

Criterion 6.3 Faculty Empowerment Strategies

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Performance Appraisal: The Institution believes that performance appraisal of all teaching and non-teaching is essential to its commitment to providing quality educational experiences for all students. Performance Appraisal aims to assess employee's performance according to established standards and identify areas for improvement that could lead to further growth and development. Appraisal form is filled by the employee, endorsed by the Head of the Department and Head of the Institute and is forwarded to the Management of the Organization for necessary actions.

Performance Appraisal Information Includes-

- **Self Assessment:** Assessment of the set objectives in the prescribed tenure.
- **Technical Adequacy:** Assessment of experience, accuracy, punctuality, relationships, abilities, dependability, and obedience.
- **General Impression:** Assessment of departmental contributions, knowledge, power of expression, class control & discipline.
- **Remarks:** Remarks of the Head of the Department & Head of the Institution.

SUPPORTING DOCUMENTS (PERFORMANCE APPRAISAL FORMS - SAMPLE): [Click Here](#)

Effective Welfare Measures: The following are the welfare measures that exist for teaching and non-teaching staff of the institute -

- **Employee's Provident Fund (EPF):** The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account.
- **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of the "Payment of Gratuity Act" and the rules framed thereof. The appointed vendor "LIC" directly caters the relevant funding to the eligible staff.
- **Accidental Group Insurance:** All the eligible employees can avail of the Group Personal Accident Insurance Policy, and the appointed vendor "LIC" directly caters the relevant funding to the eligible staff.
- **Staff Quarters:** Employees of the institute (Teaching/Non-Teaching) those are eligible



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for the availing staff quarter within the lush green campus on demand.

- **On-board Medical Facility:** The institute offers all necessary (minor) medical support to its employees during working hours at the Society's Medical OPD facility.
- **Staff Uniforms:** The non-teaching staff is provided with uniforms at no extra cost every year.
- **Study Leave:** The P.G. / Ph.D. sponsored employee candidates are fully paid study leave during the prescribed study period of their admissions in HEIs.
- **Medical, Maternity Leave & Paternity Leave:** Fully paid Maternity Leave (ML) for a maximum of 90 days is offered to eligible women employees. However, the Gents Staff are also eligible for availing of 8 days of fully paid Paternity leave.
- **Financial Support** for Research Publications, Short Term advance Facility & Other facilities like Wi-Fi, Green Jim, Gymkhana, etc.

SUPPORTING DOCUMENTS (EFFECTIVE WELFARE MEASURES): [Click Here](#)




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