

6.3.1

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

Preamble

The institution has established a comprehensive performance appraisal system to evaluate and enhance the contributions of teaching and non-teaching staff. In addition, a range of effective welfare measures are in place to ensure staff well-being. The institution also provides avenues for career development and progression, fostering an environment that promotes professional growth and long-term career satisfaction. The HR policy, appraisal formats, the minutes of meeting are attached below.

Sr. No.	Name of the Document	Document Link (Click or Ctrl + Click)
1	Performance appraisal system	
	Increment LOR	Link
	Increment Minutes of the Meeting	Link
	HR Policy	Link
	Latest Appraisal Formats	
	<ul style="list-style-type: none"> SOP Appraisal 2023-24 	Link
	<ul style="list-style-type: none"> Non-Teaching PA Form Admin Staff 	Link
	<ul style="list-style-type: none"> Non-Teaching PA Form Peons Drivers 	Link
	<ul style="list-style-type: none"> Form C 2024 	Link
	<ul style="list-style-type: none"> Form B 2024 	Link

	<ul style="list-style-type: none"> Form A 2024 	Link
	<ul style="list-style-type: none"> Circular Performance Appraisal 2024 	Link
	<ul style="list-style-type: none"> Appraisal Schedule 2024 	Link
2	Effective welfare measures for teaching and non-teaching staff	
	Staff Quarters	
	<ul style="list-style-type: none"> Latest Staff Quarter List 2024 	Link
	<ul style="list-style-type: none"> Staff Quarter Policy 	Link
	Group Insurance for Faculty	
	<ul style="list-style-type: none"> May-2021 May-2022 Group Mediclaim 	Link
	<ul style="list-style-type: none"> May-2022 May-2023 Group Mediclaim 	Link
	<ul style="list-style-type: none"> Nov-2022 Nov-2023 Group Mediclaim 	Link
	<ul style="list-style-type: none"> Nov-2023 Nov-2024 Group Mediclaim 	Link
	Cooperative Society	
	<ul style="list-style-type: none"> MIT ADT SOC Norms Upavidhi 20210723 	Link
	<ul style="list-style-type: none"> Registration Letter 	Link
	Advance salary	Link
	Diet Consultation on the campus	
	<ul style="list-style-type: none"> Ms. Srijita Paul appointed as Sports Nutritionist 	Link
	<ul style="list-style-type: none"> Nutritionist Schedule for July 2024 	Link
	On campus Psychologist	

	<ul style="list-style-type: none"> • Proposal center for wellbeing 	Link
	<ul style="list-style-type: none"> • Notification Center for Integral Wellbeing 	Link
	<ul style="list-style-type: none"> • Ekta Shipure Appointment Letter 	Link
	Fee concession to the teachers pursuing PhD in our University	Link
	Local conveyance to faculty and staff	
	<ul style="list-style-type: none"> • Transportation For Faculty and Staff 	Link
	<ul style="list-style-type: none"> • Transportation for Senior Faculty Members 	Link
3	Avenues for career development / progression	
	Policy for Research and Consultancy	Link
	SOP CAS	Link




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