

GOVT. COLLEGE BICHHUA

DISTRICT-CHHINDWARA(M.P.)-480111

Administrative Management, Performance Evaluation & Faculty Empowerment Policy

After consideration of the proposed draft of Administrative Management, Performance Evaluation & Faculty Empowerment Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 13/1/IQAC, dated 11/11/2019 & after consideration of the suggestions given by the Staff Council of College, the Administrative Management, Performance Evaluation & Faculty Empowerment Policy of the college is hereby approved as under: -

Administrative Management is at the core of an educational institution. It has now become the core activity integrated with other activities of colleges. The present Administrative Management, Performance Evaluation & Faculty Empowerment Policy is drafted with a view to enhance the capacity of the Staff of Government College Bichhua.

POLICY STATEMENT & OBJECTIVES: -

Administrative Management, Performance Evaluation & Faculty Empowerment Policy of the college focuses on the following objectives: -

- 1) To create an Administrative Management & Performance Evaluation Cell under IQAC to facilitate proper functioning of the office, suggest Faculty Empowerment Strategies & methods of evaluation of performance of Faculties.
- 2) To strengthen the capacity of the Staff in the college in office procedure & administration.
- 3) To empower our faculties by organizing Faculty Development Programmes on Office Procedure & Administration.
- 4) To streamline Office Procedure of the college by adopting better administrative practices such as File Management, Records Management & good Communication Skill.
- 5) To enhance the administrative capacity of the Staff by organizing Training Programmes/Seminar/Workshop on Drafting Skill & Note-Sheet Writing.
- 6) To organize Training Programmes/Seminar/Workshop on Organizational Behaviour. Ethics & Morality to impart good ethical practices moral values in the Staff of the college.
- 7) To organize Training Programmes/Seminar/Workshop on other aspects of Administration like Authority Obedience in Organization, Hierarchical Structure, Concepts of Authority,

Responsibility & Accountability with a view to enhance the understanding of the Staff in Office Procedure & Administration.

8) To evaluate the performance of the Staff & Faculties by various means like-

- i) Principal's Monthly Review Meetings.
- ii) Submission of Annual Self- Appraisal Sheet by Faculties to IQAC
- iii) Submission of Quarterly Performance Reports by various Cells/Committees/In-charge / Nodal Officers of Govt. Schemes to IQAC
- iv) During Discussions & deliberations in the Quarterly Meetings of IQAC.

IMPLEMENTATION OF THE POLICY

(1) For the effective implementation of this Policy, a separate Administrative Management & Performance Evaluation Cell will be created in IQAC.

(2) The Administrative Management & Performance Evaluation Cell of IQAC shall organize Seminar/Webinar/Workshop on various topics to empower the Faculties & Staff and to enhance the Administrative Capacity of the Staff.

(3) The Administrative Management & Performance Evaluation Cell of IQAC shall receive Quarterly Performance Reports from various Cells/Committees/In-charge / Nodal Officers of Govt. Schemes and shall submit the same to the Coordinator, IQAC for evaluation of their performance.

(4) The Administrative Management & Performance Evaluation Cell of IQAC shall prepare and submit Faculty Empowerment Strategies to the Coordinator, IQAC/Principal.

(5) The Administrative Management & Performance Evaluation Cell of IQAC shall make suggestions to the principal in respect of innovative practices to be adopted by the college in Academic & Non-Academic fields for the benefit of the students.



Principal
Government College Bichhua
Chhindwara (M.P.) 480111