

SHRI HARI EDUCATIONAL TRUST
ST. ROCK'S DEGREE COLLEGE OF LAW

(Affiliated to Mumbai University)

Borivali (W), Mumbai- 400 092. E mail ID: strockscollegeoflaw@gmail.com

Criteria 6.3.4

6.3.4

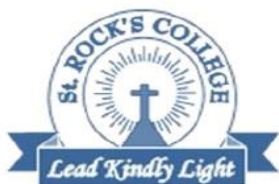
Faculty Empowerment Strategies

Criteria – 6.3.4

The institute has effective welfare measure and performance appraisal for teaching and non- teaching staff



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INDEX 6.3.4

The institute has effective welfare measure and performance appraisal for teaching and non- teaching staff

Sr. No.	Particulars
1	Performance Appraisal for Staffs
2	Motivation to Staff through Awards
3	Study Leave is given for preparation of NET/SET exams
4	First Aid Box is available in the college
5	Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
6	Uniforms – Non-Teaching Staffs
7	Job Securities by HEI's
8	Manual – Rule Book
9	Spacious Ambience
10	Work Culture
11	Holistic Development
12	Educational Environment
13	Staff Picnic
14	Travelling Allowances



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The institute has effective welfare measure and performance appraisal for teaching and non- teaching staff

SHRI HARI EDUCATIONAL TRUST with huge and valuable experience and contribution to education opened the St rocks Degree College of law

St Tocks Degree College of Law is one of the best Law College in the field of education.

Shri Hari Educational Trust St Rocks Degree College of Law who has effective welfare for staffs.

1. Performance appraisal for staff: Employees behaviour and performance is final outcome to invest in the pillars of betterment policies of HEI.
2. Motivation to Staff: HEI motivates staff members through awards and appreciation.
3. Study Leave is given for preparation of NET/SET exams.
4. First Aid Box is available in the college.
5. Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, HealthCare & Mental & Spiritual Peace.
6. Uniforms – Non-Teaching Staffs: HEI provides uniforms to all non - teaching staff.
7. Job Securities by HEI's: Approvals, permanent orders to employees.
8. Manual – Rule Book: Manual – Rule Book for services, leaves, promotions, etc. by rulebook.
9. Spacious Ambience infrastructure for staff: Up to mark ambience for staff.
10. Work Culture: HEI encourages healthy atmosphere for better work output.
11. Scope of Holistic Development: HEI motivates for research, book writing, book publications, teaching facilities, library, gym, help each staff for its holistic development.
12. Educational Environment: HEI has educational environment which includes curriculum enrichment, teaching and learning, innovation, ecosystem, cultural, sports, social involvement of staff for the students.
13. Staff Picnic: Management contributes the amount for staff picnic.
14. Travelling Allowances: HEI contributes in travelling allowance during official work.



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Performance Appraisal System for Teaching and Non- Teaching Staff

HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non – teaching staff. HEI identifies their performance and methods to improve the performance and quality of staff.

Mangaon Shikshan Prasarak Mandals Ashokdada Sable Law College follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis and periodic review.

Goal Setting

Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical and social involvement. HEI keen on this arrangement for performance appraisal.

Evolution Standards

HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

Staff Analysis


HEI has its team of experts for analysis of analysis of the performance, involvement, output, progression, student's relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

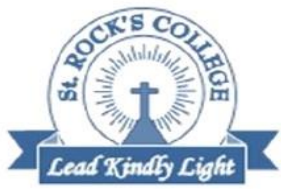
Periodic Revival

Periodic Revival is carried out at two levels. At basic level, principal of college along with seniors from other HEI. The periodic review of non-teaching is carried out by audited statement, etc.

Employee's behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff



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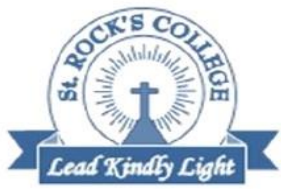
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MOTIVATION TO STAFF THROUGH AWARDS



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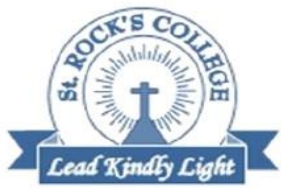
FIRST AID BOX IS GIVEN IN THE COLLEGE



[Handwritten Signature]



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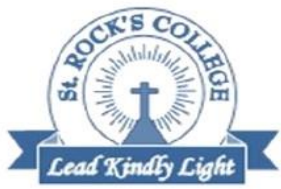
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NUTRITION AND HEALTH AWARENESS



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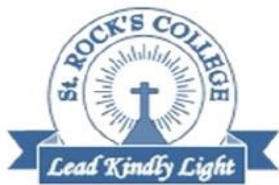
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UNIFORM FOR NON-TEACHING STAFF



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MANNUAL RULE BOOK

Rules and Regulations of Institution

1. Terms of Service

Faculty members serve full-time for the institute, and they are expected to dedicate their entire attention to the operations of the organization.

In addition to any responsibilities that the administration may occasionally give to the faculty, the faculty will be in charge of carrying out the following particular tasks:

- a. Evaluation and Assessment of Students
- b. Supporting with Consultancy, Research, And Development Services
- c. Offering Computer Laboratory Instruction
- d. Generating Resource Materials and Developing Computer Laboratories
- e. Supporting Extracurricular and Co-Curricular Activities
- f. Assisting with Departmental Activities
- g. Any Extra Tasks That the Principal or Higher Authority Assign.

2. Leaves

A teacher may only take a total of twelve days of casual leave throughout a academic year.

3. Resignation

An employee must provide a month's written notice of resignation if, at any time after confirmation, they decide to leave the organization.

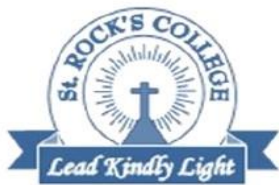
4. Termination

The institute has the authority to terminate an employee's employment without any notice if the employee is involved in any criminal activity or actions that could result in an arrest or charges from law enforcement or judicial authorities (or payment of salary in place thereof). In this case, the institute's decision is final and enforceable.

On the employee's termination of employment, all correspondence, specifications, documents, and other institute assets must be given to the institute right away; the employee is not permitted to keep or duplicate these items.



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5. Address

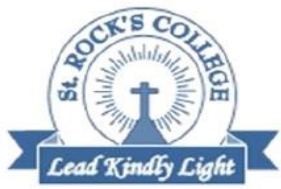
Employees are required to provide the institute their full address. For all intents and purposes, any communication sent to that address via courier, registered post, or speed post will be counted sufficient served on the employee.

6. Duties of the Teacher

- a. The teacher must devote their time and efforts towards enhancing their academic and professional proficiency by taking advantage of all available opportunities to attend and engage in academic programs, including but not limited to seminars, orientations, refresher courses, and in-service training programs.
- b. The teacher will carry out his academic responsibilities, which include planning lectures, tutorials, demonstrations, assessments, research, mentoring research fellows, organizing exams, and so on, while also motivating the students to pursue their education.
- c. The teacher is expected to attend courses on a regular and timely basis, teach the lessons and instructions that the head assigns from time to time, and not typically miss work without authorization or a leave of absence.
- d. The teacher will occasionally abide by the institute's norms and regulations.
- e. Apart from teaching and related responsibilities, the teacher must handle extracurricular and co- curricular activities organized by the institute, handle administrative and supervisory tasks, maintain records and assessment reports, and perform any other duties appropriate for their position as a teacher that are delegated to them by the principal or higher authority of the institution.
- f. The duty of a teacher is to assist the institution's administration in enforcing and upholding students' good behaviour and discipline.
- g. A teacher will help the institute run the institute examination smoothly.



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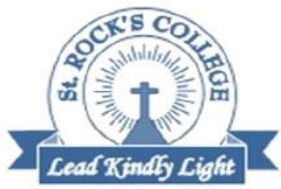
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SPACIOUS AMBIENCE



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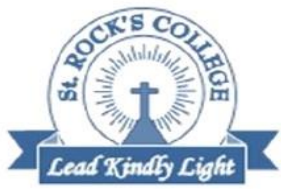
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WORK CULTURE



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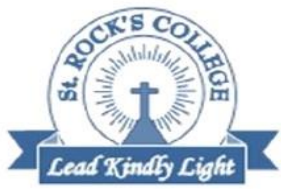
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HOLISTIC DEVELOPMENT



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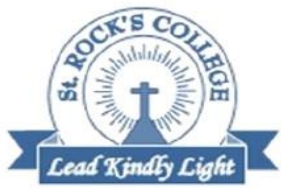
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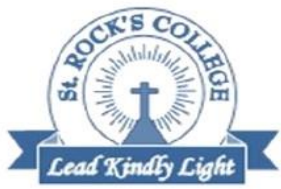
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EDUCATON ENVIRONMENT



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STAFF PICNIC



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TRAVELLING ALLOWANCES

Shri Hari Educational Trust						
St. Rocks Degree College of Law						
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Print Date: 03 Jan-2024 02:48 Pm						
Account Entries From 01-Jun-2024 to 31-March-2024, Only Paid in Cash mode						
Sr No	ID	Paid to / Received from	Narration (if any)	Mode/Instr.No	Amount	Flag
1)	159	OFFICE EXPENSES CONVEYANCE FOR UNIVERSITY (Fort) For Principal SHWETALI PATIL	Date: 02-Jun-2022		730.00	P
Summary for 2-Jun-2022: Paid: (730.00) Received: []						



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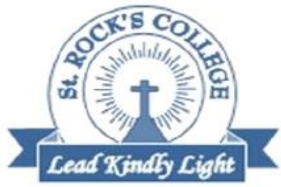
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Sr No	ID	Paid to / Received from	Narration (if any)	Mode/Instr.No	Amount	Flag
1)	142	OFFICE EXPENSES CONVEYANCE FOR UNIVERSITY (Kalina) For Principal SHWETALI PATIL	Date: 14-April-2022		520.00	P

Summary for 14-April-2022: Paid: (520.00) Received: []



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Print Date: 25 Sep-2024 04:48 Pm

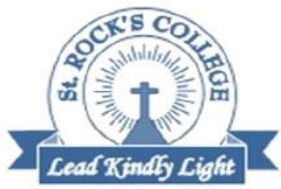
Account Entries From 01-Sept-2024 to 31-Sept-2024, Only Paid in Cash mode

Sr No	ID	Paid to / Received from	Narration (if any)	Mode/Instr.No	Amount	Flag
1)	54	OFFICE EXPENSES CONVEYANCE FOR UNIVERSITY (Kalina) For Akash Jadhav	Date: 25-Sept-2022		120	P

Summary for 25-Sept-2024: Paid: (120.00) Received: []



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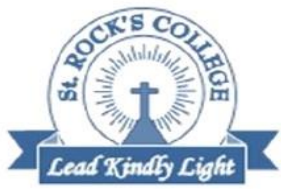
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6.3.4

Institution Performance appraisal system for teaching and non-teaching staff



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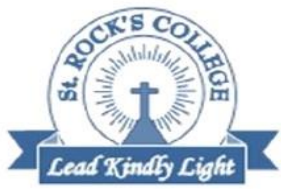
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Sr. No.	Description
A	Performance Appraisal in Terms of Academic Incentives.
B	Performance appraisal format for non-teaching
C	Librarian Appraisal Form
D	Assessment – Analysis on performance appraisal
E	Maximum 500 Words Description on Performance Appraisal



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**A. Performance Appraisal Term of
Academic Incentives (Specimen)**



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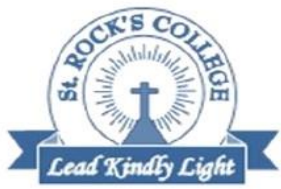
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TEACHING STAFF

1. LESSON	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students.			
I make that students gain new information, provide them with, new information and follow through about the students understanding of the information.			
I revise the lesson from past chapters			
I prepare lesson plans that make my teaching method efficient.			
I use example to help students understand the concept better.			
I use teaching aid (blackboard, posters, books and pp) during my lecture			
I encourage students to participate individually in pair or in groups			
I use engaging activities in my class			
2. REALATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name			
I understand the abilities of my students			
I encourage my students			
I communicate integral information about my students to their guardians.			
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			
I co coordinate with fellow colleagues to identify, monitor and address issue that arise in an academic year			



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I observe my colleagues to learn new teaching techniques			
I brush up my language skills to help my students			
I attended training programs and apply newly gained information to polish my teaching methods			
4. RECORD KEEPING			
My lesson plans are up to date and ready to inspection			
I have a long-term plan			
I record the mark of the students for better assessment			
5. I AM GOOD AT: Teaching Advocacy Skills			
6. I NEED TO IMPROVE: Vernacular Language			
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			



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**B. Performance Appraisal format for
Non-Teaching Staff (Specimen)**

 
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GENERAL INFORMATION

	Name	
A	Address (Residential)	
B	Address (Permanent)	
C	Mobile Number	
D	Email Address	
E	Designation	
F	Department	
G	Date of birth	
h	Date of Joining in the institution	
I	Work experience (Total) (This institution + Other Institution)	

Other Duties

Exam Cell	
Examination	
Admission Process	
Administration Work	

Rating By Skills	0 = poor/1 = Fair = Good/ 3 = Excellent
Work quality	
Productivity	
Communication	
Initiative	
Punctuality	



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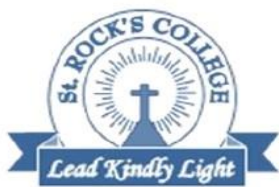
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C. Librarian Appraisal Form (Specimen)



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Name of the Employee:

Position:

Date:

Sr.no	Task	Yes	No	N/A	Remarks
1	Maintenance: Adds Description about books in catalogues				
2	Adds books into the Cataloguing program from library				
3	Label and puts stamps on new books				
4	Returns materials to shelves and keep shelves in order				
5	Assists patrons in finding relevant books and study material				
6	Maintains other study material				
7	Maintains newspaper and magazine shelves				
8	Notifies patrons by phone and mail regarding materials waiting for them and materials overdue or lost.				
9	Fills in for other staff when needed				
10	Performs other duties as assigned				



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EMPLOYEE EVALUATION FORM

EMPLOYEE INFORMATION	
Employee Name	Anpita Shirke
Job Title/Department	Asst. Prof. Law
Reviewer Name/Title	Assistant professor
Review Period	7 years
Today Date	11/09/2024

RATING BY SKILL AREA	0 = Poor/1 = Fair/2 = Good/ 3 = Excellent
Work Quality	3
Comments:	Very Sincere
Productivity	3
Comments:	efficient at work
Communication	3
Comments:	Communicate without hesitation
Collaboration	3
Comments:	engaged with students
Initiative	3
Comments:	Take initiative
Punctuality	3
Comments:	Very punctual.
OVERALL RATING	Excellent
ADDITIONAL NOTES	Satisfied



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1. LESSON	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students.			✓
I make that students gain new information, provide them with, new information and follow through about the students understanding of the information.			✓
I revise the lesson from past chapters			✓
I prepare lesson plans that make my teaching method efficient.			✓
I use example to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and pp) during my lecture			✓
I encourage students to participate individually in pair or in groups			✓
I use engaging activities in my class		✓	
2. REALATIONSHIP WITH STUDENTS AND PARENTS		✓	
I know all my students by name			
I understand the abilities of my students		✓	
I encourage my students		✓	
I communicate integral information about my students to their guardians.		✓	
3. PROFESSIONAL DEVELOPMENT	✓		
I always aim to learn new information about my subjects and teaching methods		✓	
I co coordinate with fellow colleagues to identify, monitor and address issue that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques			✓
I brush up may language skills to help my students			✓
I attended training programs and apply newly gained information to polish my teaching methods			✓

[Signature]



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4. RECORD KEEPING			✓
My lesson plans are up to date and ready to inspection			✓
I have a long-term plan			✓
I record the mark of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills		✓	
6. I NEED TO IMPROVE: Vernacular Language			✓
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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EMPLOYEE EVALUATION FORM

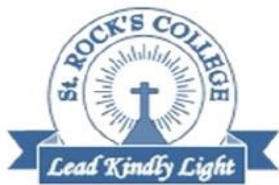
EMPLOYEE INFORMATION	
Employee Name	Mijin Salki
Job Title/Department	Ass. prof. Law
Reviewer Name/Title	Assistant professor
Review Period	2 years
Today Date	11/9/2024

RATING BY SKILL AREA	0 = Poor/1 = Fair/2 = Good/ 3 = Excellent
Work Quality	3
Comments:	Very Sincere
Productivity	3
Comments:	efficient at work
Communication	3
Comments:	Communicate without hesitation
Collaboration	3
Comments:	engages with students
Initiative	3
Comments:	Take initiative
Punctuality	3
Comments:	Very punctual
OVERALL RATING	excellent
ADDITIONAL NOTES	Satisfactory

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I observe my colleagues to learn new teaching techniques		✓	✓
I brush up may language skills to help my students			✓
I attended training programs and apply newly gained information to polish my teaching methods		✓	

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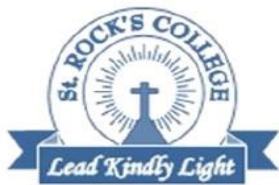
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FOR NON-TEACHING STAFF

	Name	
A	Address (Residential)	Aakash Arun Jadhav. D/601 Gokul village Shambhupark Mira Road
B	Address (Permanent)	
C	Mobile Number	8104006083
D	Email Address	aakashjadhav104@gmail.com
E	Designation	clerk
F	Department	law
G	Date of birth	10/10/1987
h	Date of Joining in the institution	06/01/2022
I	Work experience (Total) (This institution + Other Institution)	07 years.

Other Duties

Exam Cell	Examination schedule setting
Examination	Exam. supervision
Admission Process	LLB 3yr Admission, D.A., LLB 5yr
Administration Work	Administration work, perfer salary, student counselling, university work, ARA work, PPA work DAE work

Rating By Skills	0 = poor/1 = Fair = Good/ 3 = Excellent
Work quality	3
Productivity	3
Communication	3
Initiative	3
Punctuality	3

Ashish



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FOR NON-TEACHING STAFF

	Name	SHEETAL RACHANDRA NALEHAR
A	Address (Residential)	306, C, Wing Mangalmarket Goregaon (W)
B	Address (Permanent)	As - above
C	Mobile Number	8923089824
D	Email Address	rnshanya@gmail.com
E	Designation	clerk
F	Department	LAW
G	Date of birth	11/08/1982
h	Date of Joining in the institution	2nd Nov. 2019
I	Work experience (Total) (This institution + Other Institution)	17 years

Other Duties

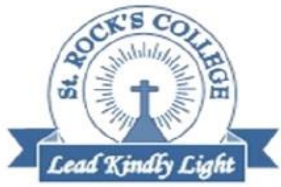
Exam Cell	Exam arrangement as per University guideline.
Examination	Record maintain, Paper download, OMS help to staff prof.
Admission Process	Admission process done online and offline of JYSLLB to SYSLB. A.L.L.B.
Administration Work	Admin work, ARA filling, FRA filling, Entollment filling, Students correspondence.

Rating By Skills	0 = poor/1 = Fair = Good/ 3 = Excellent
Work quality	3
Productivity	3
Communication	3
Initiative	3
Punctuality	3

Signature



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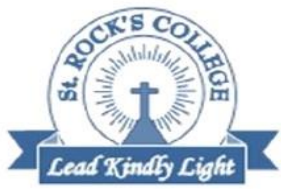
Name of the Employee: *Anjali Mishra*
Position: *Sibarian*
Date: *11/9/2-24*

Sr.no	Task	Yes	No	N/A	Remarks
1	Maintenance: Adds Description about books in catalogues	✓			Good
2	Adds books into the Cataloguing program from library	✓			V.Good
3	Label and puts stamps on new books	✓			V.Good
4	Returns materials to shelves and keep shelves in order	✓			Good
5	Assists patrons in finding relevant books and study material	✓			Good
6	Maintains other study material	✓			V.Good
7	Maintains newspaper and magazine shelves	✓			Good
8	Notifies patrons by phone and mail regarding materials waiting for them and materials overdue or lost.	✓			V.Good
9	Fills in for other staff when needed	✓			Good
10	Performs other duties as assigned	✓			Good

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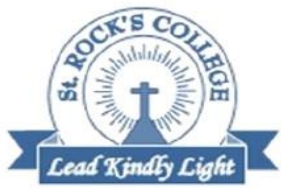
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**D. Assessment- Analysis on Performance
Appraisal**



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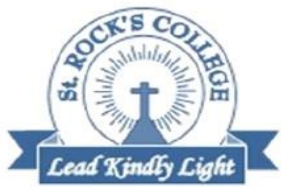
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- Performance appraisal is a vital process within organizations, serving as a cornerstone for evaluating employee performance, identifying strengths and areas for improvement, and guiding professional development. It encompasses a systematic review of an individual's work accomplishments, behaviors, and potential, contributing significantly to organizational success. This descriptive text explores the intricacies of assessment and action within the performance appraisal framework.
- The assessment phase of performance appraisal involves the systematic evaluation of an employee's performance against predetermined criteria and expectations.
- It typically includes:
 1. **Goal Achievement:** Assessing the extent to which an employee has met or exceeded their set objectives and key performance indicators (KPIs). This assessment provides insights into their effectiveness in delivering results aligned with organizational goals.
 2. **Competency Evaluation:** Evaluating the demonstration of essential competencies relevant to the employee's role. These may include technical skills, communication abilities, problem-solving capabilities, teamwork, leadership, and adaptability.
 3. **Behavioral Analysis:** Examining the employee's conduct, work ethic, attitude, and interpersonal skills within the workplace environment. This assessment gauges their alignment with organizational values and cultural norms.



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4. Feedback Collection: Gathering feedback from various sources, including supervisors, peers, subordinates, and clients, to gain a comprehensive understanding of the employee's performance from multiple perspectives. This multi-source feedback enhances the accuracy and fairness of the assessment process

Conclusion:

Performance appraisal serves as a dynamic process for evaluating, recognizing, and enhancing employee performance within organizations. By conducting thorough assessments and taking decisive actions, organizations can harness the full potential of their workforce, driving individual growth, organizational effectiveness, and sustainable success. Embracing a culture of continuous feedback and development ensures that performance appraisal remains a catalyst for excellence and innovation in the ever-evolving workplace landscape

 
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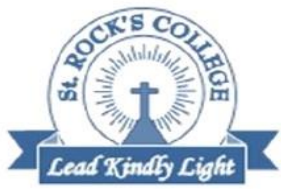
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**E. MAXIMUM 500 Words Description on
Performance Appraisal**



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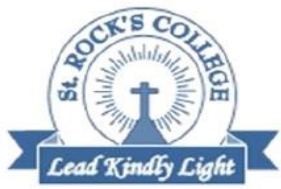
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Performance appraisal for professors in a law school is a comprehensive process aimed at evaluating their teaching, research, service, and professional development activities to ensure the highest standards of academic excellence and institutional effectiveness. Here's a detailed description of such an appraisal process: 1. Teaching Evaluation:

- Teaching effectiveness is assessed through various means, including student evaluations, peer reviews, and classroom observations.
- Student feedback is collected anonymously to gauge the professor's ability to communicate complex legal concepts effectively, engage students, and foster critical thinking.
- Peer reviews involve observations of lectures, examination of course materials, and discussions about teaching methodologies to provide constructive feedback.
- The alignment of course objectives with student learning outcomes and the use of innovative teaching techniques are also considered.

2. Research and Scholarship:

- The quality and quantity of scholarly output are evaluated, including publications in peer-reviewed journals, books, chapters, and other scholarly works.
- The significance of the professor's research contributions to the field of law, as well as their impact on legal practice and policy, are assessed.
- Participation in research projects, grants obtained, and presentations at conferences are also taken into account. Overall,



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the performance appraisal process for professors in a law school is designed to foster a culture of excellence, accountability, and continuous improvement, while recognizing and rewarding faculty members for their outstanding achievements and contributions to legal education and scholarship.



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