



**SEICOM DEGREE COLLEGE**  
(Affiliated to Sri Venkateswara University)

**EMPLOYEE WELFARE POLICY**

## Contents

Social Security and Health Facilities.....	3
Leave Policy .....	3
Research and Professional Development.....	4
Special Provisions and Incentives .....	4
Performance Evaluation and Appraisal System.....	5
Special Training and Induction Programs .....	5

*B. Chandras Sekh Reddy*  
PRINCIPAL  
SEICOM DEGREE COLLEGE  
TIRUPATI



## **Social Security and Health Facilities**

Employees are provided with a robust social security framework, which includes:

- **ESI, EPF, and Gratuity:** Ensuring financial security.
- **Staff Group Insurance:** Comprehensive health coverage for all employees.
- **Medical Checkups and Vaccination Drives:** Regular health assessments and free/subsidized vaccinations.

During the COVID-19 pandemic, the institution provided free vaccination for faculty members and subsidized rates for their eligible family members. Paid leave was granted to staff affected by the virus.

## **Leave Policy**

The institution offers a variety of leave types to support the diverse needs of its employees, including:

- **Casual Leave**
- **Special Leave**
- **Medical Leave**
- **Sabbatical Leave**
- **Examination Leave**
- **Marriage Leave**
- **Maternity and Paternity Leave**

Additionally, an On Official Duty (OOD) facility allows faculty to participate in University Duties, Workshops, Orientation/Refresher Courses, and Conferences.

### **Research and Professional Development**

The institution actively supports faculty members engaged in research activities:

- Flexible working hours for pursuing Ph.D. and research projects.
- Financial incentives for publications and research achievements.
- Regularly organized Faculty Development Programmes (FDPs) to enhance teaching skills and knowledge.

### **Special Provisions and Incentives**

- Recognition and Honor: Faculty are recognized on Teacher's Day based on their achievements and contributions.
- Preferential Services for Divyaang Staff: Special assistance for differently-abled employees.
- Fee Concessions: Discounts for children of staff members studying at the institution.
- Performance Rewards: Additional increments for faculty completing Ph.D. or passing NET/SET exams.

## Performance Evaluation and Appraisal System

A structured Performance Based Appraisal System (PBAS) ensures continuous evaluation and feedback:

- Faculty self-evaluate at the end of each academic year.
- Reviews conducted by the IQAC and Heads of Departments (HoDs).
- Final evaluation presented to the governing council.
- Outstanding performers are granted additional increments as motivation.

Supporting staff are evaluated annually by the Head of the Institution, with one outstanding staff member honored each year.

## Special Training and Induction Programs

New recruits undergo a comprehensive induction program and receive specialized training. Post-appraisal, tailored training sessions are organized by senior faculty or external resource persons to address identified areas for improvement.

*D. Chandu Sekhri Reddy*

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