**6.3.1 *The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff***

***Write description in maximum of 500 words***

The CIs and OCC of HBNI are either DAE units or Grant-in-aid institutions of DAE. All the CIs/OCC follow a robust and transparent mechanism of appraisal of performance of the staff, as per DAE guidelines. The faculty as well as non-teaching staff provide an Annual Performance Appraisal Report (APAR) to the Department, as a part of the Annual Performance Appraisal System. The report is designed differently for Officers and Technical employees. The APAR is evaluated based on several attributes covering personal qualities, work output and functional competency, with weightage factors depending on the role played by staff member. The assessment by the immediate superior is reviewed by a reviewing officer and finally by the Head of the Group or the Head of the Unit. The APAR grading is conveyed to the officer reported upon and opportunity is given to make any representation with respect to the grading. The representation of the individual is dealt as per the procedure. A unique Performance Related Incentive Scheme (PRIS) is operated by DAE, which provides incentive to all the employees based on their individual performance and collective performance with respect to specific targets. There is a DAE Awards Scheme having awards in different categories. In addition, HBNI also has its own awards scheme for outstanding students and faculty members.

The DAE units operate a unique promotion scheme based only on merit, in the case of teaching as well as non-teaching scientific and technical staff. As per this scheme, the staff are promoted to the next higher grade after meeting performance requirements, without linkage to availability of a vacancy.

All the administrative and accounts personnel are governed by a set of common rules approved by DAE. Promotional avenues are available for all the categories of employees to climb the ladder in their career, subject to availability of vacancies in the respective cadre. In addition, after completion of a minimum residency period in a cadre, the employee is eligible to be empanelled for a higher post after passing a qualifying examination and an interview. Key managerial posts such as Chief Administrative Officer and Internal Finance Officer are filled by transfer, promotion or through fresh recruitment by advertisement for the vacant post.

The teaching as well as non-teaching staff in the CIs/OCC enjoy all the welfare measures offered by the Government to its employees. These include residential accommodation where available (or house rent allowance), transport facility, Leave Travel Concession (LTC) benefit, House Building Advance at concessional interest rates for construction of houses, update allowance, Welfare Scheme covering Insurance and Savings called “Group Insurance Schemes”, Children Education Allowance, etc. DAE offers hospital facilities at many of its sites, and also operates a unique Contributory Health Service Scheme that provides immense medical benefits to its employees. All the employees are governed by Pension or Contributory Provident Fund based upon their option. Special benefits are available to female employees such as Maternity Leave and Child Care Leave as per Government rules.