

6.3 Faculty Empowerment Strategies

6.3.1 Welfare Schemes for Teaching and Non- Teaching staff

The institution has effective welfare schemes for both teaching and non- teaching staff. All staff members enjoy leave benefits, medical benefits and retirement benefits as per the Delhi University and U.G.C norms.

Leave Benefits

- 8 casual and 2 RH leaves to all staff members
- half pay leave can be availed by teaching staff after completing one year of service.
- Duty leaves are given to both teaching and non- teaching staff to attend Orientation, Refresher courses, FDP, Training Programmes, Skill Enhancement Programmes, University Meetings, Seminars, Conferences and Workshops.
- Maternity leave to female staff for 180 days and paternity leave to male staff for 15 days is given to all staff members.
- Study leave of 3 years for all teaching and non- teaching staff. Sabbatical leave of additional 2 years may also be given to teaching staff under some conditions.

Retirement Benefits

- GPS – Pension to all superannuated teachers appointed before 2004. Provident fund scheme
- NPS- National Pension Scheme for all teachers appointed after 2004.
- Gratuity
- Encashment of earned leave

Medical Benefits

- Medical reimbursement as per university rules.
- Free medical care facility for all university employees and teachers at WUS (World University Services South Campus)
- Medical room in college for first- aid equipped with some basic medicines, 2 beds and full time medical attendant. Doctor visiting twice a week.

ICT Facilities

- College is fully wifi enabled
- Teachers make use of smart classrooms and seminar rooms for delivering lectures.
- The college provides computer software facilities and technical staff to assist all teaching and non- teaching staff in their day to day teaching and administration work. This is especially beneficial for online teaching, conducting OBE examinations and online admissions in COVID times.

Other Benefits

- Ward quota in admissions for all staff members as per university rules
- Leave Travel Concession and Home Travel Allowance as per University Rules

- Canteen services with room service for staff members
- Parking facilities
- Library Reading Room for teachers with internet facilities
- Computer labs, Xerox facilities
- Clean Drinking Water
- Staffroom For Teachers and staff washrooms
- Organization of games for teachers and non – teaching staff on Sports Day. Also annual Leg Cricket match is played between teaching and non-teaching staff.

Loan Facilities

- There is a Thrift and Credit Society with members of teaching and non- teaching staff. It gives small loans to its members on very easy terms.
- The staff can also take a loan or partially withdraw from their Provident Fund for specific purposes like marriage of children, house construction or renovation.

In this way the college has always been supportive for the welfare of their teaching and non- teaching staff considering everyone to be part of the Kamala Nehru College.

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:^[1]_[SEP] Teacher's Self Appraisal

- Each year the college requires the teachers to submit a self-assessment report. This is done on a performa called the APAR form available on the college website. This provides an insight into all aspects of teachers performance – effectiveness of teaching skills adopted, quality of student centric activities, contribution to college corporate life, research work, publications and participation in academic forums and training programmes. This form helps teachers to self evaluate and showcase their continuous professional development in terms of paper presentations, publications, participation and organization of seminars, conferences, faculty development programmes.
- The various departments collate the data collected to form their annual reports, which is discussed at Department Meetings with the Principal. Efforts are made to overcome the shortcomings and make further improvements.
- This year during the Pandemic the teachers made special efforts to enhance their ICT skills for conducting online classes. Each teacher devised innovative teaching skills to reach out to their students so that they do not lose out in their studies. Many teachers also gave financial assistance to our students so that they could buy data for attending their classes.
- Promotions of teachers from Assistant Professor to Senior

scale, Associate Professor and Professor are done as per University and UGC norms. For this too, each candidate has to furnish a self assessment report and give presentation to the Selection/Expert Committee which is external to college.

- The students are also given an opportunity to give their honest feedbacks on teachers. Feedback forms are available on the college website. This feedback is conducted by the college IQAC and covers a large number of parameters like communication skills, subject knowledge, work ethics, mentoring, career guidance and teacher's ability to create a democratic classroom for holistic development of our students.

Response – Non -Teaching Staff Appraisal

- The College follows the performance appraisal procedures as per UGC norms for the non teaching staff working in various departments such as Accounts, General Administration, Computer Center, Library, Garden and Building Maintenance, Laboratories, Sports Ground Maintenance
- Each employee fills and submits online the Annual Performance Appraisal Report (APAR). This Document is then Certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer.
- Both Reviewing and Reporting Officers accord points to the concerned employee on a scale of 10 after a careful insight into the self-appraisal report filled.
- A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency.