



Late Shri Govindrao Wanjari College of Education

156, Borkhedi (Gate), Butibori, Tah. Dist.: Nagpur - 441108 (MS). ☎: 8657326699, Fax: 0712-2747853
Email: gwcebed@gmail.com, Website: www.gwanjariedu.org

Ref: NAAC 2023/MLD/Cr-3.1.3

Date-10/07/2023

Criteria: 3.1.3	In-house support is provided by the institution to teachers for research purposes during the last five years in the form of: 1. Seed money for doctoral studies / research projects 2. Granting study leave for research field work 3. Undertaking appraisals of institutional functioning and documentation 4. Facilitating research by providing organizational supports 5. Organizing research circle / internal seminar / interactive session on research
Findings of DVV	HEI has provided the supporting documents HEI needs to provide the Institutional Policy document detailing scheme of incentives, sanction letters of award of incentives and Income-Expenditure statements highlighting the relevant expenditure with seal and signature of the principal
Response/ Clarification	1. Sanction Letter is attached in (Appendix- I) 2. Study Leave Policy is attached in (Appendix II) 3. Annual Appraisal Policy. (Appendix III)



Principal

: Shri Govindrao Wanjari College of Education
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Appendix I



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To,
Dr. Bharti Sharma
Principal

Date : 10/06/2021

Subject: Seed Money Grant for Research Project

I hope this letter finds you well. I am pleased to inform you that your research proposal titled "**ICT and AI tools integration in local corporation schools**" has been selected to receive a Seed Money Grant from Amar Seva Mandal . Congratulations on this achievement, and we commend your dedication to advancing knowledge and educational practices through research.

The Seed Money Grant, in the amount of **10,000 INR** has been approved to provide the initial financial support required to kickstart your research project. The funds are intended to cover expenses related to data collection, research materials, equipment, participant compensation (if applicable), and any other project-related costs as outlined in your proposal.

Please find the terms and conditions of the grant below:

Utilization of Funds: The grant funds must be used exclusively for the purposes stated in your research proposal. Any deviation from the stated objectives requires prior approval from Amar Seva Mandal

Reporting and Monitoring: You are required to submit periodic progress reports on the research project's development and implementation. The first report is due [Date], and subsequent reports will be scheduled accordingly.

Completion Timeline: The research project should be completed within 12 months. If any extensions are necessary, you must notify us in writing with a valid reason and a revised timeline.

Dissemination of Findings: We encourage you to present the research findings at relevant conferences or publish them in reputable journals to contribute to the broader academic community.

Ethical Considerations: Ensure that the research project adheres to all ethical guidelines and necessary approvals from relevant institutional review boards or ethics committees.

We believe that your research project holds great promise and will make a significant contribution to the field of education. Your dedication and expertise in this area are commendable, and we eagerly anticipate the positive outcomes of your research.

Once again, congratulations on receiving the Seed Money Grant. We are confident that your efforts will further enhance educational research and contribute to the betterment of teaching and learning practices.



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Appendix II



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Study Leave and Duty Leave Policy

Introduction:

The Teachers Education College recognizes the importance of providing its faculty members with opportunities for professional growth and personal development. Study Leave and Duty Leave are two essential components of the college's commitment to fostering a culture of continuous learning and ensuring a healthy work-life balance for its teaching staff.

Study Leave:

- a. Purpose:** Study Leave is granted to faculty members to pursue higher education, attend workshops, conferences, seminars, or engage in research activities to enhance their subject knowledge and teaching methodologies.
- b. Eligibility:** All full-time faculty members who have completed a minimum of two consecutive years of service with satisfactory performance are eligible to apply for Study Leave.
- c. Duration:** Study Leave is typically granted for a maximum period of one academic year. In exceptional cases, extensions may be considered subject to the approval of the college administration.
- d. Application Procedure:** Faculty members interested in availing Study Leave must submit a formal application stating the purpose of the leave, proposed duration, and a detailed plan of study or research.
- e. Obligations:** Faculty members on Study Leave are expected to submit a comprehensive report detailing their academic activities and the knowledge gained during the leave period.

Duty Leave:

- a. Purpose:** Duty Leave is granted to faculty members to attend to university and academic responsibilities that require their immediate attention.
- b. Eligibility:** All full-time faculty members are eligible to apply for Duty Leave as per the guidelines outlined in this policy. Any duty assigned by affiliating university, must apply for DL.
- c. Duration:** The duration of Duty Leave will be determined based on the nature of the exigency and the faculty member's specific circumstances.
- d. Application Procedure:** Faculty members seeking Duty Leave must submit a formal application stating the reason for the leave and the expected duration of absence.




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e. Obligations: Faculty members granted Duty Leave are expected to coordinate their academic responsibilities with their department heads or academic coordinators to ensure continuity of teaching and timely completion of administrative tasks.

General Provisions:

Leave Approval: The approval of Study Leave and Duty Leave is subject to the college's discretion and operational requirements. The decision of the college administration will be communicated to the concerned faculty members in writing.

Financial Assistance: Faculty members on Study Leave may be eligible for financial assistance or grants as per the college's guidelines and availability of funds.

Leave Period: Faculty members availing Study Leave or Duty Leave will continue to receive their regular salary during the approved leave period.

Reporting: Faculty members are required to submit a leave report upon their return, outlining the achievements or outcomes of their leave period.

Conclusion:

The Study Leave and Duty Leave Policy at Late Shri Govindrao Wanjari College of Education aims to support the professional and personal development of faculty members while ensuring the smooth functioning of academic activities. The college encourages its teaching staff to make the most of these opportunities to enhance their skills, knowledge, and overall effectiveness as educators.

This policy is effective from 10-08-2018 and is subject to periodic review and updates as deemed necessary by the college administration.



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Appendix III



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Annual Appraisal Policy for Teaching Staff

Introduction:

Late Shri Govindrao Wanjari College of Education is committed to fostering a culture of excellence and continuous improvement among its teaching staff. The Annual Appraisal Policy serves as a structured framework for assessing the performance, contributions, and professional growth of faculty members. This policy aims to provide constructive feedback, identify areas of strength and improvement, and support faculty members' professional development and overall effectiveness as educators.

I. Appraisal Process:

Timing: The annual appraisal process will be conducted at the end of each academic year, typically during April month.

Appraisal Committee: An Appraisal Committee comprising senior faculty members and administrative representatives will oversee the appraisal process.

Self-Assessment: Faculty members will be required to complete a self-assessment form, reflecting on their teaching performance, research contributions, engagement in academic activities, and professional development during the academic year.

Evaluation Criteria: The appraisal will be based on the following key performance indicators:

a. Teaching Performance: Evaluation of course delivery, student assessment methods, classroom management, and the ability to engage students effectively.

b. Research Contributions: Assessment of research projects, publications, presentations, and involvement in research-related activities.

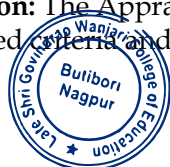
c. Academic Engagements: Evaluation of participation in college committees, departmental activities, and extracurricular initiatives.

d. Professional Development: Review of workshops, seminars, conferences attended, and efforts to enhance teaching skills and subject knowledge.

Observations and Feedback: The Appraisal Committee may conduct classroom observations and gather feedback from students, colleagues, and department heads to complement the appraisal process.

II. Appraisal Outcomes:

Performance Evaluation: The Appraisal Committee will evaluate faculty members' performance based on the established criteria and generate performance ratings.




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Feedback and Recommendations: Faculty members will receive comprehensive feedback on their strengths, areas for improvement, and recommendations for professional growth.

Individual Development Plan: Based on the appraisal outcomes, faculty members will be encouraged to develop an Individual Development Plan (IDP) to address areas of improvement and set specific goals for the upcoming year.

III. Performance Recognition:

Performance Recognition: Faculty members who demonstrate exceptional performance and significant contributions to teaching, research, and college activities may be recognized through various awards and accolades and 5-10% salary hike on basic and DA.

Performance Incentives: The college may consider offering performance-based incentives, such as research grants, additional professional development opportunities, or special recognition.

IV. Confidentiality:

The appraisal process and outcomes are confidential and will be used solely for the purpose of professional development and performance evaluation. The feedback and ratings shared with faculty members will be treated with utmost confidentiality.

Conclusion:

The Annual Appraisal Policy reflects the Teachers Education College's commitment to fostering excellence and continuous improvement among its teaching staff. The policy provides a structured and transparent framework for evaluating faculty members' performance, recognizing their contributions, and supporting their professional development.

This policy is effective from 2017-18 academic year will be reviewed periodically to ensure its alignment with the college's objectives and evolving best practices.



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