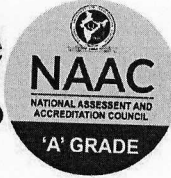




VISAKHA
INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE NEW DELHI
(Affiliated to JNTUGV, VIZIANAGARAM)
88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA | ENGINEERING | MANAGEMENT



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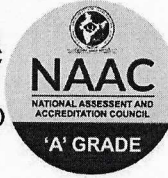
6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff Response: Welfare Measures for Teaching Staff and Non-Teaching Staff

- **Teaching:** Staff Club, Medical Leave, Duty Leave, Compensation Leave, Maternity Leave, Casual Leave, Early leaving permission, Vacation facilities are provided to all teaching
- **Medical Leave:** All staff members are eligible for medical leave @ 12 days for every completed year of service after the probation period. Medical leave can be accumulated up to a maximum of 180 days.
- **Maternity Leave:** All women employees are entitled to maternity leave for a period of 90 days. Complete monthly salary and benefits shall be paid during the period of maternity leave.
- **Compensatory Leave:** All employees are eligible for Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.
- **Casual leave** is granted @ 12days per annum for all staff. However, the eligible casual leave is only @ 1 day for every completed month of service.
- **Study Leave (S.L):** Study leave shall ordinarily be granted only to the faculty who have completed at least 3 years of service. Request for S.L will be considered on the merit of the individual case. Prior sanction is required to avail of this leave
- **Non-teaching:** Staff Club, Medical Leave, Provident Fund, Duty Leave, Compensation Leave, Maternity Leave, Casual Leave, Early leaving permission, Vacation are provided for all the non-teaching staff
- **Provident Fund:** Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.
- **Insurance:** Insurance is given to employees who are working in the college.

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PERFORMANCE APPRAISAL SYSTEM

A panel committee including Principal, the Management Representative, and the Head of the Department is formed for the interactions and the observations for staff appraisal and recommendations are made for the grant of increments. The outcome of this process must be comprised of shared communication, constructive criticism, and healthy discussions on strengthening institutional growth and finding probable solutions for the same, as well as the inclination to realistically make sincere efforts to achieve a definite objective in the near future.

Considering the financial position and performance of the Institute, the Performance Evaluation and Appraisal System is done in a systematic manner for all the Teaching and Non-Teaching Staff at the end of every academic year usually in the month of June. In order to ensure that an effective Performance Appraisal System is in place, the Institute and the employee ensure that the job responsibilities and requirements as well as the performance expectations are understood and interpreted in the right manner.


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