



RAJDHANI COLLEGE OF ENGINEERING & MANAGEMENT
Bhubaneswar

(Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Odisha)



PERFORMANCE APPRAISAL AND WELFARE
MEASURES POLICY & PROCEDURE


Principal
Rajdhani College of Engg. &
Management, BBSR

1. INTRODUCTION

Rajdhani College of Engineering & Management, a leading B-School in the State of Odisha since 1998, imparting only two-year full-time Master of Business Administration (MBA) program and five year MBA (Integrated) programme approved by All India Council for Technical Education (AICTE), New Delhi and is affiliated to Biju Patnaik University of Technology (BPUT), Odisha,

1.1 Vision, Mission & Core Values of the Institute

Our Vision:

To become a Star institution among the institutions of Management Education in State of Odisha for imparting International standard of education & training in the field of Management.

To infuse and impart education in various area of Management Science to aspiring young generation with a view to improve quality of life of People thereby contributing to raise the living standard of the Society.

Our Mission:

Establishment of quality & international standard of education & training by which the Management level education is accepted and acknowledged by the aspiring Students and the industrial houses as a process of acquiring managerial and Administrative capabilities and competencies enabling them to seek a job as a Manager or starting his or her own venture.

1.3 Core Values

- Discipline and Devotion
- Caring and Communication
- Sincerity and Sensitivity
- Relationship and Reliability
- Quality and Quantity
- Ability and Attitude
- Trustworthiness and Transparency
- Courtesy and Collaboration
- Planning and Participation
- Inclusiveness and Interaction



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2. PROCESS OF PERFORMANCE APPRAISAL FOR TEACHING & NON-TEACHING STAFF

After the end of each Academic Year (August-September) the teaching and non-teaching staff are required to fill up the standardised appraisal form and submit the same to the Principal, Rajdhani College of Engineering Management within a stipulated time period. For the non-teaching staff a self-appraisal form is circulated among the employees. To facilitate Class-3 & Class-4 employees the self-appraisal forms are prepared and received in regional language.

- ❖ Principal evaluates the appraisal form and submits his recommendation to the Secretary.
- ❖ The Secretary constitutes a committee where each form is evaluated and verified.
- ❖ After the due recommendation of committee, Secretary incorporates it in agenda of the Governing Board meeting.
- ❖ Normally the recommendation given by the committee gets approved and the same is communicated to each teaching and non-teaching members through an office order.
- ❖ The outcomes of the appraisal are implemented from the first day of each annual year.

3. WELFARE MEASURES FOR TEACHING & NON-TEACHING STAFF

Employee welfare means “the efforts to make life worth living for workmen”. It includes various services, facilities & amenities provided to employees for their betterment over and above the wages paid.

The teaching and non-teaching staff at Rajdhani College of Engineering & Management benefit from effective welfare measures. The output & selfless contribution of each staff is reflected in the welfare measures implements for them by the college or institution.

Faculty and staff welfare schemes have been defined:

- ❖ Creating a harmonious and conducive work environment for effective functioning of all faculty and staff members across its campus.
- ❖ Ensuring high level of efficient and effective support system to meet the requirements of the faculty & staff.
- ❖ Ensuring compliance of the guidelines by the Government Statutory Bodies.
- ❖ Streamlining the administrative functioning of faculty and staff welfare issues.

3.1 Faculty & Staff Welfare Schemes.

The Institute has adopted measures to promote the welfare of the employees.

- One time financial reward to the Faculty for successful completion of Ph.D. degree, to encourage others.
- Freedom to attend/ organize national/international workshops/ conferences.
- Financial Assistance to attend FDP, Workshop, Conferences and Seminars.



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- Automation of attendance and leave using biometric system
- The faculty members have given permission to act as a Resource Person.
- Skill development courses are held for both teaching and non-teaching staffs to improve their skills in the work place.
- Medical leave & Maternity leave are available for eligible staff members.
- Special health and fitness programme, such as Yoga, are offered.
- Faculty Development Programmes (FDP) & Staff Development Programme (SDP) are held on a regular basis.
- The management organises a staff trip once a year. The trip allows the staffs to re-energise and refresh their mind and bodies.
- Non-doctoral staff members are encouraged to enrol and finish their Ph.D. programmes. The management recognises and appreciates the works of the faculty members who improve their research work through high quality publications over the academic year.
- Sports for teaching and non-teaching staffs are organised.
- Security services, identity card, photocopy services are provided for both the teaching and non-teaching staff members.
- Canteen facilities are made available for food and refreshment at subsidized rate.
- Financial support to faculty and staff members in emergency situation.
- A group accidental insurance up to Rs.5 lakh with other benefits is provided to all the staff members of the institute.
- Computerised digital lab to enhance the use of digital platforms.
- Staff members have access to a gym, internet & Wi-Fi on campus.
- Staff members can also receive motivation through counselling in order to establish a healthy working environment. This not only improves the employee's work-life balance, but it also help them increase proactivity and allows them to work effectively with satisfaction.
- Children's education at RCEM with subsidised prices.
- Yearly Incentive to Good performers among employees.


Dean

Rajdhani College of Engineering & Management

Prepared by
 Dean

Rajdhani College of Engineering & Management


Secretary

**Regional College of Engineering & Management
 Plot No-18, Sec-A, Zone-B, Mancheswar
 Industrial Estate, Bhubaneswar-10**

Approved by
 Secretary

Regional College of Engineering. & Management