



CRITERION VI

METRIC NO 6.3.1

**Welfare Policy and
Performance
Appraisal policy**





CARMEL VIDYA BHAVAN TRUST'S
CHRIST COLLEGE - PUNE

(Affiliated to the Savitribai Phule Pune University)

ID-No. PU/PN/ASC/269/2007, College Code-829

26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.

Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

Welfare Policy

The institution recognises its staff as asset who contributes to its purpose and progress and provides necessary welfare measures to ensure the well-being of all staff members.

It provides:

Teaching and Non- Teaching Staff

- **Fee concession to wards of staff:** 25% of fee concession is provided to wards of teaching and non-teaching staff.
- **Interest Free loans:** The College provides employees with interest-free loans against salaries, which are paid back in instalments through salary deductions.
- **Provident Fund Schemes:** EPF is made available to the non-teaching staff and the college management contributes the same amount as well.
- **Medical Leave and Maternity Leaves:** Medical leaves and maternity leaves are granted as per norms.
- **Duty Leave:** Duty leaves for staff to attend professional development programmes.
- **Financial Assistance:** Financial assistance for research related activities and for participating in seminars /workshops/conferences/ FDPs and other career development programs.
- **Counselling Centre & Gymnasium:** Counselling Centre and well-equipped gymnasium for emotional and physical well being
- **Tie up with Doctor:** College has a tie up with Dr. S. S. Pawar for medical checkup of students and other medical emergencies.

- **Cultural Get-togethers:** The College believes in fostering strong bonds among the staff members and between staff and management. This is achieved through cultural get-togethers and various other programmes.
- **Paid leave for exams:** Paid leaves for examinations pertaining to higher studies.
- **Birthdays:** Celebrations of birthdays of staff
- **Family Day Celebration:** Family Day-an exclusive evening for staff to exhibit and explore their talent and a platform for creative expressions
- **Celebrations:** Celebrations and get togethers during various festivals like Diwali, Dussehra, Christmas, with the objective of promoting strong bonds and collaboration
- **Picnic:** Staff picnic to boost employee morale and rejuvenate their spirit

Support Staff

- **Fee concession to wards of staff:** Fee concession is provided to wards of non-teaching staff.
- **Training Programmes:** Training programs are conducted for support staff for their personal development.
- **Provident Fund Schemes:** EPF is made available to the support staff and the college management contributes the same amount as well.
- **Interest Free loans:** The College provides employees with interest-free loans against their salaries, which are paid back in instalments through salary deductions.
- **Medical Leave and Financial Assistance:** Medical leave is provided to staff who are unwell and requires unplanned leave. Financial assistance is also provided in such emergencies.
- **College Uniform:** Free uniform is provided to the support staff.

Ammanthoni

Principal





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Performance Appraisal Policy

Institutions Performance Appraisal System

Performance appraisal system works towards the improvement of the overall organizational performance by focusing on the evaluation of the performance of teams and individuals, ensuring the achievements of the organizational mission and vision. It includes employee's job performance evaluation process capturing qualitative and quantitative aspects. Performance appraisals are comprised of preset standards which are used to measure employees' work behavior and to identify their strengths and weaknesses. The results are provided as feedback for the employee and turned into actionable insights which ultimately can improve the quality of the work and the output by setting and monitoring goals.

An effective performance management system plays a crucial role in managing the organization in an efficient manner. In line with this, the college follows the appraisal scheme namely Performance Based Appraisal System (PBAS) in accordance with UGC guidelines. Performance is evaluated on the basis of three dimensions:

1. Self-Appraisal
2. Head of Department's Evaluation Report
3. Student's Feedback

Self-Appraisal

Self-appraisal form prepared on the basis of Academic Performance Indicators (API) in accordance with UGC guidelines subject to limitation of a Self-Financing institution, is circulated to teachers.

Self-appraisal form is divided into three categories:

- (i) Teaching, Learning and Evaluation related activities
- (ii) Professional Development, Co-Curricular and Extension activities
- (iii) Research, Innovation and Extensions

Duly filled forms are submitted to IQAC for further processing. Based on the data collected, API scores for all faculty members are calculated for each of the three categories.

HOD's Evaluation Report

At the end of academic year Head of departments prepare a Performance evaluation report of all faculty members of his/her department on the basis of various parameters including subject knowledge, classroom interactions with the students, commitment, responsible behavior, team work, positive and flexible attitude, contribution to Department's growth and development.

After evaluation HODs' evaluation reports are submitted to IQAC.

Students' Feedback Report

Feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information

about the teacher and different aspects pertaining to the teaching process. IQAC team goes through the feedback forms collected from the students and make a comprehensive report.

At the end, the data pertaining to the above reports are collected and presented to the Principal of the college. The analysis of these reports is discussed with the individual staff members and suitable improvement measures are suggested.

This entire process helps in monitoring employee's performance and providing constructive feedback.

Performance Appraisal of non-teaching staff

Performance appraisal of non-teaching staff is based on the evaluation report of Office superintendent, which is bound on the parameters of professional competencies, performance, character, contributions, skill enhancement, etc. and is submitted to the Administrator. After his evaluation, a report will be sent to the Principal. A one to one interaction of staff is held with the Principal which gives provisions for open discussions and feedback is provided, corrective measures are suggested and necessary action to be taken is communicated to the office superintendent for further improvements.

Wmcanstoni

Principal

