

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

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HUMAN RESOURCES MANUAL

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HUMAN RESOURCES POLICY

Aalim Muhammed Salegh Trust was founded in the year 1990. The long cherished dream of our Founder & Chairman, Alhaj Dr. S. M. Shaik Nurddin, has become a reality when Aalim Muhammed Salegh College of Engineering was founded in the year 2000, the first year of the third millennium. The institution offers undergraduate programmes in EEE, ECE, CSE, IT, Mechanical, Civil, AI&DS. The College is affiliated to Anna University, Chennai. The institution provides quality and Value-based Education to the underprivileged and the needy.

1. The Governing Body

S. NO	Name	Designation	Position
1	Ms. Hajiyani. S.S. Haseeba	Chair Person	Chair Person
2	Ms. Ahamed Nasrin	Vice Chairperson	Vice Chairperson
3	Mr. S. Segu Jamaludeen	Secretary & Correspondent	Member
4	Mr. Shaik Athaullah	Trustee Administrator	Member
5	Mr. T.S.K Shaik Fareed	General Manager	Member
6	Prof. Dr. S. Sathikh, Former Vice Chancellor, University of Madras, Chennai.	Academician	Member
7	Prof. Dr. N.R. Shanker	Principal	Ex Officio & Member
8	Prof. Dr. S. Sathish	Director, IQAC.	Ex Officio & Member
9	Prof. Dr. S.B Mohan Professor/EEE SA Engineering College, Chennai.	Academician	Member
10	Dr. Rajesh Kunnath	Industrialist	Member

2 (a) OUR VISION:

The College with Cutting-edge Excellence in Learning, Teaching and Research Integrates Academia, Industry and National Progress.

(b) OUR MISSION: To achieve the vision, the institutional Mission envisages dedicated efforts:

M1: To offer project based learning for all the subjects beyond the syllabus.

M2: To create multidisciplinary and interdisciplinary research environment among the students through solving complex social technical problems.

M3: To motivate students and Faculty members to undergo MOOC's courses and certifications.

M4: To collaborate with Academia and Industry for intellectual ecosystem to develop holistically and improve human capabilities.

(C) OUR QUALITY POLICY:

- The College has published a handbook under the guidance of the Governing Council detailing all service rules and regulations.
- Awareness is created among the employees and students every year by updating the rules and regulations of the college, promotion and recruitment policies in the website.

3. RECRUITMENT OF FACULTY

(a) Cadre structure for Teachers:

LEVELS	CADRE
1.	Principal
2.	Professors
3.	Associate Professor
4.	Assistant professor
5.	Librarian
6.	Director of Physical Education

(b) Qualification- Faculty members are recruited based on the qualifications prescribed by AICTE for various cadres. At present, the following criteria are followed:

Engineering and Technology

S. No.	Cadre	Qualification	Experience
1.	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
2.	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years of experience in teaching / research / industry of which 2 years post PhD experience is desirable.
3.	Professor	Qualifications for the post of Associate Professor as applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years in teaching/ research / industrial experience of which at least 5 years should beat the level of Associate professor. Or Minimum of 13 years experience in teaching and/or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor.
4.	Principal	Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in	15-Year experience in teaching/ industry/ research, out of which 5 years must be at the level of Professor or above in Engineering/

		SCI journals / UGC / AICTE approved list of journals. c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.	Technology.
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Humanities & Sciences

S. No	Cadre	Qualification	Experience
1.	Assistant Professor	Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University. ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. iii. Notwithstanding anything contained in (i) and (ii), candidates, who are, or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for requirement.	
2.	Associate Professor	i. Good academic record with a PhD Degree in the concerned/ allied/ relevant disciplines ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).	A minimum of 08 years of experience in teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry

			excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers. iv. Contribution to educational innovation, design of new curricula and courses, and technology- mediated teaching learning process with evidence of having guided doctoral candidates and research students.
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Note: If a class/division is not awarded at B.E./ M.E./ equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/ division. If a grade point system is adopted, the CGPA will be converted into equivalent marks.

In the Discipline of Computer Science/ Engineering/ Technology, in lieu of "First Class Degree at Bachelor's/ Master's level in the appropriate branch", a First class Master's Degree in Computer Science and Engineering Technology along with a first class Bachelor's Degree in any area of Engineering / Technology will be acceptable.

Librarian

SI. No	Cadre	Qualification	Experience
1.	Librarian	Master's degree in Library science / Information Science/ Documentation or an equivalent professional degree with at least 60% marks or its equivalent CGPA and consistently good academic record. Qualification in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.	Experience in computerization of library.

Director of Physical Education

S. No	Cadre	Qualification	Experience
1.	Director of Physical Education	A Master's Degree in Physical Education (two-year courses) or Master's Degree in Sports or an equivalent degree with at least 60% marks or its equivalent CGPA and consistently good academic record. Passed the Physical Fitness Test. Qualifying in the National Test conducted for the purpose by the UGC or any other agency approved by the UGC.	Represented the University/College at the inter university /intercollegiate competitions or the State in National Championships.

(c) Mode of Selection of Faculty Members

Direct Recruitment to all Cadres is based strictly on Merit Selection done by duly constituted Committees. The following procedure is adopted in selection of faculty members:

1. Advertisement in leading newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Selection committee is constituted.
4. Intimation to short-listed candidates about the date and time of Interview.
5. Based on the recommendations made by the Selection Committee, the candidates are informed of their selection.
6. Appointment orders are issued to the selected candidate.
7. All appointments will have to be ratified by the Governing Council in its next earliest meeting.

(d) Composition of Selection Committee to recruit faculty members.

A selection committee is constituted with the following members:

- (i) Trustee Administrator
- (ii) Principal
- (iii) Heads of the Departments concerned
- (iv) One Expert Member - nominated by the Anna University/AICTE.

(e) Recruitment of Support staff: (Cadre structure of support staff)

Category: ADMINISTRATIVE STAFF

S. No	Cadre	Qualification	Scale of Pay (Rs)
1.	Officer Superintendent	A Graduate from any recognized University	9,300 - 34,800
2.	Cashier	A Graduate from any recognized University	9,300-34,800
3.	Senior Accountant	A Graduate from any recognized University	9,300-34,800
4.	Accountant	A Graduate from any recognized University	9,300-34,800
5.	Assistant	10 th Standard/ HSC	5,200-34,800
6.	Maintenance Supervisor	A certificate from ITI in relevant trade	9,300-34,800
7.	Purchase Assistant	10th Standard	5,200-20,200

Category: TECHINICAL STAFF

S. No	Cadre	Qualification	Scale of Pay (Rs.)
1.	Placement Assistant	A Graduate from any recognized University	9,300-34,800
2.	Laboratory Instructor	First class Diploma in branch concerned	9,300-34,800
3.	Electrician	First class Diploma in branch concerned. / A Certificate from ITI in relevant trade	4,440-7,440
4.	Attender	8 th Standard/10 th Standard	3,200-6000
5.	PD Marker	10 th Standard	5,200-20,200
6.	Gardener	No formal Education required	4,400-7440

Category: MINISTERAL STAFF

SI No	Cadre	Qualification	Scale of pay (Rs)
1.	Supervisor	No Formal education is required	5,200-20,200
2.	Watchman	No Formal education is required	4,400-7,440
3.	Luskar	No Formal education is required	3,200-6000

Category: TRANSPORT STAFF

SI No	Cadre	Qualification	Scale of Pay (Rs)
1.	Supervisor	10 th standard and should possess professional driving license.	9,300-34,800
2.	Mechanic	First class in Diploma in branch concerned. / A certificate from ITI in relevant trade.	9,300-34,800
3.	Driver	10 th standard and should possess professional driving license.	5,200-20,200
4.	Bus Attender	No formal education is required.	3,200-6000

Category: HOSTEL STAFF

SI No	Cadre	Qualification	Scale of Pay (Rs)
1.	Supervisor	10 th standard	9,300 - 34,800
2.	Deputy Warden	A graduate from any recognized University	5,200 - 20,200
3.	Cook	Experienced in the job	9,300 - 34,800
4.	Cooking Assistant	Experienced in the job	3,200 - 6000
5.	Washermen	No formal education is required.	3,200 - 6000

Category: MEDICAL STAFF

SI No	Cadre	Qualification	Scale of Pay (Rs)
1.	Medical Officer	MBBS from a Recognized University	15,600 - 39,100

In deserving cases, relaxation like qualification and age might be given by the Management subject to ratification by the Governing body.

Mode of selection of support staff:

All the positions are advertised in the press and online. After scrutinizing the applications received and short listing the candidates by the committee consisting

- (a) Secretary & Correspondent
- (b) Principal
- (c) Administrative Officer
- (d) All HODs,

The limitations are sent to the short listed eligible candidates for personal interview.

1. (a) SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- i. A person is deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms.
- ii. Every appointee is subject to the condition that he/she must be certified as having sound mental and physical health for service by a Medical authority as specified from time to time.
- iii. The pay of Teaching Staff , Librarian and Physical Education Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by A.I.C.T.E:

Designation	Scale of Pay (Rs)
Assistant Professor	15,600-39,100
Associate Professor	37,400-67,000
Professor	37,400-67,000
Librarian	37,400-67,000
Assistant Librarian	15,600-39,100
Director of Physical Education	15,600-39,100

- iv. The pay of Support Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by the State Government.
- v. The seniority of an employee in any Grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- vi. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of the date of joining.
- vii. All appointments in the academic services shall be made by open competition by an advertisement and selection, where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply.
- viii. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with the Principal and a copy thereof shall be furnished to the employee concerned.

PROBATION:

- i. Initially the appointment of the selected candidate will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.

INCREMENTS:

- i. Increments will be sanctioned only on satisfactory report of the performance of the employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment, shall state the period for which it is to be withheld and whether the postponement shall have the effect on postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.
- ii. In all cases, the increment is sanctioned based on the report of the appraisal of the employee by
 - (i) The Students
 - (ii) The HODs concerned
 - (iii) The Principal
 - (iv) The Management

In case of Supporting Staff, the appraisal is made only by

- (i) The HODs concerned
- (ii) The Principal
- (iii) The Management

CAREER ADVANCEMENT

An employee who completes 8 years of service and earns 8 annual increments in a particular cadre carrying a particular scale, is eligible for the next higher scale (even though the special grade post does not involve assumption of duties and responsibilities of greater importance), subject to the stipulations mentioned hereunder:

- That there are no adverse comments against him by his superiors
- That he should not have gone on leave on loss of pay during the qualifying period, in which case, the award of special grade gets postponed to the extent of duration of Leave on Loss of Pay.

PROMOTION POLICY:

- i. Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the campus life of the institution. Other things being equal, seniority will be the deciding criterion.
- ii. Promotions are based exclusively on Performance Appraisal. The appraisal scores will count for:
 - Internal promotions
 - Selection to HODs
 - Eligibility for study Leave and other benefits
- iii. Clear guidelines for addressing cases of non-achievement of targeted performance are being evolved.
- iv. Similarly, a system of awards accountability is being instituted based on the appraisal systems.
- v. While for selection, Promotions and Appoints, the Appraisal scores for previous three years will be taken into account, yearly scores will be taken into account for Awards, Incentive.

RETIREMENT:

- The faculty members and the Principal shall retire from service in accordance with the age fixed by AICTE.
- The age of retirement of all the faculty members and the Principals / the Directors of the institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and have average 3600 feedback of more than 8 out of 10 indicating them being active during the last 3 preceding years of service.
- If the date of retirement is in the middle of the month, the incumbent can continue in service till the end of that month.

RESIGNATION:

- Every candidate employed in the college will be considered for a minimum of one year as a probationary period.
- He/ She shall be relieved only at the end of the semester and that too after completing all the academic work pertaining to that semester.
- They should give at least three months' notice after completing their probationary period.

TERMINATION OF SERVICES OF AN EMPLOYEE:

- i. The services of a temporary employee are liable to be terminated at any time without notice and without explaining any reasons whatsoever.
- ii. The Management may terminate the service of an Employee whether probationer or regular on medical grounds giving ONE month's notice or in lieu of ONE month's pay.
- iii. The Management may terminate an Employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in any event, when it is proved by a competent Committee appointed for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.
- iv. A personal file shall be maintained in respect of each employee of the college in which all his/her service particulars shall be recorded under the signature of the Principal.
- v. Notwithstanding said anything anywhere, any service rules, which involve financial commitments, availability of funds and decision of the principal.
- vi. The Management subject to the ratification of the Governing Council is Authority for introducing, repealing or amending any services rule that it deems necessary for day-to-day administration of the College.

4. CODE OF CONDUCT:

- i. An employee of the college shall devote his whole time to the services of the College and shall not engage directly or indirectly in any trade or business or work in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks or any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to the duty and shall do nothing against the dignity and prestige of the College, particularly in his relationship with the Principal, Staff, Students and the Visitors to the College.
- iii. No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the College.
- iv. No Staff-member of the College shall, engage himself/herself in coaching the students privately for any remuneration.
- v. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.
- vi. No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
- vii. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- viii. No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to the state of disrepute, nor shall he/she resort to media with his/her grievances.
- ix. An employee shall not have recourse to any organisation / authority, court, or to the press for vindication of his grievances without the knowledge and approval of the Principal and the Management.
- x. The Governing Body in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

- xi. No employee may absent himself / herself from duty without prior permission. In case of emergency of processing on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before re-joining duty.
- xii. Every employee shall be at work punctually at the timing fixed unless permitted otherwise by his/her Superior.
- xiii. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

The following acts of commission / omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful order of his/her superior officer.
- Gross negligence in teaching or any other duty assigned.
- Allowing any outsider to get inside the premises of the College or to damage the College property.
- Any act involving moral turpitude punishable under the provisions of the IPC
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her superior officer.

DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a member shall be imposed except after:

- i. The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

DISCIPLINARY PUNISHMENTS AND APPEALS:

The following penalties may imposed for sufficient reasons upon the employees of the college namely:

- a) Censure
- b) Fine
- c) With-holding of increments / promotion.
- d) Reduction to a lower post or a lower stage in the time scale.
- e) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- f) Suspension

- g) Compulsory Retirement.
- h) Removal from the College Service.
- i) Dismissal from the College Service.

Authorities who impose penalties and the Appellate Authority are tabulated below:

Sl No	Penalties/ Punishments	Faculty/Executives		Support staff	
		Authorities who impose fine / Punishment	Appellate Authority	Authorities who impose fine / Punishment	Appellate Authority
1.	Censure	Principal	Secretary & Correspondent	HOD	Principal
2.	Fine	Principal	Secretary & Correspondent	HOD	Principal
3.	Withholding Promotion	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
4.	Recovery from pay of the whole or part of the pecuniary loss to college	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
5.	Recovery from pay of whole or part of the pecuniary loss to college	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
6.	Removal from service	Secretary & Correspondent	Governing Council	Secretary & Correspondent	Governing council
7.	Suspension	Principal	Secretary & Correspondent	Principal	Secretary & Correspondent
8.	Dismissal	Secretary & Correspondent	Governing Council	Secretary & Correspondent	Governing council

Any of the penalties specified, before it is proposed to impose on an employee, he/she shall be given an opportunity for making any representation that he/she may desire to make. If any, shall be taken into consideration before the order, imposing the penalty is passed.

No employee of the college shall be dismissed or removed or compulsorily retired or reduced in the rank except after an enquiry in which he has been informed of the charges against him and given opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty proposed, but only on the basis of the evidence adduced during such enquiry.

The enquiry shall be made by a Board of Enquiry constituted for the purpose. The Principal of the college shall be constituted the boards.

Every employee of the college shall be entitled to one appeal to the Appellate Authority, from an order imposing on him/her any of the penalties specified.

In case of appeal, the decision of Appellate Authority is final.

5. Teaching Faculty Job Responsibilities – A.I.C.T.E Guidelines

The job responsibilities as a faculty consist of components viz. Academic Research, consultancy, administration and extension services. A brief description of these 4 components as described by the AICTE Pay Commission (1997) is given below. Your annual increment is subject to your ability of producing satisfactory work in above components.

Job Responsibilities

As per A.I.C.T.E Pay Commission (1997) recommendation, the job responsibilities of Faculty consist of 4 components viz.,

1. Academic research
2. Research and Consultancy
3. Administration
4. Extension Services

Each of them is described below:

Academic:

- Classroom instruction
- Laboratory instruction
- Curriculum development
- Development of Learning Resources and Laboratory development
- Student Assessment and Evaluation including examination work of University.
- Participation in the co-curricular and extra-curricular activities
- Student guidelines: counselling and helping their personal, ethical, moral and overall character development
- Keeping abreast of new knowledge and skills, help generate a new knowledge and help dissemination of such knowledge through book publications, seminar etc.
- Continuing education activities
- Self-development through upgrading qualification, experience and professional activities.

RESEARCH AND CONSULTANCY

- Research and development activities and research guidance
- Industry sponsored projects
- Providing consultancy and testing service
- Promotion of Industry Institution Interaction and R&D

ADMINISTRATION

- Academic and administrative development of the Management / Institution.
- Policy planning, monitoring and evaluation and promotional activities both at departmental and institutional level.
- Design and development of new programmes.
- Preparing project proposal for funding in areas of R&D work, laboratory development, expansion of modernisation, etc.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning at the regional / national level for the development of technical education.
- Helping mobilization of resource for the institution.
- Develop, update and maintain MIS.

EXTENSION SERVICES

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D support and consultancy services to industry and other user agencies.
- Providing non-formal modes of education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.
- Any other relevant work assigned by the Head of the institution.

WORKING HOURS

The college's working week consists of 35 working hours per person. This excludes lunch break. The normal working hours of the College is from 9:00 a.m. to 3:50p.m. with 50 minutes lunch break. The college normally works for 5 days in a week. However, the 6th day in the week will be a working day if necessary / for completion of allocated work.

TEACHING DAYS

The college shall have at least 18- full teaching days per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/tours/sports etc.,

WORK LOAD

Workload of a teacher should not be less than 35 hours per week, of which teaching contact hours should be as follows:

Professor	: 4 hours/week
Associate Professor	: 8 hours/week
Assistant Professor	: 12 hours/week

6. PERFORMANCE APPRAISAL OF EMPLOYEES

Annual staff performances Appraisal System have been introduced. The system consists of:

- Appraisal by Head of Department
- Appraisal by Principal
- Appraisal by Management
- Appraisal by Students

Faculties who are having interaction with students like Library staff, Laboratory staff and Accounts staff.

Weightages given to the Appraisal

In case of Faculty

- Appraisal by Students 50%
- Appraisal by Head of Department 30%
- Appraisal by Principal 10%
- Appraisal by Management 10%

In case of Support staff having interaction with students

- Appraisal by Students 40%
- Appraisal by Head of Department 30%
- Appraisal by Principal 20%
- Appraisal by Management 10%

In case of other Support staff

- Appraisal by Head of Department 50%
- Appraisal by Principal 30%
- Appraisal by Management 20%

Transparency

The Principal and HOD will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions
- Selection to HODs
- Promotions
- Eligibility for Study Leave and other benefits
- Awards

Results of the appraisal will find a place in the Personal file. Non performance would be suitably dealt with

7. LEAVE RULES

(a) CASUAL LEAVE:

- All the Faculty members and staff members are eligible for 12 days CL in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail only on a pro-rata basis of 1 day of CL in a month.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturdays (if not working days), Sundays and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
- Vacation and OD cannot be combined with CL.
- Casual leave not availed in any calendar year cannot be carried over to the next calendar year.
- Half a day casual leave can be availed if an individual starts working immediately after lunch for the afternoon session or going for lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not working days), Sundays / public holidays / restricted holidays / weekly offs can be prefixed or suffixed to casual leave.
- Casual leave is availed by individuals only on prior sanction. However, on any emergency, the individual can be absent from duty on reporting about the fact immediately on joining duty. This is permitted only on emergency. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Departments. For all the Heads of the Departments, the competent authority is the Principal.
- It is the responsibility of the faculty to make an alternative arrangement for the classes due to the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. It should be intimated to the Principal.

- The rules and regulations given above may be followed while working out the pay bill for that month.
- Staff members who are taking leave without prior permission or without giving any information through any one for two days continuously will be deemed to be absent.

(b) PERMISSIONS

Two permission of one hour duration each can be availed for the faculty members and staff members in a month.

(c) VACATION LEAVE

- Faculty who have completed 1 year of service are eligible for a vacation leave of 45 days. Those who have not completed 1 year of service are eligible for vacation on a pro-ra basis.
- The vacation leave can be availed at one stretch of 30 days or in part of minimum of 10 days during summer and 15 days during winter.
- Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.
- Vacation leave cannot be combined with CL or OD.
- Vacation leave should not be availed during the courses of a semester except in the case of emergency and with prior permission.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.
- Support Staff will be eligible for 30 days' vacation per year.

(e) ON DUTY

- Faculty members are allowed to take 12 days of OD / year which includes practical, theory valuation and University related examination work.
- OD related to sponsored programme is not covered in Clause 1.
- Persons sponsored for higher studies shall not be eligible for university work including invigilation / vacation.
- Faculty members who go for on duty are expected to produce proof of attendance to the HOD concerned immediately on return.
- If a person sponsored for higher education is away from the college for more than 6 hours per week, they shall not function as department coordinator, HOD, etc.

(f) GENERAL RULE

As far as possible, faculty members and staff members are requested to avail leave without affecting regular working.

(g) MATERNITY LEAVE:

All women employees irrespective of cadre appointed on regular basis, including probationers, are eligible for 3 months of Maternity leave on full pay only for the first two child deliveries. This leave is not debited to leave account.

(h) PATERNITY LEAVE

All male employees irrespective of cadre appointed on regular basis, including probationers, are eligible for 7 days of Paternity leave for the first two children. This leave is not debited to leave account.

8. FACULTY DEVELOPMENT

Higher Studies

The faculty is granted study leave for higher studies in the fields of specialisation desirable from the point of view of Anna University, Chennai, University of Madras and the like. This facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree on execution of a bond to the effect that he/she shall serve the institution for a period of 5 years in respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed and further that he/she would refund the assured amount on pro-rata basis in case he/she does not serve the College for the full period as per the bond on return after successful completion of studies.

During the study leave, faculty will be paid 100% of the salary (drawn while proceeding on leave). He /She will not be eligible for any increment / revised salary during the leave period. However, immediately after return from leave on successful completion of studies, he/she will be paid a revised salary with an increment granted.

Seminars / Workshops / Conferences

Selected faculty members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards delegation fee and also treating the period of absence as "ON DUTY".

The faculty who are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work, preference will be given to those, who full fill the requirements of rules stipulated for

Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research

The college aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels. Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

Reward / Incentive Schemes

The following scheme of incentives has been suggested

Sl.NO	Details	Frequency	Amount Rs.
1.	More than 100% result in a subject	Semester	1,000
2.	Publishing paper in International Journal	After publication	3,000

Incentive Schemes for Student

SI NO	Details	Frequency	Amount Rs.
1.	Class Toppers(Boys / Girls)	Semester	1,000
2.	Student paper presentation – International	After publication	2,000
3.	Student winning prizes in higher learning institution	During Annual Day Celebration	1,000

Staff Development & Training: Support Staff [Administrative]

In house training programmes are arranged for improving communication skills, particularly skills of speaking and writings (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging training programmes to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training: Support Staff [Technical]

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., Refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

9. SERVICE BENEFITS & WELFARE MEASURES

WELFARE MEASURES

The following are the service benefits and welfare measures extended to the staff of the College:

- Provision for a separate lunch room for the benefit of staff members and girl students.
- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10, 000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The management grants maternity leave to the women employees, for a period of 90 days and limited to the first two living children.
- Medical Reimbursement for major accidents.
- Interest free educational loan for higher studies.
- Grant of Rs.5, 000/- for marriage and for the first child for the supporting staff.
- Group Insurance Scheme.
- Interest Free loans for higher education and medical expenses.
- Concession of fees for children of faculty members and staff.
- Free breakfast for drivers.
- Free holiday trip for staff.
- Free Transport for faculty members and staff members.
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- All the members of staff are covered under Employment Provident Fund Scheme as per the act, according to which persons drawing salary up to Rs 6500/- per month are covered. The employee and the management contribute 12% of the pay of such employee.

Grievances Redressal Cell

- To redress the genuine grievances of staff and students, so that it provides congenial atmosphere for studies and smooth working of administration.
- There is a women's cell which looks after the interests of women students and employees in the campus.

10. GUIDELINES OF ANNUAL PERFORMANCE ASSESSMENT OF FACULTY

I. OBJECTIVE:

It is proposed to introduce an open, transparent and objective performance Appraisal System for Faculty members based on AICTE guidelines starting from the academic year 2009 – 10. The objective of this scheme is to motivate each member of faculty to perform better in delivering quality education and training to the students. The results of this assessment shall be used for the following purposes:

- (i) Award of annual increment in the pay scale.
- (ii) Award of special increments and rewards in recognition of superior performance.
- (iii) Award of career advancement / promotion.
- (iv) Monitoring and recording the regular growth of each member of faculty for ready reference.

II. PERIOD OF ASSESSMENT:

Assessment shall be carried out every academic year after the completion of the academic year ending of 30th June.

III. TOOLS USED FOR ASSESSMENT:

The following tools shall be made use to arrive at a Faculty Performance Index (FPI) for every teacher for every academic year:

- (i) Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.
- (ii) Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective two semesters.
- (iii) Results of the End Semester University Examinations in the courses taught by the teacher during the two semesters.

COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following four components (vide AICTE guidelines):

- (i) Academic Activities
- (ii) Research Activities
- (iii) Extension Activities
- (iv) Administrative Activities

The performance of a teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as detailed below:

1.0 Academic

- 1.1 Teaching
- 1.2 Developmental Activities
- 1.3 Continuing Education

1.1 Teaching:

The effectiveness of class room teaching and laboratory instruction imparted by a teacher in the courses taught by him/her during the two semesters can be assessed using the following tools:

- 1.1.1. University Examination Results in the Theory/Lab Courses.
- 1.1.2 Student Feedback in the Theory Courses.

1.2 Developmental Activities

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

- (i) Contribution to Review / Development of curriculum / Syllabi at the College level /University level.
- (ii) Development of Learning Resource material :
 - Models developed for instruction.
 - CD's prepared for courses.
- (iii) Preparation / Publication of Books / Monographs / Laboratory Manuals.
- (iv) Lectures delivered in Faculty Induction / Development Programmes at the College/University level.
- (v) Development of new Teaching Methodologies using web-based learning through Intranet and Internet and guiding students in web based learning.
- (vi) Industrial visits organised.
- (vii) Development of new laboratories.

1.3 Continuing Education

The performance will be assessed by the participation of the faculty members in one or more of the following activities during the year:

- (i) Upgrading qualification: Diploma, Masters Degree or Doctoral Degree Programmes in a time bound manner.
 - Registered/Pursuing: Progress made during the year.
 - Completed if any during the year.
- (ii) Participation in Conference / Symposium / Workshop / Seminars / summer and Winter Schools.
- (iii) Participation in Intensive Courses organized on Thrust / Emerging areas by Industries /Institution.

2.0 Research

2.1 Project Guidance

2.2 Publication of Research Papers and Reports

2.1 Project Guidance

The Performance will be assessed by the total number of projects guided by the faculty members under the U.G., P.G. and doctoral programmes during the year.

2.2 Publication of Research Papers in Journal / Conference

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year.

- (i) A Research Paper is accepted and / or presented in a National / International Conference.
- (ii) Acceptance of a Research paper for publication in National/International referred Journals or other Journals.

3.0 EXTENSION

3.1 Interaction with Industries and Institutions

3.2 Interaction with the Society

3.3 Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

3.1 Interaction with Industries and Institutions:

- (i) Providing Consultancy Service on payment basis to Industries / Institutions.
- (ii) Providing Routine and Developmental Testing Service as per Indian / International Standard on payment basis.
- (iii) Organizing short term Intensive Course / Summer or Winter School on topics of relevance to practicing Engineers and Engineering College Teachers.
- (iv) Organising Seminar / Symposium / Workshop either self-supported or funded by the college or outside agencies on topics of relevance to industries.

3.2 Interaction with the Society

- (i) Participation in Community Services

3.3 Others

- (i) Membership in Professional Society and participation in its activities.
- (ii) Submission of proposal to funding agencies for organizing Intensive Course, Summer/ Winter school, Seminar, Workshop on emerging and thrust areas.

4.0 Administration

1.1 At the Institute Level

1.2 At the Department Level

The performance will be assessed by the faculty member's participation in one or more of the activities listed fewer than 4.1 & 4.2 in addition to teaching.

4.1 At the Institution Level

Officer in charge of

- (i) Examination
- (ii) Library
- (iii) Hostel Management
- (iv) Industry – institute interaction Cell
- (v) NSS
- (vi) Cultural Activities
- (vii) Youth and Red Cross
- (viii) Student Discipline and Welfare

4.2 At the Department Level

- (i) Student Counsellor
- (ii) Class Advisor
- (iii) Laboratory-in-charge
- (iv) Co-ordinator, Research & Development proposals
- (v) Co-ordinator, Professional Society
- (vi) Others

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as “Faculty Performance Index” (FPI) based on a five point Grade system as given below:

Grade	Grade Description	Grade Point
A	Excellent	5
B	Very Good	4
C	Good	3
D	Fair	2
E	Unsatisfactory	1

The FPI is computed using the Performance Indices (PI) of the four components and their weights. The P.I. of the four components is computed using the P.I. of their sub components and their weights. The details are given below:

Faculty Performance Index (FPI)

		P.I.	Weight			
				Professor	Asso. Prof	Asst. Prof
1.0	Academic	I _{1.0}	W _{1.0} =	0.35	0.45	0.60
2.0	Research	I _{2.0}	W _{2.0} =	0.20	0.20	0.15
3.0	Extension	I _{3.0}	W _{3.0} =	0.20	0.20	0.15
4.0	Administration	I _{4.0}	W _{4.0} =	0.25	0.15	0.10
Total =				1.00	1.00	1.00

1.0 Academic

	PI	Weight	
1.1. Teaching	1.1	W _{1.1}	=
			0.70
1.2. Development Activities	1.2	W _{1.2}	=
			0.15
1.3. Continuing Education	1.3	W _{1.3}	=
			0.15
		Total	<u>1.00</u>

1.1 Teaching

	PI	Weight	
1.1.1 Univ. Exam. Result	1.1.1	W _{1.1.1}	= 0.6
1.1.2 Student Feed Back	1.1.2	W _{1.1.2}	= 0.4
		TOTAL	<u>= 1.0</u>

1.1.1. Setting of Index 1.1.1 for university Examination Result obtained in each theory course taught by the teacher:

Step 1: The Percentage of pass obtained in the theory course is normalized by multiplying the percentage by the following scale factor to get “Normalized Percentage Pass (NPP)”, if the NPP exceed 100% fix at 100.

Category of theory course taught	Scale factor
Highly analytical	1.3
Others	1.0

Step 2: Convert the NPP obtained for the theory course into 5 point scale grade as given below.

Range of NPP	Grade	Grade Point
>90%	A	5.0
80-89%	B	4.0
60-79%	C	3.0
45-59%	D	2.0
<45%	U	1.0

Step 3: If more than one theory courses is taught during the year under review, compute the grade points for each course and set the index $I_{1.1.1}$ as the highest grade point obtained.

1.1.2. Setting of index $I_{1.1.2}$ for student Feedback in each theory course taught by the teacher:

Number of Courses taught: Only one:	set the index $I_{1.1.2}$ grade point obtained from student Feedback
Number of courses taught: More than one:	Set the index $I_{1.1.2}$ as the highest grade point obtained in all the courses taught

1.2 Setting of index $I_{1.2}$ for Development activities.

$I_{1.2}$	5:	If faculty member has carried out at least one of the activities listed under subsection “1.2 Development Activities” under Section “IV Components of Assessment”
	1:	No activity

1.3 Setting of Index I1.3 for Contributing Education

I _{1.3}	}	5:	If the faculty member has participated at least in one of the activities listed under subsection “1.3.continuing Education” under Section IV Components of Assessment.
		1:	No activities

2.0 Research:

		PI	Weight	
			Engineering	Science & Humanities
2.1	Project Guidance	I _{2.1}	W _{2.1}	0.6
2.2	Publication of Research Paper	I _{2.2}	W _{2.2}	0.4
			Total	1.00
				1.00

2.1 Setting of Index I 2.1 for Project Guidance:

Let N be the total number of project guided by the faculty member under the U.G., P.G. and doctoral programmes during the year. Then

I _{2.1}	}	5	:	If	N	≥	3
		4	:	If	N	=	2
		3	:	If	N	=	1
		1	:	If	N	=	0

2.2 Setting of Index I2.3 for Publication of Research Paper etc

I _{2.2}	}	5:	If at least one research paper is accepted for publication in a referred Journal (National / International).
		4:	If at least one research paper is accepted for publication in other (Other than referred Journal).
		3:	if at least one research paper is accepted and presented in a National / International Conference.
		2:	If at least one research paper is accepted and not presented in National / No activity.

3.0 EXTENSION (I_{3.0})

- I_{3.0} {
- 5: If the faculty member has carried out all the activities listed under subsection 3.0.
 - 4: If the faculty member has carried out 2 or more of the activities listed and sub-section 3.0.
 - 3: If the faculty member has carried one of the activities listed Under subsection 3.0.
 - 1: No Activity.

4.0 ADMINISTRATION (I_{4.0})

- I_{4.0} {
- 5: If the faculty member satisfies the activities listed under sub section 4.1 at the “Institution Level” as well as under sub-section 4.2 “Department Level”.
 - 3: If the faculty member satisfies the activities listed under sub section 4.1 at the “Institution Level” or under sub-section 4.2”Department Level”.
 - 1: No activity.

VI IMPLEMENTATION OF THE SYSTEM

The performance Assessment System may be processed in the month of August every year. The University examination results for the even semester will be available by this time. Every faculty member will have to fill up and submit to the faculty member’s activities and achievements as well as the ‘FACULTY PERFORMANCE INDEX (FPI)’ which quantifies the overall performance of faculty members during the period.

The Head of the department shall offer his or her remarks and observations on the report submitted by the faculty member and forward the report to the Principal by the end of end week of August every year.

Performance Assessment Committee headed by the Principal shall review the reports received and finalise the FPIs of the various faculty members.

VII CONCLUSION

The proposed Performance Assessment System may be reviewed after the first year of implementation for possible improvements.

Encl: ANNUAL PERFORMANCE APPRAISAL REPORT FORM

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
ANNUAL PERFORMANCE APPRAISAL REPORT
ACADEMIC YEAR
PART A: SELF APPRAISAL**

Name :

Designation :

Department :

Scale of Pay / Present Pay :

Note:

1. Before filling up read the “Guidelines for the Annual Performance Assessment of Member of Faculty” in general and Section V “Computation of Faculty Performance index “in particular.
2. Tick the “yes” or “No” boxes provided against certain items. If you have ticked the box “Yes” , then provide all relevant information to support your participation and achievement in that activity as an enclosure to the Report.
3. Fill up the Box “Number” provided against certain items. If your entry is non-zero, provide all relevant information to support your statement as an enclosure to the Report.

ACTIVITIES AND CONTRIBUTIONS MADE:

1.0 ACADEMIC (I_{1.0})

1.1 Teaching (I_{1.1})

1.1.1 University Examination Result – Theory Courses (I_{1.1.1})

SI No	U.G.	Theory Course Taught		Result % Pass	Scale Factor	NPP*	Grade Point
	P.G.	Code	Title				
1							
2							
3							
4							
Total Grade Point							

*NPP = Normalized Percentage Pass = Scale Factor * (% pass)

University Exam Results – Lab Courses:

SI No .	U.G.	Theory Course Taught		Result % Pass	Scale Factor	NPP*	Grade Point
	P.G.	Code	Title				
1							
2							
3							
4							
Total Grade Point							

1.1.2 Student feedback – theory Courses (I_{1.1.2})

SI No .	U.G.	Theory Course Taught		Result % Pass	Scale Factor	NPP*	Grade Point
	P.G.	Code	Title				
1							
2							
3							
4							
Total Grade Point							

1.2 Development Activities (I_{1.1.2})

- (I) Contribution to curriculum / Syllabi Review and development at the College level / University level Yes No
- (II) Development of learning Resources Material
- Models development for instruction Yes No
- CD's prepared for course taught Yes No
- (III) Presentation / Publication of Books / Monographs / laboratory Manuals Yes No
- (IV) Lecture delivered in Faculty Induction/ Development Programs at the college / University level Yes No
- (V) Deployment of New Teaching Methodologies Yes No

- | | | | | |
|---------------------------------------|-----|--------------------------|----|--------------------------|
| (VI) Organized Industrial Visits | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (VII) Development of New Laboratories | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

1.3 Continuing Education

(i) Upgrading Qualification: Diploma, Masters Degree and Ph.D. Degree

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| - Registered / pursuing (if yes, give the details of the progress made as annexure). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| - Participation in Conference / Symposium / Workshop / Seminars / summer or Winter Schools. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| - Participation in Intensive courses organized on Trust / emerging areas by Industries / Institutions. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

2.0 Research

2.1 Project guidance

Project guided during the year:

- Number of BE Project Guided / Completed.
- Number of PG Project Guided / Completed.
- Number of Ph.D. Project Guided / Completed.

Number

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Total Number

2.2 Publication of research Paper etc.

Number

- | | |
|---|--------------------------|
| (I) Number of research Paper accepted for publication in a referred national / International / Journal / Transaction. | <input type="checkbox"/> |
| (II) Number of research Paper accepted for publication in other (other than refereed journal) journal / Transaction. | <input type="checkbox"/> |
| (III) Number of research Paper accepted and presented in National / International Conferences. | <input type="checkbox"/> |

3.0 EXTENSION

3.1 Interaction with industries and institutions

Number

- (i) Number of Consultancy Services offered on Payment basics
- (ii) Numbers of Routine and development Testing Services offered on Payment basis
- (iii) Number of short Term Intensive Courses/ Summer / Winter Schools organized
- (iv) Number of Seminars / Symposium / Workshop Organized

3.2 Interaction with Society

Number

- (i) Number of Community Services Participated

3.3 Others

Number

- (i) Number of membership in Professional Society
- (ii) Number of proposals submitted to funding Agencies for organizing Intensive Courses, Summer / Winter Schools, Seminars, Workshops.

4.0 ADMINISTRATION

4.1 At the institution Level

Offers in charge of Examination / Library/ Hostel management / Industry - institute - Interaction Cell / NSS / Cultural Activities/ Youth Red Cross / Student Discipline & Welfare / others

4.2 At the Department Level

Holding the post of Class Advisor / Laboratory In-charge / Co-coordinator, Research & Development Proposals / Co-coordinator, Professional Society / Officer in-charge of other activities.

5.0 FACULTY PERFORMANCE INDEX: (FPI)

ADDITIONAL INFORMATION NOT COVERED ABOVE IF ANY:

Date:

**Signature of
the Faculty member**

REMARKS OF REPORTING OFFICER*

6.0 VERIFICATION OF INFORMATION

Verified the information provided in Part-A including FPI and found them correct to the best of the knowledge.

Yes No

Note: If you ticked the box **No** enclose another form with recomputed FPI.

7.0 OTHER REMARKS, IF ANY:

Date:

Signature of the Head of the Department

EVALUATION OF FACULTY BY PRINCIPAL AND MANAGEMENT

TO BE FILLED IN BY THE PRINCIPAL AND MANAGEMENT

S.NO		1	2	3	4	5
1.	Involvement in Academic management of the institution					
2.	Involvement in Administrative in institution					
3.	Planning at Departmental and institutional level					
4.	Monitoring & evaluation of activities at institutional level					
5.	Participation in Academies & Research activities					
6.	Organizing of seminars/ conferences/ Workshop/ FDPs					
7.	Participation in seminars/ conferences/ Workshop/ FDPs					
8.	Initiatives in staff Development activities					
9.	Interaction with Industry					
10.	Updating Qualifications					
	Summary Grade Points					

General Observation :

Score / 20