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

The College Management has developed a Confidential Report which is filled and submitted to the Management by the Principal for each teacher. The Confidential Report serves as a basis for the yearly increments and continuation of the concerned teacher for the next academic year.

Scope of Confidential Report:

- Confidential report includes various aspects of teaching, learning and evaluation and contribution of teachers to co-curricular and extra-curricular activities.

The College Management has initiated several measures for the welfare of its teaching and non-teaching staff. Some of these measures are:

Welfare Measures for Teaching Staff:

The Society strives to ensure welfare of its teaching staff in the following ways:

- Salary is credited to bank account of all members of teaching staff on or before 7th of every month.
- Duty leave is given to teaching staff members for participating in seminar and conferences.
- Best Teachers award is given to the best performing teacher every year on the occasion of Annual Day.
- Interest Free Loan is sanctioned to staff members for short duration.
- Provident Fund facility is provided to all teachers on completing five years of continuous service.
- Staff insurance facility is provided to all teachers employed with the college.

Welfare Measures for Non-teaching Staff:

The Society strives to ensure welfare of its non-teaching staff in the following ways:

- Salary is credited to bank account of all the members of non-teaching staff on or before 7th of every month.
- Provident Fund benefit is given to all the members of non-teaching staff as per the government norms.
- Two pairs of uniforms are given to the members of non-teaching staff every year.
- Non-teaching staff participating in intercollegiate sports and cultural events are provided with T-Shirts.
- Staff appointed for cleaning the premises is provided with safety materials like hand-gloves, face mask and other accessories.



Welfare Measures for Teaching Staff and Non-teaching Staff:

- Birthday of all members of teaching staff and non-teaching staff is celebrated in the College.
- In the event of death of a family member, paid leave is given to the staff members.
- Students eligible to work in office are given employment in the College as per the need.
- Teaching and non-teaching staff participates in the cultural and sports activities organised by the College.
- Festivals like Independence Day, Republic Day, Gandhi Jayanti etc. are celebrated together as a family by all staff members.
- Hygienic canteen facility is provided to staff members and students at a highly subsidised rate.
- College gymkhana and gymnasium are permitted for use by the staff members.

Career Development and Progression:

- The Management encourages its teaching and non-teaching staff to pursue higher studies. For example, non-teaching staff is encouraged to complete their higher secondary and graduation. Teachers are encouraged to enrol for LLB and acquire such other professional qualifications.
 - Teaching and non-teaching staff acquiring higher educational and professional qualifications are given better opportunities in various professional institutions operating under the purview of the Society.
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Sharda Education Society's

College Code : 11

Anand Vishwa Gurukul Senior Night College

of Commerce & Science

Affiliated To University of Mumbai

ISO 9001 : 2008 Certified

No. Aff./ICD/ 2014 - 15 / 29449, 09th July, 2014

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Format of Confidential Report for Teachers

Anand Vishwa Gurukul Senior Night College.

Confidential Report

Name of the Teacher:- _____

For the period from:- _____

Qualification:- _____

Designation:- _____

Tenure (Permanent or Temporary):- _____

Length of service in the institution as on 1st April 20 :- _____

Scale of pay:- _____

Next increment on :- _____

Subjects taught:- _____

I have formed the following opinion about the teacher's ability, work etc. as follows.

I. Class work

- a) Knowledge and preparation of subjects: _____
- b) Knowledge of
 - i) Medium of instruction.
 - ii) Hindi
 - iii) English
 - iv) Marathi
- c) Power of exposition, illustration, questioning etc. _____
- d) Ability and desire to create interest among pupils _____
- e) Class control and discipline _____
- f) Influence over pupils, parents and colleagues _____
- g) General remark on class work _____

II. Extra-Class activities

a) Interest taken in sports, physical education etc. _____

b) Sincerity, loyalty etc. _____

c) Inclination to cooperate with the colleagues _____

d) Fidelity in carrying out the issued by the head of the school

e) General Remarks:- _____

III. Special remark, if any:- _____

Signature of Principal

Signature of Secretary