

Response:

Our institute has implemented a performance appraisal system. The assessment is conducted by the principal, along with HODs, Heads of the Account section, Training & Placement etc. The evaluation encompasses various parameters, including feedback from HODs, class feedback, punctuality, regularity, days absent, working hours per week, involvement in research, higher studies, collaboration, innovation, entrepreneurship, anti-ragging efforts, and participation in other college activities. Personal observations and feedback from various stakeholders contribute to a comprehensive performance review. The principal's final recommendation is then forwarded to trustee members for the ultimate decision on career advancement or other courses of action.

The institution has implemented several policies aimed at the professional development and welfare of both teaching and non-teaching staff. These policies include:

1. EPF (Employees' Provident Fund): All employees receive EPF benefits as per the PF Act.
2. Gratuity: Gratuity is provided following the Gratuity Act.
3. ESI Scheme (Employee State Insurance): Employees drawing less than Rs. 15,000/- per month are covered under the ESI Scheme.
4. Medical Leave Accumulation: Medical leave is accumulated for utilization during medical emergencies, following specified leave rules.
5. Free Bus Facility: Faculty and staff members have access to free bus facilities.
6. Maternity Leave: Maternity leave is provided as per government norms.
7. Permissible Leaves: Various categories of permissible leaves are provided as per norms.
8. Special Paid Leave: Paid leave is granted for special cases such as terminal illness, accidents, etc. Special paid leaves are also granted for attending conferences, seminars, and higher study in India and abroad for a specified period with the approval of the higher authority.
9. Support for Higher Studies: Faculty members are encouraged to register for higher studies like M. Tech, PhD, and research. Regular paid leave is granted for career enhancement programs, and funding is provided for patents, seminars, conferences, refresher courses, publications, etc.
10. Educational Support: Support is given to staff members by providing half or full scholarships for two wards or close relatives for their education in this institution or other colleges of the same group.
11. Faculty Development Programs: Faculty members are encouraged to participate in faculty development programs at regular intervals, mostly sponsored by the Institute.
12. Professional Memberships: Faculty and staff are encouraged to enrol as members of professional societies or bodies, with half-paid sponsorship.
13. Accommodation and Food: Some faculty and staff members are provided with free accommodation and food as part of a welfare scheme.

These policies collectively contribute to creating a supportive and enriching work environment for the staff, fostering their professional growth and well-being.