



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

CRITERIA 6.3.5

**INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR
TEACHING AND NON-TEACHING STAFF**

Dr. Ramesh Chandra Rai
I/C Principal



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2. LIST OF APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

A. BEST TEACHER – BEST STUDENT AWARD

The Ideal Foundation, prestigious Ideal College of Law takes great pride in conducting an annual award ceremony called the Best Teacher and Best Student Award ceremony. The purpose of this event is to acknowledge and commend the unwavering dedication and tireless efforts put forth by the teaching and non-teaching staff of the college. The responsibility of organizing and hosting this grand celebration lies solely on the capable shoulders of the students themselves, who deem it essential to create an atmosphere of appreciation and honor for the deserving recipients. It is during this significant occasion that the esteemed Principal, Dr. Adv. Sajan G. Patel, takes center stage, fulfilling the honor of presenting the highly anticipated awards to the most outstanding teachers and students. This program serves as a platform to showcase the exceptional talents and skills of those individuals who have wholeheartedly contributed to the academic success of Ideal College of Law.

B. SALARY INCREMENT SCHEME

At Ideal College of Law, we have implemented a comprehensive "Salary Increment Scheme" that is aimed at recognizing and rewarding the hard work and dedication of our staff members. This scheme ensures that the salary and remuneration of our employees are regularly reviewed and increased, taking into account their performance and potential. By doing so, we create an environment that not only retains honest and talented individuals but also motivates them to continue delivering high-quality work.

One of the main advantages of this scheme is its ability to help staff members keep pace with the rising rate of inflation. With the cost of living constantly increasing, it is crucial for us to ensure that our employees are adequately compensated for their efforts and able to meet their financial needs. This not only provides them with a sense of security and stability but also fosters a positive work culture where they can focus on their roles and responsibilities without worrying about financial constraints.



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C. FREEMEDICAL CAMPS-BREAST CANCER SCREENING

Ideal College of Law, a prestigious institution dedicated to serving the community, actively organizes highly impactful Free Medical Camps each year. These camps play a crucial role in raising social awareness and bridging the healthcare gap for economically disadvantaged or weaker sections of society. The primary objective of these camps centres around providing vital medical support to individuals who are unable to afford basic healthcare facilities. The comprehensive range of services offered during these camps is remarkable. Not only are free medicines disbursed to those in need, but professional and compassionate medical advice is also readily available. The dedicated team of doctors and healthcare practitioners aim to ensure that each attendee receives the necessary health check-ups and examinations. This proactive approach serves as a vital lifeline, enabling early detection and prevention of underlying health issues.

D. BIRTHDAY CELEBRATION

Birthday celebration programs are a prominent feature at Ideal College of Law, as they serve to foster a strong sense of unity among the entire team. The management of the college always prioritizes the satisfaction of the faculty, which is why celebrating birthdays in the workplace has such a transformative effect on the overall work environment. These celebrations offer the faculty a valuable opportunity to take a much-needed break from the demanding pressures of their professional lives. In addition to providing the faculty with individual recognition, these celebrations also play a crucial role in promoting team building and job satisfaction among the faculty members. The key objective is to create a harmonious work atmosphere where everyone feels valued and supported.

E. MATERNITY LEAVE BENEFIT

Ideal College of Law ensures the well-being of its teaching and non-teaching staff by offering paid maternity benefits. This policy allows female staff members to take time away from their work responsibilities to focus on self-care and the care of their newborn child. By providing both post and pre-maternity benefits, the college aims to reduce the rate of infant mobility by allowing new mothers to enjoy the precious initial days of motherhood. Additionally, this thoughtful benefit program also serves as a means for the college to retain more women faculty members, thereby strengthening the employer-staff relationship and creating a more supportive work environment for all.

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F. SICK LEAVE POLICY

Paid sick-leave is given by Ideal College of Law to its staff with the aim of providing them with timely access to medical facilities and ensuring a speedy recovery from their illnesses, thereby reducing the likelihood of developing more complicated health issues. This policy not only contributes to a healthier and more productive work environment, but also allows employees the necessary time off to heal and recuperate from any ailments or injuries they may have, promoting their overall physical and mental well-being. Furthermore, this provision for sick-leave helps to foster a healthy work-life balance, which ultimately enhances employee satisfaction and boosts morale within the College. To ensure clarity and consistency, the specific terms and conditions for availing sick-leave are explicitly outlined in the College's Sick Leave Policy, which is thoroughly explained to all staff members to ensure a comprehensive understanding of the process.

G. FLEXIBLE TIME SCHEDULE MANAGEMENT FOR EMERGENCIES

The college goes above and beyond in demonstrating a sympathetic attitude towards its staff. It recognizes the importance of mental health and understands that unexpected emergencies can have a negative impact. To support its staff during such times, the college allows flexible work schedules, providing a level of understanding and support that is truly commendable. This shows just how much the college management values its staff, going so far as to consider them as part of the Ideal Foundation Trust family.

To further cater to the needs and well-being of its faculty members, the college offers additional alternatives. In situations where attending in-person lectures is not possible, the college affords faculty the option to conduct online lectures, granting them the flexibility and convenience required. This not only ensures that valuable educational content continues to be delivered but also demonstrates the college's commitment to supporting and accommodating the diverse needs of its faculty.

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H. MEDICAL FACILITY BY COLLEGE FOR STAFFS

The Breast Cancer Screening & Awareness Drive Program, organized by Ideal Foundation, took place from 21st to 26th August 2023 within the college campus. It was followed by a dental check-up and anaemia testing for the staff members. The provision of such facilities is crucial for promoting the well-being of all the staff members working in this organization. These events are organized on a regular basis to inspire and encourage a healthy lifestyle among the college community. By engaging in fitness activities, both the faculties and staff members can effectively manage and alleviate stress in the workplace. Recognizing the significance of mental health in contributing to overall productivity, the college has future plans to introduce counselling courses that address mental health issues at an early stage. This initiative is aimed at fostering a positive work environment and ensuring the overall well-being of the college community.

I. WOMEN FRIENDLY WORK PLACE WITH CCTV, GIRLS /BOYS COMMON ROOM

The college focuses on creating a woman-friendly environment that fosters the concept of equal employment opportunities for career advancement and promotion in a professional aspect. It prioritizes providing quality education to all students regardless of their gender, socio-economic status, religion, caste, creed, and other such factors. Ideal College of Law has MAJORITY OFFEMALE FULLTIME FACULTIES working tirelessly for the college. The college believes in promoting diversity and establishing a healthy work-life balance by implementing strategies to create a "women-friendly" workplace based on feedback systems. In the future, the college plans to include a child-care system to further enhance the work environment. Embracing the importance of diversity, the college is committed to establishing a healthy work-life balance by implementing various strategies and systems aimed at creating a "women-friendly" workplace, all of which are greatly informed by feedback from both faculty and students. In line with this commitment, the college has exciting plans for the future, including the introduction of a comprehensive child-care system that will further enhance the overall work environment and support the needs of its faculty and staff.

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