

Staff Welfare Committee

1. Description of the committee:

The Staff Welfare Committee is a dedicated body within an organization or institution focused on promoting and ensuring the well-being, satisfaction, and professional development of its staff. This committee is vital in fostering a positive work environment, addressing employee concerns, and implementing policies that enhance overall staff welfare

2. Purpose of the committee:

- ❖ To enhance the overall well-being and job satisfaction of employees.
- ❖ To create and maintain a supportive and healthy work environment.
- ❖ To address and resolve staff-related issues and grievances.
- ❖ To develop and implement policies and programs that support staff welfare, including health, safety, and professional development

3. Objectives of the committee:

To improve Employee Well-being:

To foster a workplace environment that promotes physical, mental, and emotional health.

To enhance Job Satisfaction:

To increase job satisfaction through various initiatives aimed at recognizing and rewarding staff contributions.

To promote Professional Development:

To support continuous learning and career advancement opportunities for staff members

To ensure Safety and Health:

Implement and monitor health and safety policies to ensure a secure working environment

✚ To address Grievances:

Provide a structured and effective process for addressing and resolving employee grievances and concerns.

✚ To encourage Work-Life Balance:

Promote initiatives that help staff balance their professional and personal lives.

4. Committee Members/ Composition:

S. No.	Name of Faculty	Designation	Committee Designation
1	Dr.Farhath Khan	Director	Chairperson
2	Mr.Mohamed Arshadh	Head – HR & Admin	Convenor
3	Dr.G.Manickam	Associate Professor	Member
3	Dr.A..Govindarajan	Assistant Professor	Member

5. Roles and Responsibilities of the Committee:

✚ **Policy Development and Implementation:**

Develop policies related to employee welfare, including health, safety, professional development, and work-life balance.

Ensure the effective implementation of these policies across the organization.

✚ **Communication and Liaison:**

Act as a bridge between staff and management, facilitating open communication and addressing concerns promptly.

Health and Safety:

Monitor and promote workplace health and safety standards.

Organize health and wellness programs, workshops, and activities.

✚ **Professional Development:**

Identify and promote training and development opportunities for staff.

Support initiatives that enhance career growth and skill development.

Recognition and Rewards:

Develop and implement programs to recognize and reward staff achievements and contributions.

Grievance Handling:

Establish and manage a transparent and fair process for handling staff grievances.

Ensure timely resolution of issues raised by staff members.

Monitoring and Evaluation:

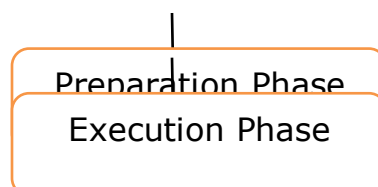
Regularly assess the effectiveness of welfare programs and policies.

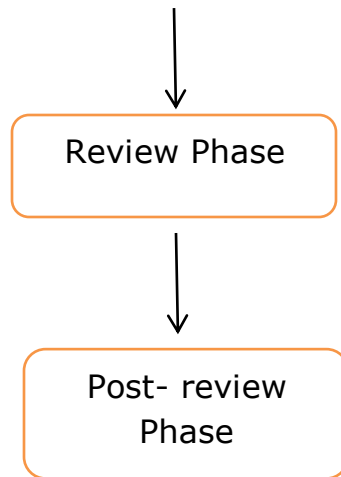
Collect and analyze feedback from staff to make informed improvements.

The Staff Welfare Committee is essential for creating a supportive and healthy work environment. By focusing on the well-being and development of staff, the committee helps improve job satisfaction, enhance productivity, and ensure a positive organizational culture. Their work supports the retention of talented employees and promotes a collaborative and motivated workforce.

6. Procedure:

(Sequential steps for each of the activity carried out by the committee/cell and Flow Chart)





7. Frequency of Meetings:

The Committee meets once in every semester to plan, review the progress and implementation of welfare measures for the staff.