



6.3.1:

POLICY OF WELFARE MEASURES FOR TEACHING & NON-TEACHING STAFF

The teaching and non-teaching staff members are the backbone of any institution. Laxminarayan College, Jharsuguda adopts some welfare measures for them:

- 1) The faculty members are free to use the ICT Infrastructure and take assistance of manpower as and when required.
- 2) Financial support to faculty members pursuing higher education and research work.
- 3) They can avail library facilities, computers, printers and stationery.
- 4) Seminars and Workshops (National and Internal) are conducted to keep the faculty updated.
- 5) College provides financial assistance to teachers who attend seminars, conferences in outstation centres.
- 6) Healthy and hygienic work environment.
- 7) Annual Increments as per the government rules.
- 8) Casual leaves and Emergency leaves are given as per policy.
- 9) Holidays are given as our college tries to follow the government calendar.
- 10) If a faculty takes leave due to examinations and other health reasons, necessary alternate arrangements are made accordingly.
- 11) Provision of six months maternity leave for the lady members of the staff
- 12) Staff Quarters facility available.
- 13) In the case of the non-teaching staff, the college management sometimes adopts rehabilitation schemes to adjust the family members of the deceased.
- 14) Most of the financial benefits for the teaching staff are also applicable for the non- teaching staff.
- 15) Advance against salary for the management staff
- 16) Employee Provident Fund facility is provided for the management staff.
- 17) A well-established Grievance Redressal System for staff.
- 18) Availability of separate departments for teaching faculties.
- 19) Free parking facility for staff.
- 20) The College canteen is functional providing tiffin and meals.

INSTITUTION'S PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON- TEACHING STAFF

**Laxminarayan College, Jharsuguda has a performance appraisal system
for teaching and non- teaching staff.**

- **Systematic Approach:** The College has a well-structured performance appraisal system that involves multiple stakeholders and uses various methods for evaluation.
- **HRMS Integration:** The use of HRMS streamlines the process and ensures efficient data management.
- **Multiple Evaluation Methods:** The system includes student feedback, self-assessment (PAR), and evaluations by authorities.
- **Focus on Academic, Co-curricular, and Extra-curricular Performance:** This ensures a comprehensive assessment of faculty members.
- **Skill Enhancement Initiatives:** The College encourages professional development through training programs.
- **Staff Council and IQAC Involvement:** These bodies provide oversight and feedback on faculty performance.

Areas for Improvement:

- **Non-Teaching Staff Evaluation:** While there is a system for monitoring non-teaching staff, it could be further formalized and standardized.
- **Feedback Mechanism for Non-Teaching Staff:** It might be beneficial to introduce a feedback mechanism for non-teaching staff, similar to student feedback for teaching staff.
- **Alignment of Evaluation Criteria:** Ensure that the evaluation criteria for teaching and non-teaching staff are aligned with the college's overall goals and objectives.
- **Employee Development Plans:** Consider implementing individual employee development plans that are aligned with the performance appraisal process.
- **360-Degree Feedback:** Exploring 360-degree feedback for both teaching and non-teaching staff could provide a more comprehensive perspective on performance.
- **Regular Feedback and Coaching:** Implement a system for regular feedback and coaching to support employee development and performance improvement.

By addressing these areas, Laxminarayan College can further enhance its performance appraisal system and create a more supportive and motivating environment for its staff.

AVENUES FOR CAREER DEVELOPMENT/PROGRESSION

Laxminarayan College, Jharsuguda, as a prominent educational institution, likely offers various avenues for staff members to enhance their professional growth and career development. Here are some potential pathways:

Academic Advancement

- **Higher Education:** Pursuing advanced degrees (M.Phil., Ph.D.) can significantly enhance teaching and research capabilities, leading to higher positions within the college or universities elsewhere.
- **Research Publications:** Contributing to academic journals and conferences can establish expertise and credibility, opening doors to research-oriented roles or collaborations.
- **Grant Writing and Research:** Securing grants for research projects can demonstrate leadership and problem-solving skills, potentially leading to administrative roles.

Administrative Roles

- **Department Head:** Demonstrating effective leadership and management skills within a department can qualify staff members for head positions.
- **College Administrator:** Exemplary performance in administrative roles can lead to positions such as Administrative Bursar, Academic Bursar or Accounts Bursar

Professional Development Programs

- **Faculty Development Programs:** Participating in faculty development workshops or programs can enhance teaching methodologies, classroom management skills, and pedagogical approaches.
- **Leadership Training:** Attending leadership training programs can develop essential skills for managing teams, making decisions, and motivating others.
- **Online Courses and Certifications:** Utilizing online platforms to acquire new skills or certifications can boost professional profiles and increase marketability.

Industry Collaborations

- **Consultancy:** Leveraging expertise to provide consultancy services to external organizations can enhance professional networks and generate additional income.
- **Industry Partnerships:** Collaborating with industries can lead to joint research projects, student internships, and potential career opportunities.
- **Entrepreneurship:** Starting a business related to the field of expertise can provide a platform for innovation and personal growth.

Community Engagement

- **Community Outreach:** Participating in community outreach programs can enhance interpersonal skills, develop a sense of social responsibility, and contribute to the college's reputation.
- **Public Speaking:** Engaging in public speaking opportunities can improve communication skills and build confidence.
- **Mentorship:** Mentoring students or junior faculty can foster leadership skills and contribute to the college's academic environment.

It's important to note that the specific opportunities available may vary depending on the college's policies, resources, and the individual's qualifications and interests.




Principal
Laxminarayan College
JHARSUGUDA