



MAHARANA PRATAP GOVERNMENT P.G. COLLEGE, CHITTORGARH (Raj.)

6.3.1

Appraisal System for teaching and non-teaching staff

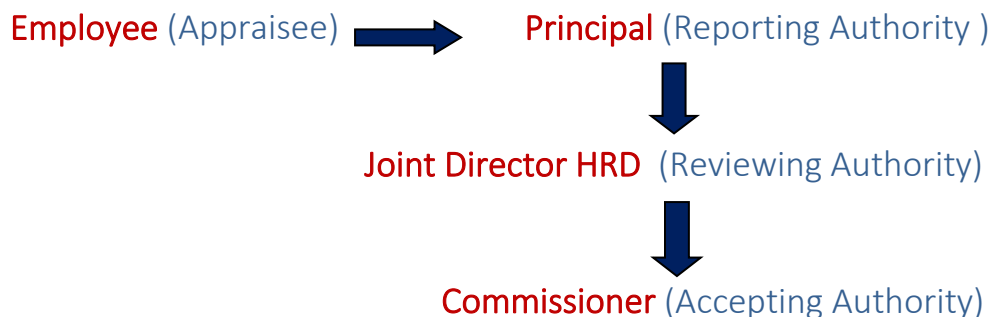
Appraisal system for teaching:

The formal/official system for the appraisal of performance of faculty members is based on the official annual report submitted by the Principal of the college to the higher office. The report is known as 'ACR' (annual confidential report), a proforma of the same is handed over to each of the faculty member and he/she is required to fill the information in relevant columns and thereafter, the Principal puts the comments using his discretion and minute observation and forwards the same to the higher office. In case the faculty member's performance is below average by the Principal, he/she is served a show-cause notice by the higher office. The unofficial system of appraisal of the teaching staff includes feedback from various stakeholders. The whole process was being done manually by filling up of the forms and submitting the form before the head of the institution, however the Government of Rajasthan has taken initiatives to make it more convenient and hassle-free for the employees, the government has developed a web application named as '**Raj Kaj-HRMS**' (**HUMAN RESOURCE MANAGEMENT SYSTEM**) which could be accessed by the employee using his/her single sign-on ID and an online ACR could be submitted through it which will be forwarded to the higher authorities through automation. This move has made the whole process easy, timely, effective and transparent.

Appraisal System for non- teaching staff:

The formal/official system for appraisal of the Laboratory Assistant is done in the similar manner, however, the only difference includes that the appraisal form is first reviewed by the In-charge/HOD of the department and thereafter it is submitted before the Principal. Afterwards it is forwarded to the higher office. The appraisal of the performance of the ministerial staff/office employees is done by the Principal, and it is afterwards forwarded to the higher office. A similar format for online ACR submission is also available for the non-teaching employees (ministerial and sub-ordinate) as well. The web application named as '**Raj Kaj-HRMS**' (**HUMAN RESOURCE MANAGEMENT SYSTEM**) which could be accessed by the employee using his/her single sign-on ID and an online ACR could be submitted through it which will be forwarded to the higher authorities in the same manner as it is done for the teaching staff.

Flow chart for appraisal hierarchy : Department of College Education, Rajasthan





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6.3.1

Effective welfare measures for teaching and non-teaching staff

Teaching:

Maharana Pratap Government College Chittorgarh is a state-run institution and the programs and policies aiming at the welfare of the employees and members of their families which are formulated by the Government of Rajasthan are implemented efficiently and effectively in the institution. The college administration facilitates smooth functioning and timely reimbursement of medical expenses borne by the faculty members(employed before 2004). The college faculty members (employed after 2004) are beneficiaries under the **RGHS (Rajasthan Government Health Scheme)**, a cashless medical facility borne by the state government. The college implements the all the welfare schemes launched by the GoR (Government of Rajasthan) from time to time. There are separate schemes for employees under the **Old Pension Scheme and New Pension Scheme (2004)** respectively. The teaching employees avail the benefit of two categories of leaves viz. the **casual leave (C.L.)** and **privileged leave (P.L.)**. The state government reserves the right to alter, modify, and change the schemes. The welfare schemes for teaching include **State Insurance, Group Insurance, Medical benefit schemes, General Provident Fund, Employees Contributory Pension Fund** etc. These schemes are centrally administered by the government of Rajasthan and implemented in all the government colleges throughout the state. Similarly, a **Teacher's Welfare Fund (TWF)** is in place at the level of the Universities, college and university teachers contribute 10 percent of the total amounts of remuneration they obtain for evaluation of answer sheets in the university exams. The contribution is mandatory and fund is transferred to the university. The beneficiaries are determined at the university level. The state government also has a mandatory life Insurance Scheme for her employees. It has some added benefits including disbursement of advances on low interest rates. Another scheme is employees Group Personal Insurance with accidental death claim amounting up to Rs. 2 lakhs. Likewise, GPF (General Provident Fund) and Employees Contributory Pension Fund schemes are also in place. The post-retirement benefits given to an employee also include **gratuity and commutation** besides pension and others including the monetary encashment of privileged leaves (up to 300 only) if not consumed during the length of the service. In case of the death of an employee (**Ex-gratia**) during service his/her nearest kin is granted a government job on compassionate grounds and his/her spouse is granted with a family pension for survival.

Non-teaching:

Most of the welfare schemes are common for teaching and non-teaching members. Those schemes include **State Insurance, Group Insurance, Medical benefit schemes, General provident Fund, Employees Contributory Pension Fund, other pension benefits, family pension, death claims, Ex-gratia, and RGHS** etc. however; one of the welfare measures available for non-teaching staff is the provision of **compensatory casual leave(C.C.L.)** against being on duty on a marked holiday. The other leaves granted to teaching and non-teaching remain the same. The non-teaching employees are awarded with a fixed-amount bonus amount on the festive occasion of Diwali.



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6.3.1

Career Development & Progression

For teaching:

The teaching is recruited by the state public service commission through a competitive exam; the entry level post in accordance with the U.G.C. guidelines is Assistant Professor (after alteration in the designation vide circular released by Dept. of Personnel, Govt. of Rajasthan), he/she is entitled for pay as per the seventh pay commission in AL-10 (15600-6000-39100), after completing 4 yrs. (for Ph.D. holders), 5 yrs. (for M.Phil. holders) or 6 yrs. in service (for non Ph.D.) he/she is eligible to secure a promotion in the senior scale LU-11 (15600-7000-39100) through CAS (career advancement scheme) norms. After completion of 05 yrs of service in the senior pay-scale the teaching faculty is entitled for securing another promotion into selection scale LU-12 (15600-8000-39100) through CAS as per the rules. The member of the faculty is entitled to hold the designation of 'Associate professor' LU-13a (37400-9000-67000) through CAS after completion of 3 yrs. of service in selection scale. The faculty member is entitled for further promotion to the designation of Professor LU-14 (37400-10000-67000) through CAS, as per the rules.

For non-teaching:

The non-teaching staff i.e. ministerial is recruited through a competitive exam conducted by Employee Service Commission, the entry level designation (after alteration in the designation vide circular released by Dept. of Personnel, Govt. of Rajasthan) for the ministerial staff is Junior Assistant L-5 (PB-I), a ministerial employee is entitled for pay revision after completion 9, 18 and 27 yrs. of service with a satisfactory service record as per the ACRs. He/she secures a promotion under ACP (Assured Career Progression) scheme under which the service career is culminated in L-15 (PB-III).