

## Performance Policy

REF NO.	LEAD/ADMN/GPOL/004	REVISION NO.	R3	13 JAN 2021
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### 1. PREAMBLE

The performance of the faculty is measured with the responsibilities given to the faculties and the responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and University of Calicut, Kerala in line with the vision & mission of the LEAD.

### 2. APPLICABILITY

This policy is applicable for all the staff members for the institution

### 3. OBJECTIVES

- The success of an institution depends on the quality of its staff.
- A good performance management system should work towards the continuous improvement of the inclusive performance of individuals for ensuring the achievement of the overall institutional mission and vision
- The broad purpose of this policy is to help the faculty for their professional growth and development.

### 4. LEAD Performance and Responsibility of the faculty

The faculty are expected to work with high standards, initiative, efficiency and economy, dignity and faithfulness to the work that may be assigned to them from time to time and will confirm to such directions that shall be given to them are by faculty superiors.

The faculty are duties include teaching & allied activities, mentoring, counselling, administration, marketing, cleaning, placements, projects, escorting students to various programs and all activities for the overall development of students. Any other duty/work assigned to faculty are by the Management from time to time will also form part of faculty duty.

To be more specific, faculty duties shall include the following:

- 180 hours of teaching in a semester of 6 months, in this a subject of 60 hours of teaching shall be repeated thrice. Duty in the category also includes conducting of test, assignments, presentations etc. valuation and electronically tabulating within 6 days after the exam.
- Mentoring a group of 15 students from each batch by guiding the students to perform to the best
- Taking responsibility of a club and managing the same professionally along with the students.

- Each faculty will have to take the evening sessions according to the time table allotted to them. During the evening sessions extra teaching / value addition is done by conducting Spoken English, News Analysis, Aptitude, Case Study or any placement activities.
- Supporting the management in all activities including administration, marketing, cleaning, placements, projects, escorting students to various programs etc.

The faculty are will devote their time to the work assigned and will not undertake any other work or business, honorary or with remuneration except with the written permission of the management in each case. Any contravention shall attract, termination of contract without any notice or compensation.

The faculty will be responsible for the safe keeping and return in good condition and order of all the properties of the LEAD, which may be in faculty usage, custody or charge. For the loss of any property of the LEAD in faculty possession, the LEAD shall recover the damage of all such materials from faculty are and to take such other action as it deems proper in the event of faculty failure to account for such material or property of its satisfaction.

The faculty should present assignment may undergo change from time to time to suit the organizational requirements and accordingly faculty are may be re-designated without any change in their salary.

All the faculty members are expected to reside in the college hostel and spend maximum time with the students for their development.

All the faculty members are expected to be present at least for 8 hours in the college office on any day.

There will be Chairman's addressing in the evenings at 9.30pm, All the faculty members are expected to attend the same.

The faculty are will be provided with free accommodation in the college boys/girls hostel. One bed room (with bathroom attached) will be provided to two faculty members.

The faculty will be provided with free food in the student run canteen of the college. The food served for faculty members shall be same that of the students and no special consideration shall be given.

The faculty members shall inform the authorities about any misconduct of students/other faculty members/staff/public. Failing to report such negative activities of Leaders affecting LEAD culture shall be considered as a serious offence

**Mrs. Yasmin Samad, Administrator**

**Dr. Thomas George K., Director**

