



SHETH LALJI DAYAL AMALGAMATED TRUSTS'

**LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE**

375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382

E-mail: lldhs2000@gmail.com/ info@lldhs.in

Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4

Univ Affiliation No.: AFF / ICD / 2018-19/ 731

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

## Criteria 6.3.1

# Faculty Empowerment Strategies

I/C Principal  
Lilavati Lalji Dayal College  
of Commerce (Night)  
375/77, S. V. P. Road,  
Mumbai - 400 004.





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## 6.3.1 Welfare Measures and Performance Appraisal System for Staff at Lilavati Lalji Dayal Night College of Commerce



I/C Principal  
Lilavati Lalji Dayal College  
of Commerce (Night)  
375/77, S. V. P. Road,  
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Sr. No.	Particulars
1	Performance Appraisal for Staff
2	Motivation to Staff through Awards
3	Study Leave for Preparation of NET/SET Exams
4	First Aid Box Available in the College
5	Nutrition and Health Awareness: Guidance Lectures on Diet, Health Care, & Mental & Spiritual Peace
6	Uniforms for Non-Teaching Staff
7	Appointment Letters of the Staff
8	Manual – Rule Book
9	Spacious Ambience
10	Work Culture
11	Holistic Development
12	Educational Environment
13	Student-Staff Picnic



I/C Principal  
Lilavati Lalji Dayal College  
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Lilavati Lalji Dayal Night College of Commerce, under the Seth Lalji Dayal Amalgamated Trust, with its extensive experience and contribution to education, stands as one of the premier institutes in the field of commerce and science education.

The Seth Lalji Dayal Amalgamated Trust ensures effective welfare measures for staff, including:

1. **Performance Appraisal for Staff:** Employee behavior and performance are critical outcomes influenced by the policies of HEI.
2. **Motivation to Staff:** The HEI motivates staff members through awards and appreciation.
3. **Study Leave for NET/SET Exams:** Study leave is granted for preparation.
4. **First Aid Box:** Available on the college premises.
5. **Nutrition and Health Awareness:** Guidance lectures on diet, health care, and mental & spiritual peace are arranged.
6. **Uniforms for Non-Teaching Staff:** Provided by the HEI.
7. **Manual – Rule Book:** A comprehensive manual detailing services, leaves, promotions, etc.
8. **Spacious Ambience:** Providing a comfortable and conducive environment for staff.
9. **Work Culture:** Encouragement of a healthy atmosphere for better work output.
10. **Holistic Development:** Opportunities for research, book writing, teaching facilities, library access, and gym facilities to support holistic development.
11. **Educational Environment:** Enriching curriculum, innovative teaching and learning practices, and cultural, sports, and social involvement for staff and students.
12. **Staff Picnic:** Financial contribution for staff picnics.
13. **Travelling Allowances:** Provided during official work.

  
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## Performance Appraisal System for Teaching and Non-Teaching Staff

Lilavati Lalji Dayal Night College of Commerce, under the Seth Lalji Dayal Amalgamated Trust, follows a comprehensive performance appraisal system involving four significant steps:

1. **Goal Setting:** Each employee is assigned specific goals based on their skills and job roles, promoting mental, physical, and social involvement.
2. **Evaluation Standards:** Goals for teaching and non-teaching staff are published, focusing on achieving compulsory evaluation standards.
3. **Staff Analysis:** A team of experts analyzes performance, involvement, output, progression, student relations, and teaching methodologies through evaluative metrics.
4. **Periodic Review:** Conducted at two levels - basic level by the college principal along with senior members from other HEIs, and review of non-teaching staff through audited statements.

This structured approach ensures continuous improvement and quality enhancement for both teaching and non-teaching staff at Lilavati Lalji Dayal Night College of Commerce.

  
I/C Principal  
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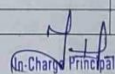
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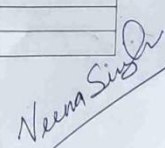
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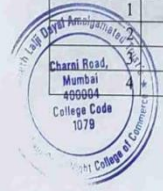
**1. Performance Appraisal for Staff**  
**A. Performance Appraisal for Teaching Staff**


**Performance Appraisal of Teaching Staff**  
Period: From June 2022 to April 2023  
Date: 30/04/2023

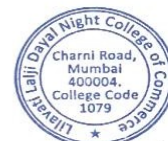
1	Name of the faculty	Veena Singh	
2	Date of Birth	13/09/1999	
3	Qualification at the time of joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	B.COM, M.COM & M.Phil.	
4	Designation in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	Assistant Professor	
5	Date of Joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	7/08/2020	
6	Teaching/Learning assignments handled during the year		
	Subject	Class	Semester
	S.C.M	SYBMS	IV
	A.M.D	SYBMS	III
	Advertising	SYBMS	III
	Auditing	SYBAF	IV
7	Academic Achievement / Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained / Reorganization)		
	I.E.L.T.S		
8	Faculty Development (Seminars/Programs Attended)		
Sr. No.	Title of Seminar / Programme	Period from	Period to
1			

  
In-Charge (Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
Charni Road, Mumbai - 400 004

  
Neema Singh



  
I/C Principal  
Lilavati Lalji Dayal College  
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Date: \_\_\_\_\_

**PERFORMANCE APPRAISAL OF TEACHER**

Performance Appraisal of Teaching Staff  
Period: From June 2022 to April 2023  
Date: 30/04/2023

1	Name of the faculty	Namrata Bhalerao	
2	Date of Birth	29/08/1997	
3	Qualification at the time of joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	MCOM, SET, BMS	
4	Designation in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	Assistant Professor	
5	Date of Joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	15/06/2022	
6	Teaching/Learning assignments handled during the year	Given Project on real time problems to be resolved through	
	Subject	Class	Semester
	FC-I/II	FYBMS/B.COM/BAF	I / II
	FC-III/IV	SYB.COM	III / IV
	IAPM	TYBMS (Finance)	V
	Commerce	SYB.COM	IV
7	Academic Achievement / Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained / Reorganization)		
1	"To study the Impact of Present Indian Education System on Rising Unemployment among Educated Youth" - By VIVA Institute of Maharashtra & Research.		
8	Faculty Development (Seminars/Programs Attended)		
Sr. No.	Title of Seminar / Programme	Period from	Period to
1	Intellectual Property Rights	23/01/23	23/01/23
	MSFDA on Ethics & Values on Higher Education	13/03/23	17/03/23

(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
Charni Road, Mumbai - 400 004

Namrata

I/C Principal  
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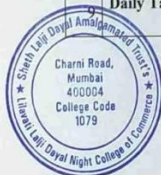
**B. Performance Appraisal for Non-Teaching Staff**

**Performance Appraisal of Non-Teaching Staff**

Period: From June 2022 to April 2023

Date: 30/04/2023

1	Name of the faculty	Mrs. Jinal Rajiv Sangte
2	Date of Birth	18/08/1985
3	Qualification at the time of joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	P.Y. B.Sc. M.Sc.IT
4	Designation in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	Back office Senior officer co-ordinator
5	Date of Joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	01/08/2022
6	Department	Administration
7	Objective of Performance Appraisal	Assess quality & time bound assignment
a	To review the performance of the employees for the past academic year.	
b	To judge the gap between actual and the desired performance.	
c	To diagnose the strengths and weaknesses of the individuals so as to identify the training and development needs of the future.	
d	To provide feedback to the employees regarding their past performance.	
e	To reduce the grievance of the employees.	
8	<b>Key Result Areas (Duties &amp; Responsibilities)</b>	
1	Admission and confirmation on University Postal	
2	office record, University Record	
3	Results Pending issues at university levels	
4	Data Processing of New & old admission.	
5	Office based general duties, including students & Parents dealing on counter	
9	<b>Daily Task Completion</b> yes always on time.	



(In-Charge Principal)  
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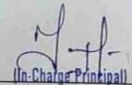
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Date: \_\_\_\_\_

**PERFORMANCE APPRAISAL OF NON-TEACHING STAFF**

**Performance Appraisal of Non-Teaching Staff**  
Period: From June 2022 to April 2023  
Date: 30/04/2023

1	Name of the faculty	Mr. Ganesh Rama Poojary
2	Date of Birth	17/08/1966
3	Qualification at the time of joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce	Bachelor of Management Studies (BMS)
4	Designation in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce.	SR. OFFICER, COORDINATOR (BACK OFFICE)
5	Date of Joining in Sheth Lalji Dayal Amalgamated Trusts' Lilavati Lalji Dayal Night College of Commerce.	03/08/2016
6	Department	Administration (BACK OFFICE)
7	Objective of Performance Appraisal	Asses Quality & time bound assignment.
a	To review the performance of the employees for the past academic year.	
b	To judge the gap between actual and the desired performance.	
c	To diagnose the strengths and weaknesses of the individuals so as to identify the training and development needs of the future.	
d	To provide feedback to the employees regarding their past performance.	
e	To reduce the grievance of the employees.	
8	<b>Key Result Areas (Duties &amp; Responsibilities)</b>	
1	Admission and Confirmation on University Portal.	
2	University and Office Records.	
3	Documents, Results Issues at University level.	
4	Data Processing of all Admissions.	
5	Office based duties including students & parents dealings on campus.	
9	Daily Task Completion	Yes, always on time.

  
(In-Charge Principal)  
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## 2.Motivation to Staff through Awards



  
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### 3. Study Leave for Preparation of NET/SET Exams OR for attending FDPs

**Study Leave Application**

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**Lalji Dayal Lilavati Night College of Commerce**

**Application for Causal Leave (Teaching)**

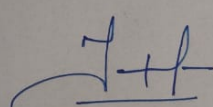
- Name: Namrata Bhalerao
- No. of days of leave required: 6 day(s) on 12/03/23 to 17/03/2023
- Reason: Maharashtra State Faculty Development Program
- Days of C.L. taken so far: 6 day(s)
- Leave taken on: 12/03/2023
- Is this leave combined with any other leave: Yes

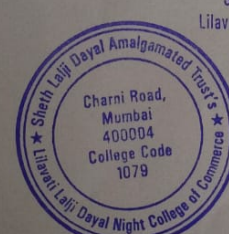
Date: 09/03/2023

Signature of Applicant: Namrata

**Adjustment of Lectures**

Period	Class
1st	_____
2nd	_____
3rd	_____
4th	_____
5th	_____

  
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Charni Road,  
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College Code  
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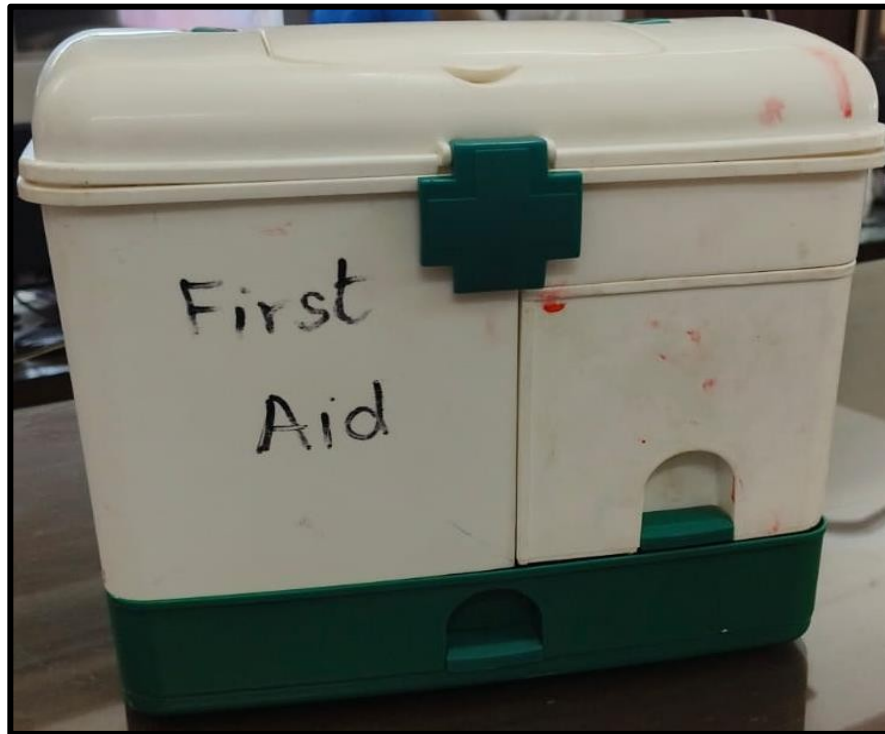
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#### 4. First Aid Box Available in the College



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 Date: \_\_\_\_\_

**5. Guidance Lectures on Mental & Spiritual Peace**



*[Handwritten Signature]*

**I/C Principal**  
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### 6. Uniforms for Non-Teaching Staff



  
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## 7. Appointment Letters of the Staff



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Ref. No. LLDHCOE/47(A)/2022-23

Date: 11/06/2022

To,  
Mr. Jayprakash Maurya

**Contractual/ Appointment Letter**

Dear Jayprakash,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30<sup>th</sup> April 2023.

**1. DESIGNATION**

You will be designated as "Lecturer- Permanently Unaided section" (Degree College)

**2. WORK TIMINGS**

MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

**3. WORKING HOURS**

You will be expected to conduct offline/online lectures for the degree college programs as per the schedule which will be shared with you. You are also expected to come to college as per your scheduled shared to you.

**4. WORK OBLIGATION**

You are expected to carry out all activity related to conduct of educational activities assigned. The activities include (but not limited to) conduct of sessions, conduct of examination, correction of papers or any other activity which is directly or indirectly connected to subject taken by you.

**5. PAPER CORRECTION**

a) You will be expected to evaluate any/all internal examination (college assessment/ university assessment) papers/ project which are a part of the academic activities. The amount payable to you will be inclusive of the assessment activity carried out by you.

b) If you are assigned any papers by the University a separate payment for the same will be made to you directly by the University. Please note that any paper correction assigned will have to be completed by you in the time frame stipulated as per the directives of the University.

**6. CONTRACTUAL UNDERSTANDING**

During your association with us, you will be paid a contractual fee as per the details mention below subject to your performance:

You will be paid a contractual fee 21,000/- per month subject to statutory deductions.


- If for any reason you are not able to attend working days as stipulated, the amount payable will be deducted on pro-rata basis and payments made accordingly.
- All applicable holidays/breaks declared by the institution will be applicable to you.

**7. LEAVE POLICY**

All employees on "Contractual Basis" with the institution will not be entitled to any leave benefits besides the institution's declared Holidays and the weekly offs as decided by the management.

A contractual employee can avail of a maximum of 12 leaves in a calendar year (Jan- Dec).The leave entitlement for the contractual employee will be adjusted and applicable on a pro-rata basis for the duration of the contract.

E.g. If an employee joins the institution in June, he/she will be eligible only for 6 days of leave for that particular year. There is no entitlement to any contractual employee for leave encashment and is applicable only for confirmed employee of the institution.

  
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Lilavati Lalji Dayal College  
of Commerce (Night)  
375/77, S. V. P. Road,  
Mumbai - 400 004.





**SHETH LALJI DAYAL AMALGAMATED TRUSTS'**  
**LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE**

375/77, Sardar Vallabhnbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382  
 E-mail: lldhs2000@gmail.com/ info@lldhs.in  
 Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4  
 Ref. No. \_\_\_\_\_

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
 Date: \_\_\_\_\_

**8. ADDRESS**

Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the Management in writing about the same within seven days. Any communication sent to your last recorded address would be deemed to have been duly served upon you.

**9. NOTICE PERIOD**

A Thirty Days (30 Days) notice period is to be given by you if the contractual obligation is to be terminated by you. However, the management reserves the right to terminate with immediate effect on account of any activity that can be qualified as indiscipline, insubordination, conflict of interest or any act that has a direct or indirect bearing on the reputation of the institution & its educational activities.

**10. OTHER EMPLOYMENT CONDITIONS**

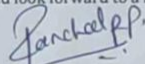
You are not entitled to undertake any other remunerative activity as you may so deem fit without prior written permission from the management. Please note that the application for the same does not mean automatic sanction of the activity desired by you. However, please note that any activity undertaken by you should not be in direct conflict of interest or in the same time slot as you have committed to the institution.  
 If the management so deems fit that there is a direct / indirect conflict and it is detrimental to the interest of the institution the management reserves the right to take whatever action it may deem so without your consent and you will abide by the same.

**11. GENERAL TERMS**

1. If at any point of time, if you become insolvent, or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the institution / management as detrimental to its interest, or of violation of any terms, this contractual agreement may be terminated without notice.
2. You will be responsible for safe custody of any property handed over to you by the institution and its proper use.
3. In the event if there is any loss or damage to the institution's property when the same was in your custody, you shall be responsible for the same and the institution will be at liberty to recover the loss or damage from the dues payable to you.
4. The management reserves the right to change any of the terms of conditions of the appointment at its discretion if it so deems fit and the same is not open to any deliberation, discussion or any form of contest by you or any third party representing you under any circumstances. Any decision taken by the management will be final and binding on you in all the cases.
5. The management is progressive in nature and does not put any embargo on anybody's social media account. However, if the management feels that the presence on social media would affect the working of the institution and its creditability the management will issue a note of caution to you. In spite of being made aware of the same if the activity still persists the management reserves the right to take whatever action it may deem fit to ensure the creditability of the institution.
6. The management strictly disallows any contractual employee from promoting any other institution/ organization/ belief which is in direct conflict of interest of the institution.

Please sign the copy of the letter indicating your acceptance of the above terms and conditions.

We welcome you to the Lilavati Lalji Dayal High School & College of Commerce as one of our family staff members and look forward to a long lasting and a mutually beneficial relationship with you in times to come by.

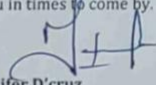
  
 Priyanka Panchal  
 Administrator

Administrator


Accepted & Acknowledged the receipt of the letter  
 Lilavati Lalji Dayal Night College of Commerce  
 375/77, S. V. P. Road, Mumbai-400004.

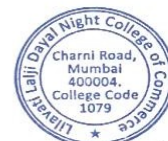
Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



  
 Jennifer D'Cruz  
 I/C Principal- Degree College

(In-Charge Principal)  
 Sheth Lalji Dayal Amalgamated Trusts'  
 Lilavati Lalji Dayal Night College of Commerce  
 Charni Road, Mumbai - 400 004

  
 I/C Principal  
 Lilavati Lalji Dayal College  
 of Commerce (Night)  
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**Manual – Rule Book Rules and Regulations of Institution**

**1. Service Rules** Faculty position is full time employment with institute and faculty shall devote himself/herself exclusively to the affairs of the institute. In addition to the duties that may be assigned to faculty from time to time by the management faculty will be responsible for discharging the following specific duties:

- Students Assessment and Evaluations
- Assisting in Consultancy, Research and Development Services
- Instructions in Computer Laboratory
- Developing Resource Materials and Computer Laboratory Development
- Co-curricular and Extra-curricular Activities
- Assisting in Departmental Activities
- Any additional duties assigned by the principal or the higher authorities.

**2. Leaves:** Leaves Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

**3. Resignation:** Resignation If an employee, at any time after confirmation, intends to resign, he/she shall give 1 month notice on either side in writing.

**4. Termination:** Termination In the event of employee being involved in any criminal conduct/activities for which employee may be arrested or charge by any law enforcement or judicial authorities, the institute has rights to terminate employee's service without any notice (or payment of salary in lieu thereof). The institute decision in this regard shall be final and binding. On termination of this appointment letter of employee immediately give to the institute all correspondences, specifications, documents, etc. belonging to the institute and shall not retain or make copies of these items.

**5. Address:** Address Employee should provide their complete address to the institute. Any communication sent on that address through registered post/speed post/courier shall be considered to be sufficient served on an employee's for all the purposes.

**6. Duties of the Teacher:**

- The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc.
- The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, institute examinations etc. and shall encourage pursuit of learning in the students.
- The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- The teacher shall follow rules and regulations of institute for time to time.
- In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the institute, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal or Higher Authority of the institution. A teacher shall help the institute authorities to enforce and maintain discipline and good habits among the student.
- A teacher shall assist the institute in smooth conduct of the institute Examination.



**8. Manual – Rule Book**

I/C Principal  
Lilavati Lalji Dayal College  
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## 9. Spacious Ambience



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**10. Work Culture -Staff Birthday Celebrations**



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### 11. Holistic Development



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## 12. Educational Environment



  
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### 13. Student-Staff Picnic



I/C Principal  
Lilavati Lalji Dayal College  
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