

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

I Welfare measures for teaching staff

1. Employees Provident Fund as per PF rules

All the teachers were given PF benefits right from the day of their joining in the college whose salary is less than Rs15000/-. This is done as per requirements by AICTE and keeping in view the financial safety of employees or their dependents. There is a provision for receiving pension monthly and a lump sum based on PF rules in force.

2. Encouragement faculty for doing part time Ph.D

Faculty is encouraged to do Ph.D. All faculty members in this category are given Special leave when they go for consultation with their guides and for attending research methodology course organized by the concerned universities. They also sent Special casual leave for appearing their examinations as well. This is a satisfying experience to our management.

3. Employees State Insurance

ESI benefits are provided for all the employees. ESI provides medical benefits as well as other benefits as the college is providing the premium for all the employees.

4. Maternity Leave

The women employees are extended the maternity leave as per the service rules of the institution.

5. The college has provided the health insurance policy for all the employees without any contribution from the employees in this regard.

6. Fees reduction/concession for faculty's ward is given, if admitted in our group of institutions.

7. Funding Registration fees and Travel expenses for Faculty attending Conferences and Workshops and Faculty Development programs.

8. Provision of canteen in the campus.

9. Advance amounts disbursed by the College in case of emergency for Faculty.

10. Staff Grievance Redressal Cell to address the issues and grievances of the staff. For women faculty ICC committee was provided to address their issues.

11. Wi-Fi facility to the staff inside the college campus.

II Welfare measures for non-teaching staff

1. Employees Provident Fund as per PF rules

2. The staff was given on duty for attending to the classes which have specified by the institution concerned. They were encouraged to participate in workshops to update their knowledge.

3. Maternity Leave for women

4. ESI provides socioeconomic protection to all the staff.
5. Free uniforms for helping staff.
6. Provision of canteen in the campus.
7. Advance amounts disbursed by the College in case of emergency for Faculty.
8. Staff Grievance Redressal Cell to address the issues and grievances of the staff. For women faculty ICC committee was provided to address their issues.
9. Wi-Fi facility to the staff inside the college campus.
10. Financial assistance to the conduct of staff exposure programme.

Performance Appraisal System

In order to ensure that an effective Performance Appraisal System is in place, the Institute and the employee ensure that the job responsibilities and requirements as well as the performance expectations are understood and interpreted in the right manner. Considering the financial position and performance of the Institute, the Performance Evaluation and Appraisal System is done in a systematic manner for all the Teaching and Non-Teaching Staff of the Institute at the beginning of every academic year usually in the month of July.

The summary of interactions and the observations of the panel are noted and accordingly recommendation is made for grant of increment/s and /or promotion to the Principal. The panel comprises of the Principal, Management Representative and HoD. The Institute strongly believes that the outcome of this process must be comprised of a shared communication, constructive criticism and healthy discussions on strengthening the institutional growth and finding probable solutions for the same as well as inclination to realistically make sincere efforts to achieve with a definite objective in the near future.

This has also directly or indirectly shown considerable enhancement in the initiatives and achievements of the employees thereby contributing to the continued growth of the Institute.