



## 6.3 Faculty Empowerment Strategies

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

#### Response:

**Following are the benefit programs available for teaching and non-teaching staff:**

- Employee Provident Fund
- Gratuity
- Encouragement for research and development activities.
- Group insurance facility for staff members.
- Financial support to participate in national and international conferences/events.
- Faculty Development Programs (FDP) for faculty members on regular basis
- Fee concession of 25% for wards of teaching staff, 35% for wards of non-teaching staffs and 40% for wards of others in our Institutions run by Trust.
- A concession of 100% for on medical expenditure will be given at the medical college run by Our trust for the employees and 50 % for the dependents of the employees.
- Salary advance will be provided for those in need on their request.
- Free local transportation is provided for staff and students.
- Quarters facility for the faculties in reasonable amount.
- Free Dispensary facility

**Following are the Leave benefits available for teaching and non-teaching staff:**

- Casual leave
- Earned leave
- Maternity leave
- Study leaves
- Leave for Employees of Fixed Term Contract
- Leave for Probationary Employees
- Leave for Employees on Post Retirement Engagement
- Restricted Holiday leave
- On Official Duty (OOD) leave



- COVID leaves

**Institution has well established appraisal system for teaching and non-teaching staff:**

**Teaching staff:** The Institution has a well-defined faculty performance appraisal system. Each staff member submits annually in detail capturing all his/her activities in a prescribed format to the HOD. At institution level, self-appraisal forms /Academic Performance Indicators are taken to evaluate the performance of every staff member.

Implementation and effectiveness in overall performance of every faculty member is evaluated once in a year based on the following parameters.

- Student feedback
- Results in the respective subject handled
- Additional responsibility performed in that particular year
- Participation in Faculty Development programs / Workshops / Training Programs
- University Examination related work
- Publication in conferences and journals

The process of performance evaluation is as follows:

- The faculty submits self-appraisal forms with necessary documents duly signed by HOD.
- Self-Appraisal/ Academic Performance Indicators are evaluated by the HOD, Principal and HRD in according to the Hierarchy. The review is conducted to evaluate the performance of every faculty member annually.
- Faculty member displays her/his Teaching-learning materials (Notes, PPTs, Videos, Assignments, Question bank etc.), Academic file, Course file in the process of evaluation.
- The Performance evaluation report along with the necessary recommendations / actions will be considered for Promotions, Increments or any others.

The IQAC have updated the Self Appraisal Form to API (Annual Performance Indicator) to increase the standards of appraisal system in the 2023.



### Non-Teaching Staff:

On the regular basis, non-teaching faculties were given the appraisals according to the trust norms.

A well-defined policy for the appraisal uphold the equality of all faculties.

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