

Ref. No. A.C.F./2024/335

## Staff Welfare Measures

Dated 28/6/24

Several staff welfare measures have been envisaged in the past for the teaching and non-teaching and technical staff. Being a developing self-financed institution, these measures are being implemented in a phasing manner subject to the availability of funds.

### Leave Policy for the teaching, Non-Teaching and Technical Staff

Leaves can be broadly classified as

a. Casual Leaves (CL):

i. The number of casual leaves that can be availed by faculty or staff is 12 days in an Academic Year.

ii. Should be evenly distributed in both semesters

iii. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.

iv. Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.

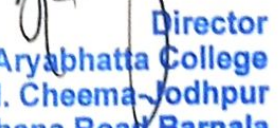
v. It is necessary to get prior sanction of CL by reporting to the head of the institute.

vi. In case of emergency, telephonic intimation is acceptable to administrator and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal / Director. The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL.

vii. CL cannot be equated with ML or vice versa.

viii. One day casual leave will be deducted for every 3 late days.



  
Director  
Aryabhata College  
Vill. Cheema Jodhpur  
Bazakhana Road, Barnala



Ref. No. A.S.F/2024/335

Dated 28/6/24

b. On-Duty Leave [OD]

i. OD is granted to an employee when the University / Principal /Head of the Department / or any other competent authority assigns a duty that must be carried out for the institute, University or State.

c. Compensatory Leave [CO]

i. Staff, who works on holidays will be entitled to CO for an equal number of days that they have worked.

d. Special Leave [SP]

i. An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

e. Medical Leave [ML]

i. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.

ii. Request for extension of ML will be considered by the Director/ Management. An employee returning from ML will be required to submit a physician's certificate describing the nature and duration of the illness.

f. Maternity Leave [MA]

i. Maternity leave may be granted to a female teacher only twice in one's career.

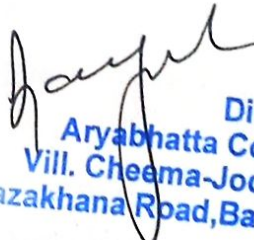
ii. A lady employee with minimum 3 years of continuous service is entitled to a maternity leave without pay.

iii. In all other cases the Director fixes a period of leave to be granted as Maternity Leave without pay

## Holidays and Vacation

As per the List approved by the Punjabi University, Patiala.



  
Director  
Aryabhatta College  
Vill. Cheema-Jodhpur  
Bazakhana Road, Barnala



Ref. No. A.C.P/2024/235

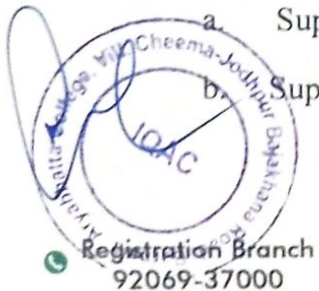
Dated 28/6/24

## Faculty Performance Appraisal

All faculty and staff members are evaluated every year on their performance. Participation, monitoring, guiding Co-Curricular, Extension and Professional Development activities, etc., are considered and given due credit. A well-planned form has been created to aid the assessment and for meticulous documentation. Each faculty does a self-assessment followed by the evaluation of the concerned superior. The criteria for evaluation takes into account a large number of parameters with appropriate maximum marks. Marks for each criteria enables make the evaluation more objective and the assessee and the assessor are able to substantiate their judgment and arrive at agreement in case of a deviation.

a) Evaluation Categories All faculty performance is evaluated based on the five broad categories and its components listed below

- a. Teaching, Learning and Evaluation
  - b. Classroom teaching and innovation
  - c. Student and Parent Feedback
  - d. HOD Feedback
  - e. Continuous evaluation and improvement
  - f. Punctuality, absences and professionalism
  - g. University/College examination results
  - h. Examination work
- b) Administrative Activities
  - a. Contribution towards accreditation, affiliation and approvals
  - b. Student Counselling
  - c. Support to HOD/Principal for administrative tasks
  - d. Memberships of college, university committees
- c) Co-Curricular, Extension, Professional Development Activities
  - a. Support for student groups and student activities
  - b. Support for campus/college festivals and events



  
Director  
Aryabhata College  
Vill. Cheema-Jodhpur  
Bazakhana Road, Barnala



Registration Branch  
92069-37000

Director 98726-77011  
Chairman 97813-41000

aryabhata.barnala@gmail.com  
www.aryabhatacollegebnl.com

Ref. No. ACJ/24/335

Dated... 28/6/24

- c. Organization of add on courses
- d. Constant upgradation of academic credentials, additional certifications
- d) Research & Academic Contributions
  - a. Publications in reputed journals and conferences
  - b. Applying for and receiving grants from various external funding agencies
  - c. Organizing colloquiums, seminars, workshops and conferences
  - e) Industry Connections and Placement assistance
    - a. Establishing partnerships with industries and keeping up with industry trends
    - b. Being on the boards or managing committees of various industries.
    - c. Conducting consultancy projects for industries
    - d. Introduction of industry specific courses and training for students, faculty and external industry participants
    - e. Help students get internships/jobs in local industries/companies
    - f. Mentor students for building skills that would be relevant for industry/higher education
    - g. Assist placement department wherever required

All faculty members are also expected to have contributions in all 5 categories listed above. They are also expected to excel in at least 3 of the 5 categories

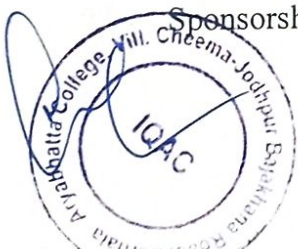
## Welfare Measure for Staff


Stress free work environment where they are given a free hand in subject selection.

Waiver of fees for teachers' children in the institution.

Gifts and mementoes on teachers' day celebrations.

Sponsorship for attending conferences, workshops and FDPs.



  
Director  
Aryabhatta College  
Vill. Cheema-Jodhpur  
Bazakhana Road, Barnala

Registration Branch  
92069-37000

Director 98726-77011  
Chairman 97813-41000

aryabhatta.barnala@gmail.com  
www.aryabhattachollegebni.com

