

6.3 Staff Appraisal Policy

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

Response:

Effective welfare measures:

- Teaching Staff is provided to participate in various professional programs viz., attending national and international Conferences, Seminars, Workshops and FDPs.
- Providing facilities to Faculty Member attaining Ph.D Qualification and to carry out research work.
- Various leave facilities for both teaching and Non-teaching staff: Staff members can avail the leave facilities as per the eligibility criteria and college norms.
- Casual Leave: Employee shall be entitled to 15 days casual leave in an academic year.
- Maternity Leave: Conceived Female faculty with the minimum two years continuous service shall be entitled to maternity leave.
- Permission/Movements: Principal/Faculty/Staff may leave the campus for personal reasons Depending on perseverance of the mater.
- Group Insurance facility: The Institute Management has obtained Group Insurance for teaching and non-teaching staff members from Insurance Company Limited.
- Canteen facility is available for students and staff and a dedicated area for staff.
- Additional increments are given based on the performance
- Provision of RO water
- Transport facility for Employees is available with nominal fees from town to Institute.
- Uniforms are provided to all security staff.
- Provides hostel facility for female teaching staff.

Additional benefits:

- If the non-teaching staff uses their personal vehicle for College work, conveyance allowance is paid
- Appropriate Skill development programs are organized to upgrade the skills of both teaching and non-teaching faculties.
- Encourages training on laboratory handling, fire safety and first aid



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

Performance Appraisal System:

Faculty members of Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to classroom instructions, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. Another role relates to the shouldering of administrative responsibilities and co-operation with other faculty, Head-of-Departments and the Head of the Institution. An effective performance appraisal system for faculty is vital for optimizing the contribution of individual Faculty to institutional performance. The goal of the Annual Faculty Performance Review process is to provide a meaningful assessment of faculty productivity, promote the development of goals and expectations, foster and support faculty development and mentorship. In addition to this, the transparent procedure adopted by the college will enable faculty to have set goals for the next year of service at the organization.

The appraisal system will follow the rules and evaluation system which define the evaluation areas to be:

1. Teaching Learning related activities: (i.e., Classes taught, syllabus covered, pass percentage and student responses.)
2. Additional responsibilities: (i.e., administrative responsibilities, examination and evaluation duties, organizing works/ conferences/symposia)
3. Research Publications and academics: (i.e., Research paper publications in journals and conferences, sponsored projects, consultancy, research guidance, fellowship/awards etc.)



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 004