



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

WELFARE MEASURES

The institution has implemented policies, programs, and initiatives aimed at ensuring the well-being, satisfaction, and overall quality of life for its employees. These measures may include, health insurance, employee assistance programs, flexible work arrangements, and other benefits designed to support the staff's personal and professional needs.

S. No.	Description	Link
1	Research Support Policy	View file
2	Promotional Policy	View file
3	Leave Norms	View file
4	Safety Policy	View file
5	Staff Welfare Policy	View file

PERFORMANCE APPRAISAL SYSTEM

The institution has established a system for assessing and evaluating the performance of both teaching and non-teaching staff. This system likely involves regular reviews, feedback sessions, and goal-setting processes to measure and enhance individual and collective contributions to the institution's objectives.

Basic Criteria for Faculty Appraisal System

- Percentage of Classes handled out of assigns.
- Student projects supervised.
- Innovation in teaching pedagogy.
- Number of Guest Lectures/Workshops/Seminar organized for the students.
- Extra activities carried out to address the slow and fast learners.
- MOOC courses completed / developed.

- Proper maintenance of Course Files as per the prescribed list of contents.
- Awards/ Recognitions received for excellence in teaching/ research/ students' projects.
- Articles published in SCOPUS Indexed journals.
- Outside Consultancies completed during the assessment period.
- Conference organized by the individual / team during the assessment period.
- Papers presented at Conferences, Seminars, Workshops, Symposia, Trade Journals National / International).
- Membership of Chapters such as IEEE, Institute of Engineers etc.
- Funded Research Projects handled as Principle Investigator (PI) or as Co-PI
- Patents filed / granted in the Department.
- Initiatives and Outreach activities.

Assessment Method

The assessment based on the guidelines are done through two methods:

- Authentic Self-Appraisal by a committee formed by the Head of Department.
- Individual Faculty Appraisal by peer evaluation team.

Faculty Appraisal System (FAS)

S. No.	DESCRIPTION	LINK
1	Individual Faculty Appraisal Form	View
2	FAS – Evaluation by HoD	View
3	FAS – External Evaluator Schedule	View
4	FAS – Action Taken Appreciation / Suggestion Letter Sample	View




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