P.O., Palakkad  
 Pin-678 541



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

**B.S.S EDUCATIONAL SOCIETY : B Ed TRAINING COLLEGE**

**ALATHUR, PALAKKAD**

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31st MARCH, 2018**

**INCOME**

	Rs.	Rs.
Income from:		
Fees Collection	28,52,000.00	
EPF Contribution	1,65,096.00	30,17,096.00
Interest Income from Bank	5,635.00	5,635.00
Excess of Expenditure over Income t/d. to main A/c		3,34,089.04
		<b>33,56,820.04</b>

**EXPENDITURE**

Repair & Maintenance of Physical & Academic Infrastructu	53,072.00	
Green Initiative & Waste management	4,550.00	
Books & Periodicals	-	
Miscellaneous Expenses	1,683.00	
University Registration & Recognition Fee	2,80,009.14	
Bank charges	1,369.90	
Salary to Teaching & Non-Teaching Staff	25,76,848.00	
Postage & telephone charges	7,745.00	
Seminar expenses	5,500.00	
EPF Paid	3,50,043.00	
Fee Concession	73,500.00	
Website renewal	2,500.00	33,56,820.04

**FIXED ASSET PURCHASED DURING 2017-18**

ICT Infrastructure	2,500.00	
Infrastructure Augmentation	44,500.00	47,000.00

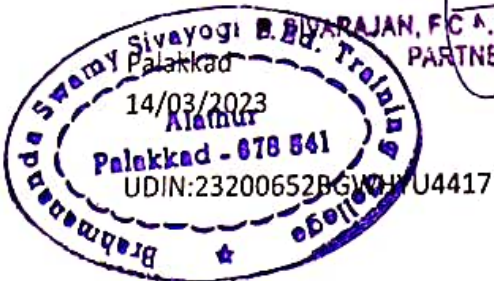
Chartered Accountants Report  
Examined and found correct

**For MAHADEVAN & SIVARAJAN**  
Chartered Accountants (R. No: 006388)



*Handwritten signature*

**President**  
BSS Educational Society  
Alathur P.O., Palakkad  
Pin-678 541



*Handwritten signature*  
**PRINCIPAL,**  
B. S. S. B. Ed. Training College  
Alathur (PO), Palakkad-Dt  
Kerala - 678 541.