



Ref. No.

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6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and nonteaching staff and avenues for career development/progression

Response:

Welfare programmes:

The goal of the welfare programmes is to foster a positive environment in the college for both teaching and non-teaching workers. The college offers its teaching and non-teaching workers the following various welfare programmes. The educational personnel are encouraged by the institute to attend conferences, Workshops as well as seminars.

Leave policies and reimbursement options:

Responsibility Permission to participate in a variety of professional development activities is provided. The principal and college administration fully support enrollment in short-term, orientation, and refresher courses. College encourages employees to take part in activities put on by other organizations. Leaves, including maternity leave, are awarded in accordance with government regulations. Maternity leave of 180 days (6 months) is granted to female teachers twice during their career.

All employees have access to a medical reimbursement programme for both inpatient and outpatient care. The government's GPF programme is available to employees who are not teachers.

Employees hired after, are eligible for the National Pension System (NPS) and the Defined Contribution Pension Scheme (DCPS). A yearly record of GPF transactions pertaining to interest and government share is kept on file. The State Government is currently in the process of converting DCPS into NPS.

Life Insurance Scheme (LIC):

The employee's monthly salary is withheld to cover the premium. In the event of death, the maturity amount is paid at superannuation, or the insurance money is awarded to the closest relative.

Academic achievement milestones are rewarded with job progression initiatives. On behalf of the employee, the college provides guarantee to the loan disbursing agency on personal and residential loans. To address the staff members' financial requirements, the college established a Self Help Group. Every employee's birthday is observed by the college in an effort to inspire them. Following their Ph.D., the institution congratulates the teachers and grants them access to training sessions, conferences, seminars, and workshops hosted by different HRDC centers. Anger Staff grievances are resolved by the college's grievance committee. The college encourages its non-teaching employees to continue their education. Peons are outfitted in uniforms by the college.



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Performance Based Appraisal System:


The institution has introduced the Performance Based Appraisal System (PBAS) as part of the Career Advancement Scheme (CAS). Every teacher's service book is kept up to date by the college office. For teaching personnel, a performance appraisal system is in place that takes into account their contributions to research, co-curricular activities, professional development activities, extension, and teaching, learning, and assessment-related initiatives.

Each faculty member submits a self-appraisal report at the conclusion of the academic year, which is used by the college to evaluate its members. The principal grades these forms, and for better work, required remarks are provided. The results of the head of the institution's analysis of the assessment reports are utilized to advance and promote the faculty. The principal confirms the information recorded in the academic diary. Faculty members who are in charge of the students' attendance keep track of them.

Towards the conclusion of the school year, the faculty submits these reports to the principal. Students provide input to the concerned faculty, which is assessed by a committee and included in a report. This report is turned in to the principal, who meets with the concerned faculty to discuss the performance of her/him. The concerned faculty receives recommendations from the principal regarding any necessary modifications.

The institution closely adheres to the methodical process for evaluating the work of non-teaching staff members, just like it does for teaching staff members. The principal keeps a private report on the non-teaching staff members' performance in carrying out their designated responsibilities.




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