

6.3.4 Institutional Performance Appraisal System and Benefits Overview

Introduction

The Institution's Performance Appraisal System for both teaching and non-teaching staff aims to enhance overall effectiveness, ensure fairness, and motivate employees towards achieving excellence. This report outlines various schemes, policies, and benefits designed to create a conducive work environment, encourage high performance, and address staff needs comprehensively.

Performance Appraisal System

The Performance Appraisal System is an integral part of institutional governance, ensuring that the contributions of both teaching and non-teaching staff are recognized and rewarded appropriately. Key components include:

1. **Evaluation Metrics:** Criteria based on teaching effectiveness, research output, administrative efficiency, and student feedback for teaching staff. For non-teaching staff, metrics include job knowledge, punctuality, teamwork, and problem-solving abilities.
2. **Annual Reviews:** Comprehensive annual performance reviews conducted by a committee to ensure objectivity and transparency.
3. **Feedback Mechanism:** Constructive feedback provided to staff to foster professional growth and development.

Awards and Recognition

To incentivize excellence, the institution has established several awards:

1. **Best Teacher Award:** Recognizes outstanding teaching practices and contributions to student success.
2. **Best Student Award:** Acknowledges exceptional academic and extracurricular achievements of students.

Employee Benefits

Birthday Scheme

A special scheme to celebrate and recognize staff birthdays:

Birthday Celebrations: Birthday celebration programs are a prominent feature at Asmita College of Law , as they serve to foster a strong sense of unity among the entire team. Celebrating birthdays in the workplace has such a transformative effect on the overall work environment. In addition to providing the faculty with individual recognition, these celebrations also play a crucial role in promoting team building and job satisfaction among the faculty members. The key objective is to create a harmonious work atmosphere where everyone feels valued and supported

1. Maternity Leave Benefits

A robust maternity leave policy to support female staff:

1. **Flexible Return-to-Work Options:** Part-time or flexible hours upon return to ease the transition back to work.

Sick Leave Policy

Comprehensive sick leave provisions to ensure staff health and well-being:

1. **Paid Sick Leave:** Generous paid sick leave allowance to ensure staff can recover without financial worries.
2. **Medical Certificates:** Required for extended sick leave to maintain accountability.

Flexible Time Schedule Management

Understanding the need for flexibility, the institution offers:

1. **Flexible Working Hours:** Options for staff to choose their working hours within a specified range.
2. **Emergency Leave:** Provision for emergency leave to manage unexpected personal or family emergencies.

Women-Friendly Workplace

Commitment to creating a supportive environment for female staff:

1. **CCTV Surveillance:** Enhanced security with CCTV in all common areas to ensure safety. The college believes in promoting diversity and establishing a healthy work-life balance by implementing strategies to create a "women-friendly" workplace based on feedback systems
2. **Common Rooms:** Separate common rooms for girls and boys to provide private, comfortable spaces.

Conclusion

The Institution's Performance Appraisal System and the various benefits outlined aim to create an inclusive, supportive, and motivating work environment. By recognizing and rewarding excellence, providing comprehensive benefits, and ensuring safety and flexibility, the institution strives to maintain high standards of performance and employee satisfaction. These measures collectively contribute to the overall growth and success of both the staff and the institution.

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LEAVE APPLICATION FORM - LAW COLLEGE Teaching / Non Teaching

1. NAME OF THE EMPLOYEE : Mrs. Snehaal P. Jadhav.

2. DESIGNATION : Sr. clerk

3. FULL TIME/PART TIME /C.H.B.: Full time
(ONLY FOR LECTURERS)

4. FACULTY : _____

_____ Day, On _____

5. LEAVE APPLIED FOR : 7mnt. Day (s) FORM 20/2/22 TO 01/10/2022

6. NATURE OF LEAVE : CASUAL /PRIVILEGE/SICK/DUTY

7. REASON FOR LEAVE : Maternity leave.

8. ADDRESS : _____
(ONLY IN CASE OF DUTY LEAVE)

DATE :

*Approve
Maid*

Signature of Applicant

Snehaal

Leave Applied for: _____ Leave Sanctioned for _____

Recommended by : _____ Sectioned by : _____

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LEAVE APPLICATION FORM - LAW COLLEGE Teaching / Non Teaching

1. NAME OF THE EMPLOYEE : Deepa Prasad Ingawale
2. DESIGNATION : Library Clerk
3. FULL TIME/PART TIME /C.H.B.: Full-Time
(ONLY FOR LECTURERS)
4. FACULTY : _____
_____ Day, On _____
5. LEAVE APPLIED FOR : 3month Day (s) FROM 5/12/18 TO 27/02/2019
6. NATURE OF LEAVE : CASUAL /PRIVILEGE/SICK/DUTY
7. REASON FOR LEAVE : Medical reason
8. ADDRESS : _____
(ONLY IN CASE OF DUTY LEAVE)

DATE :

*Approve
MAD*

Ingawale
Signature of Applicant

Leave Applied for: _____ Leave Sanctioned for _____

Recommended by : _____ Sectioned by : _____

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LEAVE APPLICATION FORM - LAW COLLEGE Teaching / Non Teaching

1. NAME OF THE EMPLOYEE : Mrs. Rashmi Abhijeet Bhobaskar

2. DESIGNATION : Jr. clerk

3. FULLTIME/PART TIME /C.H.B.: Full Time
(ONLY FOR LECTURERS)

4. FACULTY : _____

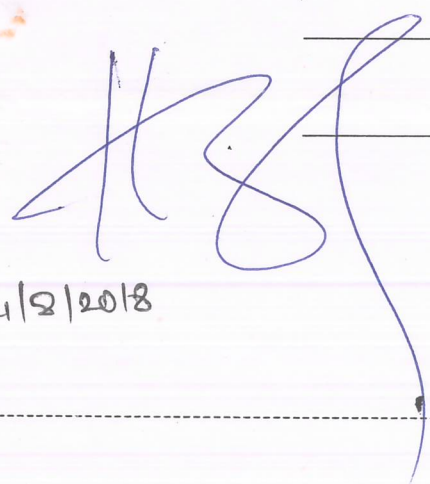
_____ Day, On _____

5. LEAVE APPLIED FOR : _____ Day (s) FORM 24/8/2018 TO 28/2/2019

6. NATURE OF LEAVE : CASUAL /PRIVILEGE/SICK/DUTY

7. REASON FOR LEAVE : Maternity Leave

ADDRESS : _____
(ONLY IN CASE OF DUTY LEAVE)



DATE : 21/8/2018

R.A. Bhobaskar
Signature of Applicant

Leave Applied for: _____ Leave Sanctioned for _____

Recommended by : _____ Sectioned by : _____



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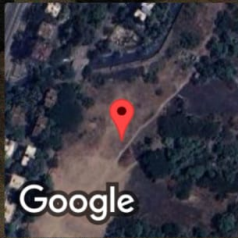
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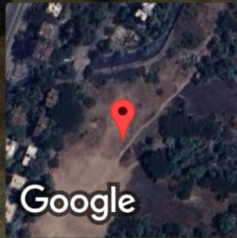
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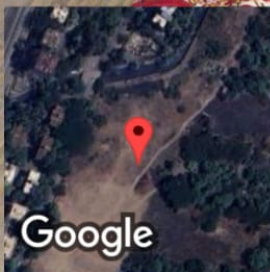
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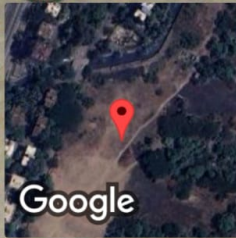
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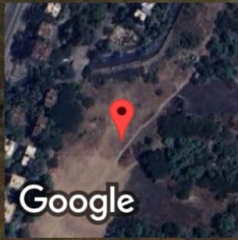
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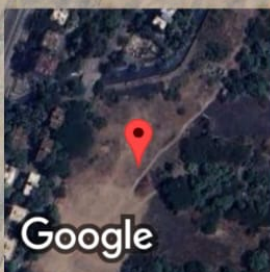
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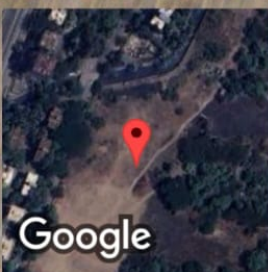
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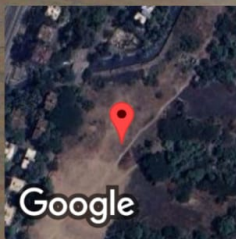
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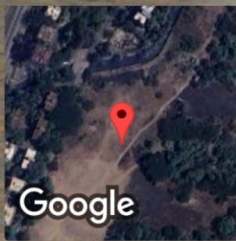
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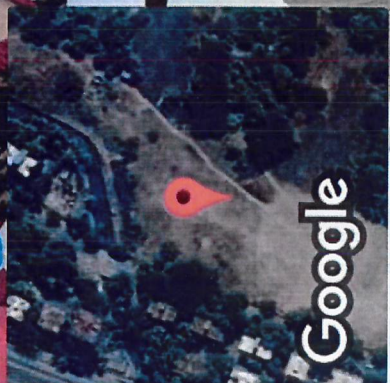
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Incharge Principal
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05/02/24 01:05 PM GMT +05:30

GPS Map Camera

