

Counselling Code: BOSE

Estd: 2008

JNTUH College Code: PP



An ISO 9001:2015 Certified Institution

ANUBOSE INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to JNTUH Hyderabad)

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STAFF APPRAISAL POLICY

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations.

Application of the Policy

- The policy applies to all teachers, including the lead of the Departments, employed by the Institution except those on probation of less than one year as on 31st July of the assessment year.
- All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.
- All employees will be informed in writing about their annual increments after the Performance Appraisal.
- All employees will be asked to submit performance appraisal form through proper channel in the month of August and submit to Dean-Admin for scrutinize and further process.

General Principles Underlying this Policy

The performance of staff assessed through 3 criteria's for the purpose of annual increment.

Criteria-1: Academic Results & Feedback	4 Marks
Criteria-2: Research & Development	3 Marks
Criteria-3: Supplementary Activities	3 Marks

The detailed evaluation procedure of each criterion is given below.

A. Criteria-1: Academic Results & Feedback (Max:4 Marks)

- This criterion is mainly focused on the academic performance of an employee which covers the semester results and student feedback in an academic year.
- The Max. Score shall be awarded in 4 including 3 Marks for academic results and 1 mark for student feedback.
- Best of two subjects will be considered if the faculty deals more than 2 subjects in a semester.
- The computation of overall score is based on the average of the semester 1 and 2 in an academic year.

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e. The allocation of scores is varies from engineering stream subjects to non-engineering stream subjects.

f. All core branches i.e. ECE, CSE, CIVIL, MECH, EEE, MINING comes under engineering stream and S&H comes under non-engineering stream.

B. Criteria-2: Research & Development

(Max: 3 Marks)

a) This criterion is mainly considering the faculty output in Research and Development in an academic year.

b) Based on cadre of faculty: the expected output of R&D shall be categorized.

c) R & D Includes Research articles published in National and International Journals, Articles published in International Conference proceedings. Articles presented in National and International conferences/seminars. Workshops and FDPs organized or attended by the faculty. Book publication of faculty etc.

C. Criteria-3: Supplementary Activities

(Max: 3 Marks)

Faculty Supplementary activities mainly consider the following four core areas carries the maximum marks specified below.

1. Awards/Certifications	0.5 Marks
2. Counselling of Students	1 Mark
3. Roles and contributions in Institutional Governance and administration	1 Mark
4. Review of Principal & HoD	0.5 Marks

(i) Awards/Certifications:

The faculty who possess the qualification of NET/SLE /M.Phil/Ph.D) shall carry the maximum mark (0.5).

(ii)Counselling of Students:

a. 15-20 students assigned to every faculty which includes 2-3 backlog students to normalize each batch.

b. If all the assigned students cleared all the subjects of current year 2 semesters with efforts of faculty (100% achievement), the faculty will be awarded the maximum marks (1 Mark)

c. $<100\% \ \&\gt;=90\%$ of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.75 Marks

d. $<90\% \ \&\gt;-80\%$ of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.5 Marks

e. No marks will be awarded to the faculty who achieved less than 80% results in current year 2 semesters from the assigned students.


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f. Head of the Department will be given I Mark if the overall result of the branch comprising II,III & IV Years is $\geq 75\%$ on an average in AY.

g. In case of S&H Department the HOD will be given I mark if the overall results of all branches of 1 Year is $\geq 75\%$ on an average in AY.

h. However the decision of Principal is final while awarding marks to head of the Departments.

(iii) Roles and contributions in Institutional Governance and administration

a. It covers the role of teaching faculty as Head of the Department/ Department T&P Coordinator/ NSS

Coordinator/ Women Grievance Cell Coordinator Assistant Head of the Department/ Website

Coordinator/ Institutional Criteria Coordinator of NBA & NAAC / College level admissions/Time-

Table Coordinator/IQAC Coordinator/Alumni Association Coordinator /COE/Exam Cell Staff/Any other

Institutional Level Coordinator role assigned by Principal.

Role as Head of the Department -1 Mark

Other role

- 0.5 Mark each to the maximum extent of 1 Mark

b. The faculty should render at least 6 months (1 semester) service in the above role to claim the roles and contributions in Institutional Governance and administration.

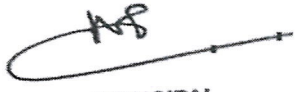
(iv) Review of Principal & HOD

The Principal and HOD will review the overall performance of faculty at the end of the academic year to award the maximum marks of 0.5 under this category.

Annual Increment Norms

Increments shall be sanctioned by the Management as recommended by the Principal, if the faculty meets the performance indicators specified in above three criteria's. The number of increments is based on the score secured by the faculty out of the total score of 10 Marks.


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