

Welfare Measures for Employees

Haji Anfar ali College

The Haji Anfar Ali College lays utmost emphasis on the well being of its employees. The college has adopted several egalitarian measures for its teaching and non-teaching staff. The sole objectives behind these measures are to grow the professional skill and proficiency in their profession. The welfare measures include:

(A) Welfare Measures (Statutory): The statutory Welfare Measures are:

- PF
- GIS
- HRA

(B) Welfare Measures (Non-Statutory): The non-statutory Welfare Measures are:

(i) Medical:

- Assistance Medical Cell for health check up and sudden wound by accident during college hours.
- Maternity leave for women employees.
- Paternity leave male employees as per the service rule of the Government of Assam.

(ii) Educational:

- Child Care Leave to women employees for children appearing in HSLC examination.

(iii) Financial:

- Easy loan facility to the employees by the Thrift and Credit Society of the college.
- Emergency financial support to the employees by the Thrift and Credit Society of the college.
- Allowances for guest faculty and faculty on contract.
- Financial support to the employees attending official or career related activities.

(iv) Other beneficial incentives:

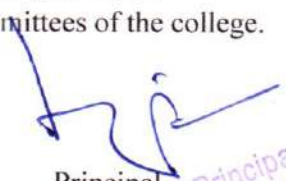
- Insensitive for visit of spots of historical and educational importance.
- Organizing active programs for retiring employees.
- Incentive for celebration of annual college week, festivals and other national important days.

(v) Other Infrastrure related facilities:

- Provides free internet and Wi-Fi facility.
- Physical Fitness Centre for regular physical exercise.
- College canteen for the employees.
- Constant Surveillance by CCTV for security of employees.
- Car and cycle shed for employees.
- Provided sports facilities including badminton, volleyball, basket ball and foot ball.

(vi) Professional and Career development facilities:

- Skill enhancement through professional and Training Programme of the employees.
- API based promotional incentive for faculty members.
- Separate Departmental Blocks with Desktop and printing facility.
- Library facility with separate reading room facilities for faculty members.
- Encouragement and assistance for attending FDP, PFP, Workshop, Conference, Seminars. Writing research articles, encouragement for Research Project Work.
- Involvement of employees with different Cell and Committees of the college.


Principal
Haji Anfar Ali College
Doboka, Hojai

Principal
Haji Anfar Ali College
Doboka, Hojai : Assam

Performance Appraisal System of the Employees

Haji Anfar Ali College

The Haji Anfar Ali College has an established system to measure the performance of its employees. The college regularly assesses the performance of its employees to enhance the quality parameters. The IQAC of the college collect and fill the performance parameters in the Performance Appraisal Proforma of individual employee and submit the same to the Principal for necessary action. The college provides substantial facilities to its employees for career advancement through the mechanism of internal and external appraisals of their performance.

(A) Performance Appraisal for Teaching Staff:

- **The Internal Performance** is based on the appraisal system to identify the strengths and weaknesses and to determine the training needs. For the purpose the departmental activities, maintenance of time in attending routine classes, involvement in extracurricular activities are evaluated by the Principal and Governing Body of the college.
- **The External performance** basically lays emphasis on the open houses, Redressal platforms and students feedback on teachers. The feedback analysis reports are shared with the teachers.
- **Departmental performance** such as meeting of the staff, departmental plan of action, departmental achievements, and departmental results ensures the progress of the faculty.

(B) Performance Appraisal of the Non-Teaching Staff:

- The appraisal system of the non-teaching staff evaluates their performance in tune with goals and objective of the college.
- The students feedback on the administration and office staff of the college and suggestions provided are considered.
- The central library of the college is also evaluated through the feedback of students on the library.



Principal

Haji Anfar Ali College, Doboka

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