



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

The institute believes in the development of the organization envisaging through betterment and effective welfare measures of the teaching and non-teaching staff. The institute extends functional and regulatory schemes for Leave, On-Duty, Medical besides supporting the staff for higher education, R&D, Sponsored projects, Research & Publications through incentive schemes. JB Institute of Technology facilitates faculty & staff for attending external workshops and conferences. These welfare activities are extended to all the employees through the registrar office for motivating and promoting the efficiency in them.

The Institute has a welfare mechanism in place, for teaching and non-teaching staff. The various welfare schemes are:

1. Support to pursue Higher Education – Ph.D. Full Time / Part Time and PDF.
2. Financial assistance to attend Seminar / FDP / Workshops/Short term Courses.
3. Cash incentive for Publications, and R&D work.
4. Hostel accommodation & Mess facilities to all employees.
5. Residential Quarters (2BHK) facility all employees
6. Recognition of Best Faculty, Researcher and Placement Co-coordinators
7. Subsidized bus facility for Faculty & Staff
8. Medical insurance and hospital tie-ups (CGHS Rate) for all employees
9. Effective HR policy
10. Fee concession for staff wards

Faculty Performance Appraisal and Development System:

The institution follows the self-appraisal system to evaluate and enhance the performance of faculty members. The performance score is calculated for 100 points. Different Academic Performance Indicators (API) are fixed for all faculty members. The faculty from all the departments is given proper orientation with supportive guidelines along with weightage for each API. The guideline for Faculty Performance Appraisal is also provided to the faculty for information. The performance review of individual faculty provides an opportunity for continuous improvement and taking remedial actions.



The purpose of the evaluation is given as:

- i) Evaluate and promote quality in the teaching/learning process.
- ii) Meet the educational requirements and expectations of students' community

At the end of every assessment year, faculty appraisal is organized with the approval of management. The self-appraisal form is collected for evaluation from the faculty at the end of assessment year. As per the prescribed format of appraisal form for teaching and non-teaching staff of the institution, the process of appraisal is being carried out with minimum at least 5% and gradually increased with varying percentage on the basis of performance along with up to 20% DA.

Appraisal form is collected from each faculty at the end of assessment year and comments are sought from HODs about the validation of data furnished by the faculties. The relevant actions are based on the outcome of the report. If low performance of the faculty is observed, proper mentoring will be given to the faculty by the Head of the Department and Director to strengthen their academic and research contribution etc.

The merit of the faculty is categorized on different levels based on their performance. Accordingly appreciation and increments are granted to the faculties.