

2.4.4. Measures taken by the Institution to for faculty retention

Response:

The institute has a comprehensive *Appraisal Policy* that ensures the individual performance of faculty members is properly evaluated and recognized. Recently in the month of *May, 2024* appraisal drive took place for both teaching and Non-Teaching Staff. The well-being of teaching faculties is addressed through the following measures:

- (a) **Conference Expenses Reimbursement:** The institute supports faculty development by refunding expenses incurred for attending conferences, ensuring faculty remain updated in their fields.
- (b) **Publications Incentives:** Faculty members are provided incentives for their research and academic publications, encouraging them to contribute to scholarly work.
- (c) **Duty Leave for Conferences:** Faculty members are granted leave to attend conferences, ensuring their professional growth without affecting their duties.
- (d) **Maternity Benefit:** Support is offered through maternity leave, ensuring the well-being of new mothers and their families.
- (e) **Other Allowances:** Additional allowances may be provided to address other specific needs or situations faculty members face.
- (f) **Extra-Ordinary/Emergency Leave:** In case of urgent or unforeseen circumstances, faculty members can avail additional leave.
- (g) **Timely Promotions and Salary Increments:** Faculty members are assured of regular promotions and salary increments based on performance, ensuring career growth and financial stability.



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Principal
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Kalamboli, Navi Mumbai-410218



K. L. E. Society's

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APPRAISAL POLICY FOR TEACHING AND NON-TEACHING STAFF

KLE Society's KLE College of Law, Navi Mumbai has a systematic and periodic process of measuring an individual's work performance against the established requirements of the job. The institution maintains a very legitimate, transparent, decentralised and unbiased system of performance appraisal for its teaching and non-teaching staff. The process involves a subjective evaluation of the employee's strengths and weaknesses, relative worth to the organization, and future development potential. Proper reports are being maintained of the qualifications of the staff in order to fairly assess their performance. The policy of appraisal is designed in such a way that it gives a glimpse of delegation of powers in the institution.

Teaching Staff:

Appraisal of teaching staff is done with an objective of ensure that students receive the benefit of an education system supported by employees who are performing their duties satisfactorily and to promote the professional growth of the faculty. The Institute has a Performance Based Appraisal System (PBAS) and following are the parameters for appraisal of teaching staff under the following steps:

1. Self-Assessment Form Filled by the Faculty (Teaching, Learning, Professional Development, Research and Co-Curricular Activities)
2. Students feedback about the Classroom Teaching and mentoring by the Faculty
3. Performance analysis on the basis of Student Result
4. Evaluation by the Principal
5. Approval by the IQAC
6. Final Decision by the Management Board



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In order to start the process of appraisal the concerned teaching staff member fills up a Self-Assessment Form, attaches his/her relevant documents and submit it to the Administration, which is then forwarded to the Principal.

The Principal evaluates the form, attaches an analysis of students result in the subjects taught by the faculty along with the analysis of Student Feedback Form. Principal gives its remarks and forwards the file to the Management Board of the Institute for final evaluation. The Principal in a meeting with IQAC, after discussing with the faculty, decides as per the points earned by the faculty how much appraisal is to be given. The proposal for approval is laid down to the Management and all give their remarks and on the basis of this the Institute does the final approval of appraisal.

Non-Teaching Staff:

To maintain the standards of an organization and set its pace among the top, every Institution has to thrive for quality output which is obtained only by rigorous efforts of every employee. The policy sets out the framework for a transparent and consistent assessment of the overall performance of non-teaching staff for supporting their development within the scope of the institution. The appraisal of non-teaching staff is normally done annually.

Following is the process of appraisal of non-teaching staff:

The process of appraisal starts with an application by the employee to the Head Admin. The Head Admin fills up a Performance Assessment form and along with its remarks and proposed increment sends it to the Principal. The Principal arranges a meeting with the Management and all give their remarks and on the basis of this the Institute does the final approval of appraisal.

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REIMBURSEMENT RULES AND REGULATIONS

Who is affected by this policy?

1. This policy affects all teaching and non-teaching staff of the institute.
2. The policy shall also cover the students of the institute.

Definitions

1. **Appropriate expense**
Expenses that are incurred in the course of business that are .
2. **Allowable expense**
A necessary, reasonable, and appropriate expense incurred for the primary benefit of University business and therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of federally or privately sponsored agreements.
3. **Necessary**
Minimum purchase or service required to achieve a particular business objective.
4. **Original Receipt**
The original merchant receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction. A digital image of the original receipt is allowable provided that it is legible.
5. **Reasonable**
An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of University business. Not extreme or excessive.



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6. Substantiation

Documentation to support an incurred business expense that includes the original receipt, documentation of business purpose, names of persons in attendance, and appropriate expense report for the incurred cost.

ALLOWABLE BUSINESS AND TRAVEL EXPENSES

Allowable business expenses may be reimbursed if an individual paid the expense from personal funds. However, the University prefers that business expenses are paid directly by using other appropriate University buying and paying methods.

SUBSTANTIATION AND ORIGINAL RECEIPTS

In order for a business expense to be approved and reimbursed, it must be properly substantiated. Payment receipts have to be produced by the candidate applying for reimbursement either in form of bank transfers or payment receipts via online mode of payment inclusive of the UPI Payments made by the candidate on behalf of the institution.

APPROVAL AND REIMBURSEMENT

For each business and academic related expense reimbursement being requested, the valid business purpose of the expense must be stated, and two approvals will be needed: the individual who has incurred the expense and is requesting the reimbursement and the appropriate departmental approver.

When the individual requesting reimbursement is a Department Chair or Program Head, the second approver will be that of the Dean of the Faculty.

When the individual requesting reimbursement is the head of an administrative office, the second approver will be that of the appropriate Vice President or Senior Dean.

The final payment approval shall lie with the Principal of the institute.

DEADLINE TO SUBMIT EXPENSE REPORTS AND DOCUMENTATION –

Expense Reimbursement Deadlines

To be reimbursable, business expenses must be properly substantiated and submitted within certain time limitations. These time limitations determine both whether the cost may be reimbursed by the University as a business expense, and whether that reimbursement will be treated as taxable income to the individual.





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In order that expenses are recorded on a timely basis, the University encourages that reimbursable business expenses be substantiated within 30 days after the expense is incurred. Expenses incurred in advance of a trip, conference, or event should be substantiated within 30 days of purchase (e.g. conference fees, registration fees, advance deposits, etc.).

Advance Payments – Funds can be advanced up to 30 days before reasonably anticipated expenses are paid or incurred.

Substantiation – Must be submitted within 60 days of when expenses are paid or incurred.

Return of Excess Amounts – within 120 days after expenses are paid or incurred.*

*Note: Unsubstantiated advances, i.e., “excess amounts,” not returned to the University within 120 calendar days of when paid will be deducted from the individual’s pay. Notification will be sent to the employee at least two weeks in advance of the deduction. In extenuating circumstances, with the approval of the Dean of the Faculty or the appropriate Cabinet-level officer, the advance may be retained by the employee. In such cases, the advance must be reported to the IRS as taxable income to the individual.

PROCEDURE

1. The policy shall cover the expenses incurred by the faculty members inclusive of Dearness Allowances against any participation made by the members of faculty to represent the institute on various platforms. This includes but is not limited to Research Paper Publication, Research Paper Presentation, Book Chapter Publication, and Journal Publication.
2. In case of organization of events, seminars and webinar, expenses incurred for the arrangement of the same shall be reimbursed by the institute.
3. The policy shall cover the expenses incurred by the faculty members exclusive of Dearness Allowances but inclusive of Travel Allowance against any participation done by them for the field of law and sports shall be reimbursed by the institute. This is inclusive of but not limited to Debate Competition, Moot Court Competition, Trial Advocacy, Elocution and Sports competition.
4. Any expense bore a student of the institute with a Valid ID card shall be reimbursed upon procurement of the receipt of the payment.
5. All the receipts would be reviewed by the Accounting Department.
6. The receipts would be approved by the Principal and thereupon the payment would be made.
7. Cash Payments for over the amount Rs. 500/- would not be allowed. All payments amounting to more than Rs. 500/- shall be made compulsorily through Bank Transfer.



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Office of the Board of Management,
K.L.E. Society, Belagavi-590001.
(Karnataka State)

Ref. No. : Est22/2066

Date : 13/06/2024

To,

The Principal,
KLES College of Law,
Kalamboli, Navi Mumbai.

Sir,

With reference to your letter No.KLELC/2024-25/105 dated 30.05.2024 & as per the recommendation of Local Governing Body of your College met on 25.05.2024, we write to inform you as under :

1. The recommendation for enhancement in consolidated salary of Teaching is hereby approved as academic allowance with effect from 1st June 2024.

Sl. No	Name of Staff	Designation	Academic Allowance
1	Ms. Niharika Gayakwad LLM	Asst.Professor	Rs. 6,500/-
2	Ms. Mayuri Tawar LLM	Asst.Professor	Rs. 6,500/-
3	Ms. Bipasha Bandopadhyay LLM	Asst.Professor	Rs. 6,500/-
4	Mr . Anant Pawar LLM	Asst.Professor	Rs. 6,500/-
5	Ms. Pooja Sadanand Bijjargi LLB & LLM	Asst.Professor	Rs. 3,000/-

Non Teaching Staff

Sl. No	Name of Staff	Designation	Additional Allowance
1	Ms. Reena Kasare B.Com	Accountant	Rs. 5,000/-
2	Ms Asha Thakur M.A Lib Sc	Clerk	Rs. 4,000/-
3	Mr.Amit Suryavanshi M.Sc(IT)	Exam Clerk	Rs. 1,000/-

Further, academic allowance and additional allowance will be withdrawn if the performance of the staff is not up to the mark.

Thanking you,

Yours faithfully,

SECRETARY,
Board of Management,
K.L.E. Society, Belagavi



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