



# Criteria 6.3.1

## Faculty Empowerment Strategies



## INDEX 6.3.1

The institute has effective welfare measures and performance appraisal system for teaching and non-teaching staff

<b>Sr. No.</b>	<b>Particulars</b>
1.	Performance Appraisal for Staffs
2.	Motivation to Staff through Awards
3.	Study Leave is given for preparation of NET/SET exams
4.	First Aid Box is available in the college
5.	Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
6.	Uniforms – Non-Teaching Staffs
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# M.M. JAGTAP COLLEGE OF

ARTS, SCIENCE & COMMERCE, MAHAD-RAIGAD

(Affiliated to University of Mumbai)

NGC 2009/152/09 MASHI 4 Date: 11 July 2009 • Email: mmjagtap11@yahoo.com

Founder & Ex. Chairman: Late. Manik Motiram Jagtap(Ex.M.L.A.)

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Lokvikas Samajik Sanstha Trust's with huge and valuable experience and contribution to education opened the Institute of Commerce and Science.

Institute of Commerce and Science is one of the best Commerce and Science College in the field of education.

Lokvikas Samajik Sanstha Trust's, M.M. Jagtap College of Arts, Science and Commerce is MMJC who has effective welfare for staffs.

1. Performance appraisal for staff: Employees behavior and performance is final outcome to invest in the pillars of betterment policies of MMJC.
2. Motivation to Staff: MMJC motivates staff members through awards and appreciation.
3. Study Leave is given for preparation of NET/SET exams.
4. First Aid Box is available in the college.
5. Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
6. Uniforms – Non-Teaching Staffs: MMJC provides uniforms to all non - teaching staff.
7. Job Securities by MMJC's: Approvals, permanent orders to employees.
8. Manual – Rule Book: Manual – Rule Book for services, leaves, promotions, etc. by rule book.
9. Spacious Ambience infrastructure for staff: Up to mark ambience for staff.
10. Work Culture: MMJC encourages healthy atmosphere for better work output.
11. Scope of Holistic Development: MMJC motivates for research, book writing, book writing, book publications, teaching facilities, library, gym, help each staff for its holistic development.
12. Educational Environment: MMJC has educational environment which includes curriculum enrichment, teaching and learning, innovation, ecosystem, cultural, sports, social involvement of staff for the students.
13. Staff Picnic: Management contributes the amount for staff picnic.
14. Travelling Allowances: MMJC contributes in travelling allowance during official work.



  
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## **Performance Appraisal System for Teaching and Non- Teaching Staff**

MMJC undergoes the process of evaluating the performance of employees in the academic year time period. MMJC evaluate productivity of teaching and non – teaching staff. MMJC identifies MMJC performance and methods to improve the performance and quality of staff.

Lokvikas Samajik Sanstha Trust's, MMJC Degree College of Commerce and Science follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis and periodic review.

### **Goal Setting**

Goal setting each employee is assigned certain goal based on the skills and job roles. MMJC compiles the employer to improve mental, physical and social involvement. MMJC keen on this arrangement for performance appraisal.

### **Evolution Standards**

MMJC published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

### **Staff Analysis**

MMJC has its team of experts for analysis of analysis of the performance, involvement, output, progression, student's relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

### **Periodic Revival**

Periodic Revival is carried out at two levels. At basic level, principal of college along with seniors from other MMJC. The periodic review of non-teaching is carried out by audited statement, etc.

Employee's behavior and performance is final outcome to invest in the pillars of betterment policies of MMJC.

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff.



  
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## Motivation to Staff through Awards




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**Performance Appraisal of Teaching Staff**

PERFORMANCE APPRAISAL OF FACULTY					
Period From June 2022 to May 2023					
1	Name of the Faculty	Mrs. Kalyani Shinde			
2	Date of Birth		3	Qualification at the time of joining	
4	Designation				
5	Date of Joining				
6	Teaching/Learning assignments handled during the year				
	Subject	Class	Semester		
	Business Economics	F.Y.B.Com	II		
	Accounting & FM	S.Y.B.Com	IV		
	Indirect Tax	T.Y.B.Com	VI		
7	Academic Achievement/Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained/ Reorganization)v				
1	Strategic corporate Finance, T.Y.B. Com, SEM -IV				
8	Faculty Development (Seminars/Programs Attended)				
SR.NO	Title of Seminar/ Programme	Period from	Period to	Venue	Conducted by
1	Transformative Reforms in Education	6-2-2023	10-2-2023	MM JAGTAP COLLEGE	MM JAGTAP COLLEGE



  
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**PERFORMANCE APPRAISAL OF FACULTY**

Period From June 2022 to May 2023

1	Name of the Faculty				
2	Date of Birth		3	Qualification at the time of joining	
4	Designation				
5	Date of Joining				
6	Teaching/Learning assignments handled during the year				
	Subject	Class	Semester		
	Business Economics	F.Y.B.Com	II		
	Accounting & FM	S.Y.B.Com	IV		
	Indirect Tax	T.Y.B.Com	VI		
7	Academic Achievement/Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained/ Reorganization)v				
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SR.NO	Title of Seminar/ Programme	Period from	Period to	Venue	Conducted by
1	Transformative Reforms in Education	6-2-2023	10-2-2023	MM JAGTAP COLLEGE	MM JAGTAP COLLEGE




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## Study Leave is given for Preparation of NET/SET Examination

### Application for casual Leave ( Teaching)

1. Name : **Mrs. Kalyani Shine**
2. No. of Days of leave required : Day on 25/03/2023 Leave required ONE day/s from **25/03/2023 – to 25/03/2023.**
3. Reason : SET EXAM PREPARATION \_\_\_\_\_
4. Days of C.L. taken so : One Day \_\_\_\_\_
5. Leave taken on : 25/03/2023
6. Is this leave combined with any other leave “ No. 

Date : 24/03/2023.

Signature of Applicant

### Adjustment of Lectures

Period	Class
1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	ADJUSTED
4 <sup>th</sup>	
5 <sup>th</sup>	

  
IQAC Co-ordinator  
M.M.Jagtap College of Arts, Science and  
Commerce  
At post Mahad- Raigad.  
**Head of Department**

Date : 24/03/2023



**Principal**  
  
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## First Aid Box is available in the College



  
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## Nutrition and Health Awareness



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**Job Security's by MMJC / Confirmation Letter**

**Ref. no. :**

**Date : 01<sup>st</sup> -June-2018.**

**Mrs. Kalyani Shinde**

Respected Madam/sir,

**Sub: Appointment letter for the Academic year 2018-2019.**

The Governing body is pleased to confirm your appointment at Lokvikas Samajik Sanstha Trust's, M.M. Jagtap College of Arts, Science and Commerce "as Assistant Professor in Commerce for the Academic Year 2018-2019 effective from 10th June 2018.

The appointment is purely on a temporary basis for the period of one academic year till 30th April 2019. You will be entitled for gross remuneration of Rs. 21, 500/- per month which includes allowances (CCA, TA, HRA, CLA, Med. allow.). You will be entitled only for PF not any other Government benefits.

During this period your services may be discontinued/terminated by the Governing Body by giving one month notice period. In case you intend to discontinue your service in this college, you can do so only after completion of semester by giving one-month prior notice. You are eligible for 12 (twelve only) casual leave during the academic year.

You will abide by the rules and regulation of related work of Professional examination other than offered by University of Mumbai. You are requested to sign duplicate copy of this appointment letter.

Yours Faithfully

  
**Chairman**  
**Lokvikas Samajik Sanstha**  
**Mahad-Raigad.**



  
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## Manual – Rule Book

### Rules and Regulations of Institution

#### 1. Service Rules

Faculty position is full time employment with institute and faculty shall devote himself/herself exclusively to the affairs of the institute.

In addition to the duties that may be assigned to faculty from time to time by the management faculty will be responsible for discharging the following specific duties:

- Students Assessment and Evaluations
- Assisting in Consultancy, Research and Development Services
- Instructions in Computer Laboratory
- Developing Resource Materials and Computer Laboratory Development
- Co-curricular and Extra-curricular Activities
- Assisting in Departmental Activities
- Any additional duties assigned by the principal or the higher authorities.

#### 2. Leaves

Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

#### 3. Resignation

If an employee, at any time after confirmation, intends to resign, he/she shall give 1 month notice on either side in writing.

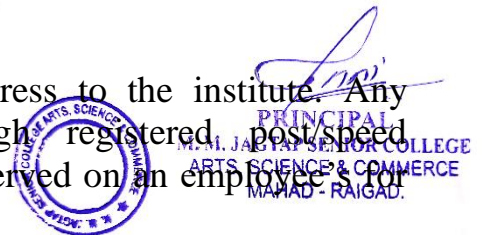
#### 4. Termination

In the event of employee being involved in any criminal conduct/activities for which employee may be arrested or charge by any law enforcement or judicial authorities, the institute has rights to terminate employee's service without any notice (or payment of salary in lieu thereof). The institute decision in this regard shall be final and binding.

On termination of this appointment letter of employee immediately give to the institute all correspondences, specifications, documents, etc. belonging to the institute and shall not retain or make copies of these items.

#### 5. Address

Employee should provide MMJC complete address to the institute. Any communication sent on that address through registered post/speed post/courier shall be considered to be sufficient served on an employee for all the purposes.





## 6. Duties of the Teacher

- a. The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc.
- b. The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, institute examinations etc. and shall encourage pursuit of learning in the students.
- c. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d. The teacher shall follow rules and regulations of institute for time to time.
- e. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the institute, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal or Higher Authority of the institution). A teacher shall help the institute authorities to enforce and maintain discipline and good habits among the student.
- f. A teacher shall assist the institute in smooth conduct of the institute Examination.



  
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## Spacious Ambience



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**Work Culture**



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**Holistic Development**



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## Education Environment



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(140)

**प्रवास भत्ता देयक (T.A.Bill)**

प्रवास करणान्याचे नांव व हुता श्री. साम्बी श्रीवर्ग देवजीवकर विखोदिमा

प्रवास कोटेशन कोडे : महाड ते ठाणे व परत

प्रवासाचे कारण शिष्यवृत्ती येण्यासाठी बॅंकेवर कॅसेन ठेवणे येथे  
शिरीश भयकराकारकी

प्रवास करणान्याचे मूळ वेतन :- रु.

<u>महाड</u>	वेतून निघाल्याचा दिनांक	<u>18-02-2010</u>	ते	<u>6:30 PM</u>
<u>ठाणे</u>	येथे पोहचल्याचा दिनांक	<u>18-02-2010</u>	ते	<u>12:30 PM</u>
<u>ठाणे</u>	वेतून निघाल्याचा दिनांक	<u>18-02-2010</u>	ते	<u>5:30 PM</u>
<u>महाड</u>	येथे पोहचल्याचा दिनांक	<u>18-02-2010</u>	ते	<u>11:30 PM</u>

मुखकामाचे दिवस ----- तास -----

अ.नं.	खर्चाचा तपशिल	रक्कम
१)	मोटर बस भाडे.....	520/-
२)	रेल्वे अगर बोट-लॉन्ज भाडे.....	130/-
३)	ठंतर वाहन खर्च ..... <u>रिझा भाड</u>	
४)	प्रवासातील इतर प्रारंभिक खर्च .....	175/-
५)	दैनिक भत्ता दर रु. प्रमाणे, दिवस	
६)	हमाली .....	
७)	समान (लगेज) वाहतूक खर्च.....	
८)	विशेष कारणासाठी झालेला खर्च .....	
	एकूण रक्कम :-	825/-

एकूण अक्षरी रक्कम रु. :- अठ्ठाश पंचवीस भाग

प्रवास करणान्याची सही :- Shirish Bhayekar

दिनांक :- 22-02-2010

मंजूर करणारे व हुता  
Netra  
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मात्रवे

वरील उपाये (अक्षरी) :- अठ्ठाश पंचवीस

प्रवास भत्ता देयक मंजूर दिनांक

वरील प्रवास भत्ता देयकाची रक्कम (अक्षरी) रु. :- अठ्ठाश पंचवीस [268660] चिक्कं मात्र

वेळ निघाली.

दिनांक :- 22-03-2010

Shirish Bhayekar  
प्रवास करणान्याची सही



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