



KOSHY'S

INSTITUTE OF MANAGEMENT STUDIES

NAAC Accredited & ISO 9001 2015 Certified

ACADEMIC YEAR 2022-2023

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

Effective welfare measures:

The Institution places a strong emphasis on fostering the professional growth and well-being of its teaching and non-teaching staff. With a commitment to excellence, it offers various incentives and benefits to create an enriching and comfortable working environment.

Educational advancement is actively supported, encouraging teachers to pursue higher qualifications like M.Phil and Ph.D., and to contribute to academic discourse through research papers and presentations at both national and international seminars. The institution acknowledges and rewards these efforts with additional increments upon completing a Ph.D. or qualifying for NET/SLET.

Work-life balance is a priority, demonstrated through generous leave policies. Both teaching and non-teaching staff are granted 9 Casual Leaves and 6 Earned Leaves, while academic staff receives an additional 20 days of annual leave.

A healthy and conducive work atmosphere is created through amenities such as clean surroundings, hygienic washrooms, safe drinking water, and tea facilities. This is complemented by the provision of Wi-Fi connectivity, enabling a seamless work experience.

Financial support is extended to faculty participating in conferences, seminars, and faculty development programs through registration fee reimbursements. Regular career advancement is acknowledged with annual increments, motivating continuous professional growth.

The institution goes beyond professional support, ensuring employee well-being. It offers college accommodation and food, ensuring convenience and a supportive community environment. Health insurance and a medi-claim benefit of Rs 5.0 lakh provide a safety net for both teaching and non-teaching staff. Additionally, the provision of Provident Fund / ESI for eligible staff showcases the institution's commitment to long-term financial security.

Recognizing the diverse needs of its staff, the institution offers a maternity leave policy, granting new mothers a 3-month unpaid leave, facilitating a smooth transition into motherhood.


DIRECTOR
KOSHY'S INSTITUTE OF MANAGEMENT STUDIES
31/1, Kadusonnappanahalli,
Kannur Po, Hennur-Bagalur Road,
Bangalore-562 149

Adhering to legal responsibilities, the institution remains compliant with all statutory regulations and keeps up-to-date with necessary filings with the Registrar of Societies, Bengaluru District.

Performance Appraisal System:

The performance appraisal system for teaching and non-teaching staff involves multi-level evaluations: self-appraisal, assessment by HOD, HR Manager, Principal, Academic Director, Dean, and Chairman. This process scrutinizes curriculum delivery, teaching methods, and role execution. Staff submit these details, alongside student feedback and academic profiles. Contributions to research, Faculty Development Programs, conferences, and extra-curricular involvement are considered.

Teaching Staff Self-appraisal entails completing an evaluation form, categorized into three aspects. Category 1 evaluates teaching, learning, and evaluation, covering lectures, innovative teaching methods, curriculum enrichment, and student feedback. Category 2 assesses co-curricular and professional development activities, including additional responsibilities, certifications, and publications. Category 3 focuses on behavioral attributes like attendance, punctuality, and leadership.

Non-teaching staff performance appraisal centers on rule knowledge, diligence, responsibility, and punctuality. Their self-appraisal form evaluates rule familiarity, willingness for extra responsibilities, creativity, record maintenance, accuracy, diligence, attendance, and ethical conduct.

These forms serve as a basis for the annual performance review meeting. Additionally, a 360-degree review involves the institution's leaders, who discuss and finalize the evaluations based on multiple perspectives. This meticulous process promotes growth, accountability, and excellence institution-wide.


DIRECTOR
KOSHYS INSTITUTE OF MANGEMENT STUDIES
31/1, Kadusonnappanahalli,
Kannur Po, Hennur-Bagalur Road,
Bangalor-562 149