



6.3.1
QIM

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

Response:

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

The management offers several welfare measures for faculty and staff which are summarized as follows:

1. Provision of various leaves, vacations as per norms.
2. Existence of Employees' Welfare Fund, PF, ESI and Gratuity facilities as per norms
3. Maternity benefits as per CGC Maternity Policy.
4. In Campus Crèche Facility.
5. Medical care is available with full-fledged Dispensary.
6. Availability of Transportation Facility.
7. Facility of Interest free loan/ Advance Salary in case of emergencies.
8. Provision of Subsidized medical treatment for staff, faculty and their family members in Renowned Hospitals and accidental insurance.
9. Incentive scheme SHAGUN for marriage of staff or his/her immediate relative.
10. There is a comprehensive R&D Policy.
11. Faculty members are encouraged and given adequate support to pursue higher education, as per policy.
12. Orientation programs are conducted for the newly recruited faculty members.
13. Ph.D. enrolment is encouraged for non-doctoral faculty members. Existence of Increment policy on completion of Ph.D. Degree.
14. Opportunities for international exposure like faculty exchange etc as per norms.
15. Accommodation for staff and faculty on campus.
16. Yoga classes and psychological counselling.

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17. Provision for use of various in-campus recreational facilities.

Effective Performance Appraisal System for Teaching and Non-Teaching Employees:

- CEC strictly follows the AICTE and Affiliating University Regulations on Minimum Qualifications for Appointment of Faculty and other Academic Staff in the institute.
- For its teaching and non-teaching staff, the performance of each employee is assessed annually after completion of one year of service.
- The goal is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff:

Key points for faculty appraisal are:

1. Performance feedback session/Academic Results and written performance review.
2. Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement, Remedial Classes Conduction etc.
3. Research Papers/Books Published /Articles/Chapters etc.
4. Activities like FDP, Seminars/Workshops/conference etc. attended/organized.
5. Membership of Professional Bodies/Professional Bodies Chapter for students and its activities.
6. Ongoing Research projects and consultancies/innovative work done.
7. Efforts in Placements Activities and Research Guidance at PG/Ph.D. level.
8. Achievements/Awards/Recognition during the year:
9. Additional Responsibilities Performed etc.

Non-Teaching Staff:

- All non-teaching staff are also assessed through annual performance appraisal.
- The various parameters for staff members are assessed under different categories i.e.
 - Duties and Responsibilities
 - Professional Strengths and Weaknesses
 - Achievements, awards, Recognition during the year
 - Job Knowledge
 - Planning and Organizing
 - Responsibility and Cooperation


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- Communication
- Interpersonal Skills
- Initiatives
- Quality of Work
- Judgement
- Attendance
- Time Management

The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director and then to the HR Office. On satisfactory performance, all the employees are granted financial upgradation as per their performances, requisite experience, and qualifications.

Benefits:

The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analysing their strengths and weaknesses, and ensuring better performance.


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