

**Smt. Devkiba Mohansinhji Chauhan**  
**College of Commerce & Science**  
**Managed by –Lions Club of Silvassa Charitable Trust**  
**(Affiliated to University of Mumbai)**

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**6.3.1: Faculty Empowerment Strategies**

1. The Administrative Staff of the college is also depicted by a well-defined organizational structure, with positions as per the Trust policies and University guidelines.
2. Faculties of the college voluntarily contribute a minimum amount of Rs. 50/- or maximum amount under the Support Staff Welfare Fund “Abhyuday”. With the money so collected, the support staff is provided with necessary items like umbrellas, raincoat, clothes, shoes and Utensils.
3. Women Development Cell has been conducting various activities creating awareness about women hygiene, women empowerment, Self Defence, AIDS awareness, Cancer awareness, etc.
4. Child Day Care facility for the children of faculties is provided keeping in mind the welfare of employees.
5. Rules regarding the hierarchy, workload, leaves and other functioning of college are clearly mentioned in the rule book of college, which is open for all the staff to refer.
6. Faculties are provided with Casual Leaves, Medical Leaves, Vacation Leaves, Maternity Leaves and Duty Leaves as per the rules.
7. College has strong security system and a dense CCTV coverage throughout the college campus to ensure safety.
8. Faculties attending seminars, Revised syllabus related workshops, Cultural Competitions in University, Research related events, Sports Competitions, Training Programmes, Eligibility and Enrolment related work in university are provided with TA/DA or College Vehicle for their convenience.
9. College organizes health camps to provide free health check-up and instill awareness about important health issues such as sickle cell anaemia, Covid, breast cancer, HIV-AIDS, and mental well- being.
10. A college-appointed counsellor provides consultation to staff and students to address mental stress and other related issues.
11. Salaries are disbursed on the time and reimbursements of allowances are processed in a

timely manner.

12. Faculties are issued monthly salary slips for future reference.
13. Faculties are provided with Form 16 timely, so that they can file for return, apply for loans or other financial needs.
14. College also facilitates the facility of Provident Funds to Support staff and Non-Teaching Staff.

### **Institution has Performance Appraisal System for teaching and non-teaching staff**

Performance appraisal of every employee is done on Annual basis i.e. at the end of the Academic Year. The criteria for performance appraisal include their workload, academic performance and achievement, various committees headed and participated and inter personal relationships with other employees.

### **Performance Appraisal Methods of Non-teaching staff:**

1. Performance Appraisal Reports of the staff is done by the Management through the Principal of the college. Institute maintains the CR (Confidential Report) file in which the Confidential Report of the performance of teaching and non-teaching staff is maintained.
2. In case of any shortfall or any weakness identified in employees during the course of appraisal of the employee's performance by the management, the same is communicated to him/her to improve them and remove the deficiency.
3. Based on the improvement in qualification and performance many of the teaching and non-teaching staff members are promoted to better positions within the organization. There by recognizing their hard work and contribution in the institute.
4. Every year college conduct staff picnic in order to enhance a feeling of belongingness among the staff. Management of the college are always present in all these picnics to instill a feeling of equality for every staff.
5. Picnics are organized for Support staff too, so that they never feel let out and an environment of equality is created for them.

## Gift for new Born Girl Child

2020-21



2021-22



*Seema Pillai*  
**Dr. Seema Pillai**  
V/C PRINCIPAL  
**SMT. DEVKIBA MOHANSINHI CHAUHAN**  
COLLEGE OF COMMERCE & SCIENCE, SILVASSA

## Guru Ratna Award: 2021-22





Free Education-2021-22						
SRNO	Name of the Teacher	Name of the Child(Free)	STD-GR-NO	Fees	Installment	Signature
1	Ms. Dimpal Tamboli	Shonit Tamboli	5th- 12959	22020	1835	Tamboli
2	Ms. Yogita Bhosale	Gunmay Bhosale	5th- 10434	22020	1835	Bhosale
3	Ms. Nivedita Azad	Ezhil Kaushal	2nd- 12844	18180	1515	Azad
4	Mr. Tejas Rohit	Peral T Rohit	Sr.Kg- 4602	14280	1190	Rohit
5	Ms. Bhavika Patel	Swinal Patel	7th- 9945	14280	1190	Patel
6	Ms. Laxmiben Pagi	Rishi Pagi	8th- 11611	22020	1835	Pagi
7	Ms. Pushpaben Patel	Jay Anil Patel	6th- 8216	22020	1835	Patel
8	Mr. Mahendra Patel	Priya Patel	6th- 8192	24000	2000	Patel

*Seema Pillai*

Dr Seema Pillai  
I/C Principal



Date: 01-03-2019

**Submitted:**

We have received an application from "Ms. Madhuri Narkhede" stating towards extension of her Maternity leave, may please be seen. [Application copy is placed at **C/57** for your ready reference].

As per the application, she had applied for 90days maternity leave and 45days was granted by the management. [Details are placed at **pre-page N/5** may please be seen]. She had traveled to Jalgaon for her delivery and she delivered a baby girl on 02<sup>nd</sup> January 2019. As she was busy with her child care so she could not take the feedback of her application and also she did not get any formal approval that her application was sanctioned only for 45 days. So she was under impression after verbal discussion with Principal Sir and Chairman Sir on the day she applied, that she will get 90 days maternity leave, but she got a call from Admin. Office on 26<sup>th</sup> February 2019 that only 45 days of maternity leave has been sanctioned for her. According to which her leave period gets over on 15<sup>th</sup> February 2019 and also that she has to join before 06<sup>th</sup> March 2019 after which it would be considered as a service break. [As per College Rules mention below].

As mention in her application, it is not possible for her to resume her duty on 06<sup>th</sup> March 2019. So she is requesting your goodself to extend her maternity leave and allow her to resume her duties on 04<sup>th</sup> April 2019 and to avoid service break also. [If we calculate from 02<sup>nd</sup> January 2019 to 03<sup>rd</sup> April 2019 the total number of days is 92 days as maternity leave].

Hon'ble Chairman Sir may like to decide in principle.

Dealing Assistant *[Signature]*  
01/03/2019

Principal *(away)*

*[Signature]*  
01/03/19  
Treasurer/Secretary

*[Signature]*  
03/03/19  
Hon'ble Chairman

*[Signature]*  
Dr. Seema Pillai  
V/C PRINCIPAL

*[Signature]*  
Principal



Date: 04-05-2019

**Submitted:**

We have received an application from "Ms. Gita M. Mishal" seeking the permission for grant of her Maternity leave. (Application copy is placed at C/27 for your ready reference)

As per the application, she will take her maternity leave from 17-06-2019 onwards and will resume her duty from 02-09-2019. She will complete all her pending work before going on leave. As per her application the number of days proposed is 77days but as per new maternity rule only 60days will be treated as paid salary and remaining 17days will be leave without pay.

**NOTE:** We have sanctioned the new leave rules of our College and according to that Maternity leave will be granted to a female employee with less than two surviving children. Maximum 60 days Maternity Leave will be granted. Extension of leave beyond 60 days up to 90 days will be without payment of salary. Extension beyond 90 days shall be treated as break in service.

Hon'ble Chairman Sir may like to decide in principle.

Dealing Assistant *[Signature]*  
04/05/19

Principal

*[Signature]*  
04-5-2019  
*[Signature]*

Treasurer/Secretary

Hon'ble Chairman

**C.A**  
The issue has a letter of order stating above underline rule of whichever is applicable may be fine. It issue a letter and put a copy with this and then send it for approval at the earliest.  
*[Signature]*  
04/05/19

→ Letter has been issued to her stating the above underline rule and copy of same is placed at C/29.  
However Hon'ble chairman Sir may like to decide.

*[Signature]*  
07/05/19  
Hon'ble Chairman



*Seema Pillai*  
**Dr. Seema Pillai**  
V/C PRINCIPAL  
**SMT. DEVKIBA MOHANSINHJI CHAUHAN**  
**COLLEGE OF COMMERCE & SCIENCE, SILVASSA**

Date: 24-04-2019

**Submitted:**

We have received an application from "Ms. Mittal D. Patel" seeking the permission for grant of her Maternity leave, may please be seen. [Application copy is placed at **C/55** for your ready reference].

As per the application, she will take her maternity leave from 03-06-2019 onwards and will resume her duty from first week of August 2019. She will complete all her pending work before going on leave.

**NOTE:** We have sanctioned the new leave rules of our College and according to that Maternity leave will be granted to a female employee with less than two surviving children. Maximum 60 days Maternity Leave will be granted. Extension of leave beyond 60 days up to 90 days will be without payment of salary. Extension beyond 90 days shall be treated as break in service.

Hon'ble Chairman Sir may like to decide in principle.

Dealing Assistant *[Signature]*  
24/04/19

Principal

*[Signature]*  
24.4.2019

Treasurer/Secretary

*[Signature]*  
25/04/19

We may grant as per notes

Hon'ble Chairman

*[Signature]*  
29.04.19

How many year's on leave serv  
she has completed 2 years of her service

*[Signature]*  
25/04/19

Treasurer/Secretary  
*[Signature]*  
26/04/19



SMT. DEVKIBA MOHANSINHI CHAUHAN  
COLLEGE OF COMMERCE & SCIENCE

*[Signature]*  
Dr. Seema Pillai  
I/C PRINCIPAL

SMT. DEVKIBA MOHANSINHI CHAUHAN  
COLLEGE OF COMMERCE & SCIENCE, SILVASSA



SMT. DEVKIBA MOHANSINKUJ CHAUHAN  
COLLEGE OF COMMERCE & SCIENCE

SELF- APPRAISAL FORM 2021-2022

Name of Faculty:

Designation:

Date of Joining:

Department:

Sr. No.	Parameter	Description	Principal Remark	Management Remark
I	Details of Regular Teaching			
1.	Teaching Workload (Attach Timetable)			
2.	Subjects Allotted (As per Sem-II/IV/VI for UG and Sem- II/IV for PG) (Attach Timetable)	1.		
		2.		
		3.		
		4.		
		5.		
		6.		
		7.		
		8.		
		9.		
		10.		

*Seema Pillai*

Dr. Seema Pillai  
I/C PRINCIPAL

SMT. DEVKIBA MOHANSINKUJ CHAUHAN  
COLLEGE OF COMMERCE & SCIENCE, SILVASSA

II Details of Additional Responsibilities Held				
	Committee Allotted	Head/Co-ordinator/ Member	Tenure of the responsibility held	Reason for discontinuation from the committee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10.				
Principal Remark:				
Management Remark:				



III	Details of any other Event (Online and Offline) Organised during the Academic Year other than Spectrum and College Days	Co-ordinator/ Member	Principal Remark	Management Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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IV	Academic Achievement/Research Publications/Book Published/ Patent/ Copyright (Attach relevant document/ certificate)	Date and Details of the Achievement	Institutional Achievement/ Personal Achievement
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Principal Remark:			
Management Remark:			



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V. Other Details		Principal Remark	Management Remark
Number of Leave Availed			
Total Late markings (counted from Dec 2021)			
Inter- Personal Relationship with faculties	1. Very Good 2. Good 3. Satisfactory 4. Poor (Please tick)		

Date:

Faculty Signature:

I/C Principal Signature:



*Seema Pillai*  
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 I/C PRINCIPAL  
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