

➤ **ANNUAL INCREMENT IN PAY SCALE**

- All regular employees in pay scale will be normally eligible for annual increment of 3% as per norms, unless his/her performance is determined to be "Poor" by Appraisal Committee.
- The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.
- No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority/Trust and Governing Body, from time to time.
- However, employees who are in probation for two years may be entitled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is satisfied with his/her performance and recommends for such an increase

➤ **PAY IN CONSOLIDATED FORM**

- The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

16. OTHER EMPLOYEE BENEFITS

- **PROVIDENT FUND:** All the eligible employees will be covered under EPF Scheme as per applicable govt. rules
- **ESI:** The eligible employees will be covered by ESI as per ESI Act.
- **GRATUITY:** Gratuity will be given to confirmed regular staffs at retirement or resignation after at least 5 years continuous service.
- **STAFF WELFARE:**
 - One day paid regular leave will be granted for candidates who register for PhD.
 - Paid on duty leave and funding for seminar, conferences and publication etc will be provided i.e. half of the registration fee of Seminar, Conferences will be granted.
 - Members of the faculty are encouraged to enroll as members of professional society / body, viz ISTE, IEEE (USA), CSI, IE, IETE and other professional bodies where some portion of registration fee will be reimbursed by the institute.
 - All staffs are provided with financial or medical help on a case to case and need basis, not only for self but also for near family member's disease, death or other financial need.

SWAMI VIVEKANANDA INSTITUTE OF MODERN SCIENCE

Self Assessment Form

Faculty Members/Technical Staffs To be filled by Candidate

[Give documents of last Academic Session Jan 20 – June20 only]

1. Name
2. Designation 3. Department.....
4. Present Qualification.....
5. Experience (Teaching / Research/ Industry)...../...../..... Total:.....
(Provide Previous Documents)
6. (a) Publication (Attach documents)

Category	Number	Name of Journal/ Conference/ Book Chapter (Jan20 -June20)	
Journal			SCI Index Yes/No
Conference			
Book Chapter			Scopus Index Yes/No

(b) Conducted/Attended in Conference/ Work Shop/ Seminar/ FDP Program/ Training: (Attach documents)

Category	Number	Name of Conference/ Work Shop/ Seminar/ FDP Program/ Symposium	
		Attended	Conducted
Conference			
Work Shop			
Seminar			
FDP Program			
Special self training (if any)			

7. Patent Details:

Application No	
Date of Filing	
Publication Date	
Title of the invention	
Name of Applicant	
Name of inventor	
The patent office Journal No.	

8. For Faculties / Technical Staffs:

	Name of Subject	Code	Work Load	Total Class taken	
				Even Sem	% of Completion
Subjects taught (Even semester)					
Lab: (Even semester)					

9. Involvement in other activities:a) **Administrative Work done**b) **Participation in Examination work as**c) **Extra Curricular activity: Mentioning details of your Contribution:****10. Whether undergoing higher studies: Details (if yes):**.....
(Attach documents)**11. NAAC Activity Participation:****12. NBA Activity Participation:****13. Highlight your mentorship activities**

15. Membership of professional bodies:
16: Conducted any training in college:

.....
Signature of Candidate

For office use only

Remarks of HOD:

- a) Work Load: (Theory + Practical+ Online) (_____ + _____ + _____) Total= _____ Hrs.
- b) Leave taken in Jan to June 2023:
- c) Performance in department
- d) Strong quality
- e) Involvement in other activities.....
- f) Behavior with colleagues and others.....

.....
Signature & Seal of HOD

1. Principal's Remarks:

Regularity..... Punctuality

Class Feed Back..... Behavior

Involvement in other Activities of College

.....

Average working hours/week in the college.....hours

Days absent in last year..... days. Absent this year (up to.....) Work Hours/Week

Work as Mentor

2. Principal's Evaluation

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3. Final Recommendation

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Signature of Principal

SWAMI VIVEKANANDA INSTITUTE OF MODERN SCIENCE

Self Assessment Form Non Teaching Staffs

Employee name		Department	
Designation			
Review date		Review period	

Competency rating	What are employee's levels of the required competencies on a scale 1-5 (1 - lowest level, 5 - highest level)?
Job knowledge	
Notes:	
Quality of work	
Notes:	
Communication skills	
Notes:	
Teamwork & collaboration	
Notes:	
Problem-solving abilities	
Notes:	
Initiative	
Notes:	
Dependability	
Notes:	

Overall employee performance	To what extent do you agree with the following statements (1 - strongly disagree, 5 - strongly agree)?
Employee achieves the objectives of the job	
Notes:	
Employee meets the criteria for performance	
Notes:	
Employee fulfills all the requirements of the job	
Notes:	

Areas of excellence

Principal's Remarks:

Regularity..... Punctuality

Feed Back..... Behaviour

Involvement In other Activities of College

Average working hours/week in the college.....hours

Days absent in last year..... days. Absent this year (up to.....) Work Hours/Week

Work as Mentor

2. Principal's Evaluation

3. Final Recommendation

Signature of Principal