

6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

There is a system of annual performance appraisal of non-teaching employees / technical personnel in the University. The formats for Annual Performance Appraisal Reports are circulated in the month of March every year to get the feedback regarding employees. The grading system on different parameters is used to assess the overall performance of the employee.

For faculty, the submission of self-appraisal is necessary under Career Advancement Scheme (CAS) as per UGC regulations to be considered for promotion to next grade pay/ scale/ designation.

Promotional avenues

For the professional development of teaching and non-teaching staff, various capacity building training programs have been organized by the Human Resource Development Centre (HRDC) of the University. Training in the areas of office management, administrative procedures and financial management is given to the non-teaching staff at intervals, while orientation, refresher and interaction programs are organized for the teaching staff.

The teachers have been encouraged to pursue higher studies and have also been sponsored for attending national / international seminars and training programs for their capacity building.

The University is facilitating all the employees with different welfare schemes such as LTC, ward fee supernumeric seats etc. The details are available on university website www.ggu.ac.in

Besides the above, the following benefits are given to the teaching and non-teaching staff.

Financial Support:

- To the staff to attend workshops and conferences both at the national and international level
- For children's education of the non-teaching staff
- For celebrating festivals, festival advance to the non-teaching and domestic staff
- The self-financed staff of the institution also receive Provident Fund, permission to attend
- Faculty Development Program, Maternity, and paternity leave with salary.
- Interest-free Housing Loan for domestic employees.

Material Benefits

- Office rooms for Staff Associations (Teaching and Non-teaching) on the campus.
- Staff quarters for the domestic staff inside the college premises.
- Two sets of uniforms to the domestic staff every year.
- Wi-Fi facility to the staff inside the college campus.
- To cater to the financial needs, staff mutual fund and thrift society are managed by the staff with the approval of the management.

Cater to Emotional Needs:

- Staff Grievance Redressal Cell to address the issues and grievances of the staff.
- Availability of full-time professional counsellors for both staff and students.
- Indoor games facility for the staff to relax and to refresh physically and mentally.
- Financial assistance to the conduct of staff exposure program and tour (Both teaching & Non-teaching)

Recognition and Rewards:

- The teaching and non-teaching staff are honored with Silk and Silver jubilee Awards for their remarkable service.
- Awards of excellence for teaching, research and extension is given to the deserving members of staff every year.
- The spouse or family member (Non-Teaching Staff) is given a job on compassionate grounds.

Avenues for Career Development and Progression

- Annual orientation, workshops for teaching staff at the beginning of every academic year
- Initiation and training program for the newly recruited staff
- Incentive in the form of salary hike for the staff of the self-financed stream for completing their PhD degree
- Various other training program such as item writing, research project etc for teaching fraternity, training on Public Finance Management System, Ms-Office non-teaching staff, and waste management, operating fire extinguisher training for domestic staff
- Seed Money provided for faculties to encourage them to undertake research projects