



P. R. M. S. MAHAVIDYALAYA.

Baragari (P. More): P.O. : Jamboni :: Dist. : Bankura – 722150.

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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 System:

- The college provides its teaching staff with a Daily Diary to record data on their classes, assignment completions, and performance in co-curricular and extracurricular activities throughout the session.
- Monthly Progress Reports are filled in regularly by the faculty members who include their attendance, number of leaves, number of classes taken and topics covered in the syllabus. These Monthly Progress Reports are periodically reviewed by the Principal.
- The teachers' performances are also taken into consideration while making questionnaires for the Student Satisfaction Survey and the results are then discussed and analyzed to improve future outcomes.
- Departmental level meetings and department wise meetings with the Principal are held whenever required to regulate discharge of allocated duties and responsibilities of Faculty members.
- Career Advancement Scheme (CAS) for the teachers who become eligible for the promotion of different stages has been implemented following the guidelines laid down by UGC and Higher Education Department, Govt. of West Bengal.
- Performances of the non-teaching staff are also taken into consideration through Leave Register maintenance, participation and preparation for the audit, conducting examination, asset register maintenance etc.
- The non-teaching casual staff of the college are allowed increments disbursed from the college fund on the basis of their performance and which are accordingly passed by the Governing Body.
- The Service Book, Fixation, Approval and Management Committee meets on a regular basis and also special meetings are organized to consider individual special cases.

Effective welfare measures for teaching and non-teaching staff and avenues for career development/progression:

- The college has implemented various measures for its teaching and non-teaching staff that align with State Government orders. Some matters are managed directly by the institution.
- The college's registered Cooperative Society offers ample opportunities for teaching and non-teaching staff to take out loans at a simple interest rate. The interest accrued from these loans is distributed as

an annual dividend.

- Employees can avail Leave On-Duty for attending Refresher Courses, Faculty Induction Programmes, Short Term Courses, etc.
- The college handles all documentation and financial aspects related to the Career Advancement Scheme (CAS).
- Teachers are granted duty leave to attend Refresher/Orientation Courses, conferences, seminars, workshops, and more. Special leave is also available for emergencies.
- The college strictly follows government regulations for Casual Leave, Earned Leave, and Medical Leave for all employees.
- Female employees have provisions for Maternity Leave and Child Care Leave.
- All employees are covered under the "Swasthya Sathi" and "Health Scheme," as applicable.
- Pensionary benefits, Gratuity, and Leave Encashment are also provided to the concerned employees.
- Free Covid-Vaccine Drive was organized for all staff.
- Affordable canteen facilities are also available for the teaching and non-teaching staff of the college.
- Gym and Yoga facilities are also available for the employees of the college.
- During the Annual Sports event, athletic competitions are also arranged for both the teaching and non-teaching staff of the college.

LINK OF SUPPORTING DOCUMENTS:

- The institution has performance appraisal system:

<https://prmsmahavidyalaya.ac.in/uploaded-files/e4073f7e42b02fad9a654d792e2a6b3b.pdf>

- Effective welfare measures for teaching and non-teaching staff and avenues for career development/progression:

<https://prmsmahavidyalaya.ac.in/uploaded-files/6f1d66a22afbd0467b5cdc92668a1e23.pdf>



A handwritten signature in black ink, appearing to be "S. Kumar", written over a light yellow rectangular background.

SIGNATURE OF THE PRINCIPAL

Principal
P.R.M.S. Mahavidyalaya
P.O.-Jamboni, Dist.- Bankura