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

The Management provides various facilities to take care of welfare of human resources of the institution. The teaching and non-teaching staff members have an important role in growth of the institute and therefore, the Management recognizes their contributions and provides various welfare measures. The welfare measures make employees happy and loyal, thereby boosting their morale towards the work and commitments. The enthusiasm of the employees is raised both physically and mentally. The management greatly promotes a dynamic and encouraging work atmosphere through various effective welfare schemes which are mentioned below.

- Employee time-off (ETO) for 18 days & 2 Restricted Holidays (RH) in a calendar year. Special Leaves: Study Leave, Sabbatical Leave, Maternity Leave, Marriage Leave, On Official Duty (OOD) and Compensatory Off

- Vacation will be given to all employees at the end of every semester.

- 1st & 3rd Saturdays are holidays.

- The management has introduced the flexible work schedule to be followed by all faculty members without changing the prescribed standard working hours. Flexi working hours between 8:30 am to 6 pm (min. 8 hours)

- Residential accommodation on campus is provided to needy faculty members

- All employees can avail medical facilities from Baptist Hospital for self and dependent family members through our optional medical schemes.

- Sports/Gym facilities in the campus are provided to all employees

- Staff insurance facilities from TATA AIG Insurance.

- Employee Provident Fund, Gratuity and ESI facility for all eligible staff.

- Best teacher and Long-time service awards are given to deserved faculty every year.

- Fee concession is provided for wards of the faculty members.

- Medical leave is provided for all faculty members.

- Financial support is provided for all faculties for paper presentation in national and international conferences, seminars, and workshops etc.

- Research Incentives are provided for publication in high impact journals.

- Laptops are given to all faculty.

- Free Wi-Fi facility is provided on campus for all staff members.

- Faculty Development Programmes (FDP) are organized and conducted regularly to all faculty members.

- Faculty doing research will be provided On Official Duty to carry out their Ph.D. works.

- Salary advances are given to staff as per norms.

- Attendance and leave are automatically tracked via a biometric system and linked to ERP.

Performance Appraisal System:

A performance appraisal system has been developed by Atria Institute of Technology to encourage faculty members to work towards their responsibilities and commitments. The Performance Appraisal System facilitates self-appraisal based on a prescribed format following norms of the college. All faculty members are required to fill the Annual Performa of Appraisal Report whereby, they enlist their yearly activities and achievements in academic and administrative areas. The form captures all major academic milestones of faculty members every year. All regular faculty of AIT are eligible for Performance Appraisal. Annually the performance appraisal process is completed, and faculty get their variable pay and considered for increment.

Outcomes expected from Performance Appraisal

Rewards &Recognition

Training and Development

Research & Publications

Career Planning

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