

Council, Executive Council, Academic Council, Board of Studies and Standing Finance Committee are defined in the bye-laws and consistent with its purposes and supports effective decisionmaking. The bye-laws allow various Statutory Authorities to provide policy framework and direction for the functioning of the Institute and for fulfilment of its objectives. Decision-making is decentralized at different levels. The General Council is the supreme policy-making, governing and appellate body of the Institute. The Academic Council is the principal academic body responsible for the maintenance of standards of education, research and examination. Standing Finance Committee takes decisions related with financial matters and recommends them for approval to the Executive Council. Various other Committees/Cells are constituted to evaluate, monitor and recommend in respect of matters related to infrastructure, maintenance, facilities, ICT, stores, estate management, establishment, publications, hostels, Rajbhasha, etc. Service rules, promotion policies, employees' satisfaction, welfare schemes and grievance redressal mechanism are in place. Faculty meetings, staff meetings, meetings of Heads of the Departments, and Board of Studies and Research are arranged as and when required.

File Description	Documents
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### 6.2.3 - Institution Implements e-governance in its areas of operations

6.2.3.1 - e-governance is implemented covering **A. All of the above** following areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

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### 6.3 - Faculty Empowerment Strategies

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

IIPS has well defined procedure for performance appraisal system for teaching and non-teaching staff. Every employee's performance is continuously assessed every year. Systematic evaluation of the performance of employees is done to understand their ability for growth and development.

Every faculty member is assessed for his/her performance based on the Annual Performance Appraisal Report (APAR). It includes Academic Performance Index (API) which has been adopted as per the guidelines stipulated in UGC Regulations on minimum qualifications for appointments and promotions of teachers. The API scores are used as a primary means of assessing faculty members for the purpose of promotion under CAS and increments.

Every non-teaching staff member is assessed for his/her performance based on the score in the APAR. Parameters used for grading the staff are: Assessment of work output, assessment of personal attributes and assessment of functional competency and are graded accordingly. Every employee on the basis of performance is granted increment and promotion.

The Institute also has a well-defined procedure for promotion for non-teaching staff. The five-member Departmental Promotion Committee which goes through the recruitment rule, seniority list and APAR of the concerned staff member for the last five years and makes recommendations for the promotion. Institute has Staff welfare committee which is concerned about the welfare of the member. Thenon academic contractual staff of the institute are employed as per the Govt policies and getting the benefits as per the labour laws.

File Description	Documents
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### 6.3.2 - Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

26

File Description	Documents
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