

■ What is relevant is how much better you are today as compared to yourself yesterday. Compete with yourself everyday.

■ If changes are required to any existing methods/processes then change them at will but make sure the changes are documented and communicated. Create methods/processes for any task/activity.

■ What is relevant is how much better you are today as compared to yesterday. Compete with yourself everyday.

## LIFE AT SAMVEDA

■ Life is tough but enjoyable at Samveda. We have to be Pro-active and hard working but we make sure we are having fun doing it.

■ We have no qualms rewarding good work. However, certainly do not work for rewards.

■ The above tenets are very important. If you find anything in your daily work routine that contradicts the fundamentals laid out in this document, bring it to our attention. Live by the principles above. Read

them frequently. Understand the rationale. Reinforce them amongst your team members, colleagues, superiors, subordinates as often as you can.

■ Give your best shot to whatever you do.

■ We believe that EFFORTS come prior to RESULTS.

■ We have a simple policy out here – You take good care of children with LD and they take care of you.

### MAKING CHILDREN WITH LD REALISE THEIR FULL POTENTIAL

- Wiping tears is our duty,
- Bringing smiles is our mission,
- Flushing fears is our job,
- Charging confidence is our enterprise,
- Making children Read & Write is our aim,
- Filling hope and building character is our commitment,
- Making children victorious is our Dream

*Children with LD have behavioural and emotional Problems along with their academics struggles.*

*It is certainly demanding on part of the staff of Samveda to keep up an optimum balance of:  
WORK, FUN, CORRECTION, DEVELOPMENT, SATISFACTION.*

*So following the tenets and principles of Samveda Philosophy is vital for all staff members.*



*Making Children Realize Their Full Potential*

# Samveda

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# The Samveda Philosophy

## We believe...

- we are the best in serving superior quality education to children with Learning Disability(LD)
- in the importance of doing our work meticulously
- that most members of the organization should be innovators, and at the same time, willing to support failures
- in informality to enhance communication
- in and recognise the importance of economic necessities of individuals serving children with LD
- we must love children first then take an opportunity to correct them.
- in being impartial to all children

## SAMVEDA WORK CULTURE

- Maintain exact timings - be time conscious always
- Be Pro-active
- Be happy and spread fun
- Enjoy your work, besides lack of facilities, less salary, extra hours of work
- Learn to improve what you know and develop new skills
- Be proficient in what you do
- Do not gossip
- Actively support and encourage parents
- Listen to and respect the views of parents, and give sufficient time for them to adjust to Samveda's rules and expectations
- Vigorously deliver the highest standards of service achievable, at an affordable cost
- Motivate staff in their professional development
- Raise the profile of Samveda locally, nationally, and internationally.

## OUR FOCUS

- Children with Learning Disability
- Remedial Teachers, Researchers, Care givers, Remedial Teacher Trainees
- Parents, Donors and other organisations with similar objectives
- Academics and behavioural needs of children with LD
- Providing conducive environment to children with LD
- Develop Good Team work
- To enhance knowledge of the workforce, train them continuously, pay them the maximum possible
- Open Management practices, transparency and accountability.
- Spreading Awareness on LD
- Payment policies to vendors
- All Activities and Decisions must be based on, and guided by placing the interests of Children with LD, first
- Treating children with LD, their parents and employees of Samveda with respect and dignity
- A conduct that reflects the highest standard of integrity
- Continuous guidance and training

## We...

- pledge to work cooperatively, by asking for and giving support, and sharing success with all connected to Samveda
- are honest, trustworthy and straightforward in all our dealings, and use time, money and resources wisely
- value others for their contribution, irrespective of personal differences, and provide equal access to opportunities and challenge any form of unfair discrimination
- show consideration and empathy for their emotional and physical

- We believe that only happy people can do good work.
- We want to make it fun to work at Samveda.
- We believe people aren't having any fun, they seldom produce goodwill. Kill grimness with laughter. Encourage exuberance.
- Fun, like enthusiasm, is contagious and has a snowball effect that helps generate good work. Never forget we are working with difficult children.
- Our unique work culture fosters and encourages creativity, productivity and innovation.
- We love what we are doing.
- The things we hold in highest regard is initiative, willingness, confidence, transparency, loyalty, discipline, responsibility, accountability and dedication.
- We have an open and accepting environment that is not resistant to change.
- The doors are always open to those who have an open mind to listen to others. Accept feedback positively and make

- well-being of children with LD
- pledge to not to discuss with colleagues any matters related with salaries, perks, leaves, holidays etc. – do it only with person concerned. Discourage others doing it. We do not have enough time to work with children with LD
- provide services that meet or exceed the needs, standards and timescale of children with LD.
- deliver what we commit to and keep all people affected informed of the progress.

## SAMVEDA WORKING ENVIRONMENT

## Our Wish List

- At Samveda we have a penchant for automation. We want to computerise everything. Class room activity, assessment etc.
- Learn to build new methods/processes
- To have an extensive library
- Attend workshops, seminars, conferences to update knowledge and gain from others' experience
- To get enough donations, grants to pay good salaries to all at Samveda

any relevant changes. This is the only way to constantly improve.

- We want to make our staff think better of themselves by providing a work environment that is friendly instead of hostile, open instead of closed, supportive instead of discouraging, relaxing instead of rigid, inclusive instead of exclusive.
- We are always looking at ways to improve ourselves, our work, our knowledge, our attitude and everything else.
- As an organization as well as individuals, we are to be transparent and straightforward.
- Diplomacy, Discrimination, politics, escapism, gossiping, corruption and hidden agendas are not at all part of our culture.
- People make mistakes. It is not important to dwell on the mistake, but rather on the corrective action taken to ensure the mistake does not repeat again.
- Samveda belongs to YOU. Treat it that way. Keep that in mind in all your actions. Work smart. Innovate.
- Wear whatever you are most comfortable in (except when a particular occasion that calls for a particular dress code).
- Academics and hard work play a certain role, but in the end Performance and Productivity count the most.