

PERFORMANCE APPRAISAL OF EMPLOYEES

PERFORMANCE APPRAISAL SYSTEMS : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- Appraisal by Students
- Appraisal by Head of Department
- Appraisal by Peer group

The weightage for various levels of appraisals will be as follows-

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|-----------------------------------|-----|
| • Appraisal by Students | 50% |
| • Appraisal by Head of Department | 25% |
| • Appraisal by peer group | 25% |

TRANSPARENCY

The Management, Principal and vice Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions.
- Selection to HOD's/Chairman's of Committees
- Selection Grade Promotions.
- Eligibility for Study Leave and other benefits.
- Awards.

Results of the appraisal will find a place in *the* Person's file. Non performance will be suitably dealt with.



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LEAVES RULES

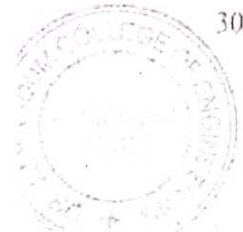
It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

Casual Leave

- All Faculty and staff are eligible for 15 days CLs in a year during the calendar year
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- Half a day casual leave can be availed if an Individual starts working immediately after lunch for the after moon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done -Only based on the signature of the individual in the attendance register kept for that purpose
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority or telephone immediately on rejoining duty. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telegram or by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal or Vice-Principal (in absence of Principal).

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal or Vice-Principal



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- HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay

Permissions/Movements

Depending on urgency of the matter faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority, such permission. Can be given two times per month only.

competent Authority:

For all teaching faculty- Principal/Vice-principal (in absence of principal)

For all other staff - Respective Heads of Department/section

Vacation Leave

Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.

Earned Leave

Support Staff and Principal, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year. Teaching faculty (other than those mentioned above) will not be eligible for Earn Leave)

APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.

