



RAJGANJ COLLEGE

Estd.: 2009

(Affiliated to North Bengal University)

P.O. Rajganj, Dist. Jalpaiguri-735134

Ph.: (03561) 254356, e- mail: rajganjcollege@gmail.com, website: www.rajganjcollege.ac.in



Ref No.:

Date:

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response -

Rajganj College: Commitment to Staff Welfare and Professional Development

Rajganj College, a government-aided institution affiliated with the University of North Bengal, maintains a robust governance structure ensuring the well-being and professional development of its faculty and staff. Adhering to guidelines from the UGC, MHRD, WBSU, Government of West Bengal, and the Department of Higher Education, the college fosters a structured and supportive work environment.

Attendance and Record-Keeping

Biometric Attendance and Registers

- **Tracking:** Meticulous tracking of staff presence through biometric systems and attendance registers.
- **Monitoring:** Regular oversight by the principal to ensure accuracy and accountability.

Service Book

- **Documentation:** Comprehensive records maintained for all substantive staff positions, documenting professional trajectories and service history.

Performance and Appraisal Systems

Performance Based Appraisal System (PBAS)

- **Mandate:** Required by the state Directorate of Higher Education and aligned with UGC norms under the API scheme.

Process:

- Self-appraisal and API score claims are scrutinized by the IQAC.
- Reviewed by the Principal and recommended by the Governing Body.
- Submitted to the Directorate of Higher Education upon satisfaction.

Professional Development Encouragement


Principal
Rajganj College
Rajganj Jalpaiguri



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- **Initiatives:** Faculty members are encouraged to engage in professional development, publish scholarly works, and conduct research.

Career Advancement Scheme for Non-Teaching Staff

- **Promotion:** Career advancement opportunities including scale enhancements after ten and twenty years of service, adhering to prevailing rules and regulations.

Recruitment and Promotion

Vacancy and Selection Process

- **Screening Committee:** Comprising representatives from North Bengal University, West Bengal College Service Commission, the State Government, and the Governing Body.

Process:

- For promotional posts like Head Clerk and Accountant/Cashier, Group C employees are selected through an interview and screening process.
- Recommendations are forwarded to the Higher Education Directorate for final confirmation.

Welfare Measures and Professional Growth

Health and Well-being

- **Medical Camps and Awareness Programs:** Regularly organized to promote health among the college community.
- **West Bengal Health Scheme:** Enrolment facilitated for interested teachers, with reimbursement claims processed in accordance with government regulations.

Leave Policies

- **Duty and Study Leaves:** Granted to teachers for academic and faculty development pursuits.
- **Earned Leave:** Available for employees holding substantive posts, subject to permission and approval.
- Maternity, Child Care, and Paternity Leave:
- **Female Employees**:** Entitled to Maternity and Child Care Leaves as per government regulations.


Principal
Rajganj College
Rajganj Jalpaiguri



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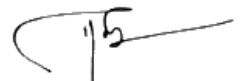


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- **Male Employees:** Can avail Paternity Leave, with necessary approvals.
- **Leave Encashment:** Benefits available for staff in substantive posts as per government rules.

Rajganj College's dedication to the professional and personal well-being of its faculty and staff is evident through its comprehensive policies and supportive measures. By promoting continuous professional development, maintaining rigorous performance appraisal systems, and providing extensive welfare benefits, the college ensures a thriving academic environment that benefits both staff and students. This commitment aligns with the institution's vision of fostering an inclusive and vibrant society through education.


Principal
Rajganj College
Rajganj Jalpaiguri