

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

Since the teaching and non-teaching Staff formulates the most important part of academic and administrative structure, the institution reposes higher preference for their well-being. The institution has the following welfare measures for teaching and non-teaching staff.

- The college provides group insurance with minimum monthly premium to staff appointed by the Management.
- All the part-time and full-time teachers appointed by the management are paid salary on time by the management through RTGS. The institution has systemic salary disbursement and reimbursements of allowances processed in a timely manner.
- Extension of EPF facilities to the staff appointed by the management.
- Family Benefit Fund & Leave Encashment facility to staff.
- Loan facility at affordable rate of interest for employees through Employees Cooperative Credit Societies.
- The institution cooperates with the staff when they apply for loan from other banks
- Staff members are given separate reading room in library with computer facility.
- Staff members are deputed to Orientation Course and Refresher Courses for improving their academic caliber.
- Teaching faculty is encouraged to participate in National and International level Workshop, seminars and conferences for faculty enrichment purposes and for Nurturing a competitive and thriving academic environment.
- Salaries and promotions are as per the Government Rules.
- Management provides ample opportunities to develop leadership qualities of staff members by nominating them as Secretaries, Organizers, Conveners and Coordinators of different events.
- Registration fees to attend Conferences, Seminars and Workshops are provided by the institution.
- Management allows its employees to become office bearers, members and attend the meetings of university academic bodies.
- Management felicitates its employees for their Commendable achievements every year on the occasion of Founders' Day of BLDE Association.
- Pure drinking water facility
- Separate Wash room
- College Canteen.

Institutions Performance Appraisal System for teaching and non-teaching staff :

Response:

There is a systematic procedure of performance appraisal of the teaching and non-teaching staff in the institution. The performance of the teaching staff is appraised through a structured format and for non-teaching staff, the informal observation system is followed. The performance evaluation of teaching staff helps in ensuring academic accountability of teachers. The evaluation of non-teaching staff helps in boosting the performance of the staff.

The procedure and outcome of the performance appraisal system of our institution is given below.

- The Institute evaluates the performance of the staff through Self Appraisal Report (SAR) submitted by individual teacher every year
- Apart from this, the Principal confidentially collects feedback on the teachers from the students through structured feedback forms
- The Principal analyses the Self Appraisal Reports and the feedback collected from students
- The performance of the administrative staff is evaluated by the Principal through informal observation.
- The Principal makes use of the feedback and interacts with the faculty to bring desirable changes among the staff members.
- During the staff meeting, the Principal appreciates good performance of the faculty members, and motivates them to follow the best practices in the interest of the college, students and self-improvement.
- Based on the feedback, the Principal insists the staff members to undergo training programmes. The Institute also encourages the undertake research and publication activities to develop research culture among the faculty members.
- In addition, the Principal also sends the performance report of the staff to the management for further necessary actions.
- As per the directions of the Management, the Principal gives instructions to the staff members for the improvement.

Outcome:

As a result of the performance appraisal system adopted by the institution, there is a good improvement found in the teaching and other academic performance of the teaching staff. Similarly, the work culture of non-teaching staff is also improved.


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