

# **STAFF WELFARE COMMITTEE**

## **PURPOSE**

Staff Welfare Committee aims for overall development of staff members by providing varied welfare schemes. This committee works for the benefit and welfare of all the staff and provides a channel for interaction between staff and management. This facilitates a positive academic environment for the staff and helps them to improve their work culture.

## **INTRODUCTION**

The Staff Welfare Committee (SWC) aims to contribute to the greater success of the college by promoting a positive and healthy environment. A good environment is necessary to enable the staff to perform their functions productively towards achieving their goals. A conducive working environment results in harmonious working relationship between the Management and staff. The Management has formulated the Welfare Policy to ensure the well-being of the staff which in turn will enrich the quality of the staff.

## **OBJECTIVES**

The objectives of the Staff Welfare Committee are as follows:-

- To look after the needs of the staff to maintain their high morale
- To ensure favorable working environment for the staff
- To motivate the staff to improve their involvement in their career
- To inspire the staff to participate and present papers in various workshops, seminars, symposiums and conferences conducted by our institutions as well as other institutions
- To encourage the staff to publish articles in reputed journals
- To motivate the staff to submit project proposals to funding agencies.

## **ROLES AND RESPONSIBILITIES**

Staff members put forth their valuable suggestions to the committee and it will be forwarded to the management. The other roles and responsibilities of the committee are:

- To conduct regular meetings to find out the expectations of the staff to promote their welfare. → To arrange yearly health check up and medical facilities for all the teaching and non-teaching staff
- To help staff members in times of illness and difficulties.
- To organize staff motivational and recreational activities such as Felicitations, Picnics, and so on.

# TOMS COLLEGE OF ENGINEERING

## STAFF WELFARE COMMITTEE MEETING INTIMATION

Academic Year: 2022-2023

Venue: Class Room No.306

Date and Time: 26/11/2022, 12.00 pm

<i>Sl No.</i>	<i>Name of Staff</i>	<i>Status in the Committee</i>
1	MS ERLIN ANTONY	Coordinator
2	MRS MITA ANN ZACHARIA	Member
3	MS ALBY ALPHONSA JOSE	Member
4	MR JOBIN JOHN	Member
5	MR AKHIL RAJ	Member
6	MS KARTHIKA SATHEESH	Member
7	MS SELMA JAMES	Member
8	MRS SHIJINA ANEEZ	Member

**Committee Coordinator**



*Per. W. B.*  
Director  
TOMS COLLEGE OF ENGINEERING  
Mattakara P.O.  
KOTTAYAM, KERALA - 686 564

# TOMS COLLEGE OF ENGINEERING

Ref No./TCE/STAFF WELFARE Cell/2022-2023/Notification/1 26/11/2022

## NOTICE

Sub: Staff Welfare committee meeting

As per AICTE guidelines, first committee meeting for the welfare of staff will be held on 26/11/2022 at 12.00 pm at Class room No 306. In case of any grievance in this regard, staff members can approach the committee. The committee was constituted with the following members.

SL No.	Name of Staff	Status in the Committee
1	MS ERLIN ANTONY	Coordinator
2	MRS MITA ANN ZACHARIA	Member
3	MS ALBY ALPHONSA JOSE	Member
4	MR JOBIN JOHN	Member
5	MR AKHIL RAJ	Member
6	MS KARTHIKA SATHEESH	Member
7	MS SELMA JAMES	Member
8	MRS SHIJINA ANEEZ	Member



*P. V. P.*  
Principal/ Director

**Copy To:**

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

*P. V. P.*

Director  
TOMS COLLEGE OF ENGINEERING  
Mattakara P.O.  
KERALA - 686 564



# TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/STAFF WELFARE Cell/2022-2023/Order/7 DATED: 26/11/2022

## STAFF WELFARE COMMITTEE CONSTITUTION

As per AICTE guidelines a committee is formed for the welfare of staff members. The committee is constituted with following members on 26<sup>th</sup> November 2022.

Sl. No.	Name of Staff	Status in the Committee
1	MS ERLIN ANTONY	Coordinator
2	MRS MITA ANN ZACHARIA	Member
3	MS ALBY ALPHONSA JOSE	Member
4	MR JOBIN JOHN	Member
5	MR AKHIL RAJ	Member
6	MS KARTHIKA SATHEESH	Member
7	MS SELMA JAMES	Member
8	MRS SHIJINA ANEEZ	Member

Principal/ Director

*P. Anitha*

**Copy To:**

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website



*P. Anitha*  
Director  
TOMS COLLEGE OF ENGINEERING  
Mattakara P.O.  
Kottayam - 686 564

# TOMS COLLEGE OF ENGINEERING

Ref No./TCE/STAFF WELFARE Cell/2022-2023/Meeting/1

26/11/2022

## STAFF WELFARE COMMITTEE MEETING MINUTES

Sub: Staff welfare first committee meeting minutes

### AGENDA

- To look after the needs of the staff to maintain their high morale.
- To ensure favorable working environment for members of staff.
- To plan for general welfare of activities for teaching and administrative staff.
- To boost morale of the staff members by advising them during the crucial pressure.

### POINTS DISCUSSED

- Discussed on what can be done to create and maintain safe healthy and supportive environment to Staff in the campus.
- Discussed how to figure out the areas where staff are experiencing difficulties.

### ACTIONS TAKEN

- Staff Grievances – Staff grievances are handled through face to face interaction.
- Medical assistance – assistance to staff taken ill, providing first aid etc. Arrangements are made for annual health checkups of college staff.
- Office amenities – ensuring proper facilities and amenities like sanitation facilities, safe drinking water, overall hygiene, ladies room etc are made for the staff.
- Felicitation to staff members – In the event of academic achievement, transfer and development, retirement etc. such staff members are felicitated with staff contribution.
- Provision of insurance, provident fund etc are provided.

  
Principal/ Director

#### Copy To:

1. Principal
2. Chairman



  
Director  
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