

6.1-3- Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

Effective welfare measures:

Different welfare schemes were implemented by Bharat Institute of Technology for the teaching and non-teaching staff.

1. Teaching Staff is provided to participate in various professional programs viz., attending national and international Conferences, Seminars, Workshops and FDPs.
2. Providing facilities to Faculty Member attaining Ph.D Qualification and to carry out research work
3. Various leave facilities for both teaching and Non-teaching staff: Staff members can avail the leave facilities as per the eligibility criteria and college norms.
 1. Casual Leave: Employee shall be entitled to 12 days casual leave in an academic year.
 2. Earned Leave: The confirmed non-vacation teacher shall avail earned leaves.
 3. Maternity Leave: Conceived Female faculty with the minimum two years continuous service shall be entitled to maternity leave.
 4. Permission/Movements: Principal/Faculty/Staff may leave the campus for personal reasons Depending on perseverance of the matter.
 5. Canteen facility is available for students and staff and a dedicated area for staff.
 6. Additional increments are given based on the performance
 7. Provision of RO water
 8. Transport facility for Employees is available.
 9. Uniforms are provided to all security staff.
 10. Provides hostel facility for female teaching staff.

11. Provides PF for non-teaching staff

- The institution conducts FDPs and seminars for improving knowledge and exchanging the ideas in areas of research for staff.
- The institution invites experts from different fields to conduct workshops, guest lectures, seminars and conferences.
- Staff members are encouraged to participate, present and publish papers at the seminars which are organized in other colleges and universities for professional mobility.
- Registration charges, travelling allowance, duty leave for attending seminars, workshops, etc. are sanctioned by the college.
- The performance-based appraisal system is established to monitor and progress the performance of the staff every year. Annual promotions based on their performance is encouraged.

Other welfare measures:

-
- The institution has well-furnished staff rooms with internet connection, drinking water facility.
- Staff are provided with separate cupboards and washrooms. The staff are allowed to conduct external exams in other JNTUH affiliated colleges.
- Employer friendly environment is created between the employees to give job satisfaction. Recreation activities are planned in coordination with the staff members like sports activities, yoga sessions, etc. Festival advance is given to non-teaching staff of the college. The children of the employees can avail 50% concession for education of their children in constituent institutions



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**LIST OF WELFARE MEASURES FOR
TEACHING AND NON TEACHING
STAFF
FOR THE A.Y 2022-2023**



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List of Welfare Measures for Teaching and Non Teaching staff

S. No	Title
1	Contributory PF Coverage
2	ESIC
3	Transport Facilities
4	Yoga Sessions
5	Canteen facility

1. Contributory PF Coverage

A. List of staff availing PF Benefits

S.No	Staff
1	Mr. Balakrishna
2	Mrs. Lavanya
3	Mr. Ramakrishna

2. ESIC

S.No	Staff
1	Mr. Dasharath
2	Mr. Narasimha
3	Mrs. Kavitha
4	Mrs. Sujatha

3. Transport Facilities

Free transport is provided to the faculty

S.No	Faculty Name
1	Dr.G. Srikanth
2	Dr.Shibnath Kamila
3	Dr.Arifa Begum
4	Dr.Namratha
5	Dr. J. Bhaskar
6	Kabita Banik
7	Ms. Twyla
8	Ms. Rachel Nevedita
9	Dr. Sridevi
10	Dr. Kalyani
11	Mrs. Jyothi Sahu
12	Ms. Haritha P
13	Ms. A. Haritha
14	Mrs. Usha
15	Dr. Marina

4. Yoga Sessions

Yoga sessions are conducted for physical and mental wellbeing of faculty and students



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5. Canteen facility:

Tidy and Hygienic canteen facilities are available for all the teaching and Non teaching staff.


Miscellaneous:

Research freedom is been given to everyone for research of industrial interest.

On duty leave for attending Seminars and Workshops.

Parent organization also takes care of teaching and nonteaching staff in case of emergency.

Organizations of programmes for Financial safety, Emotional and Social wellbeing


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**TEACHERS PROVIDED WITH
FINANCIAL SUPPORT
TO ATTEND
CONFERENCES/WORKSHOPS**



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List of faculty got financial support to attend the conferences/seminars in the F.Y. 2022-23

S. No	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
1	Mrs. Kabitha Banik	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	NA	550/-
2	Mrs. Ayesha Siddiqu	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	NA	550/-
3	Mrs. P. Haritha	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	NA	550/-
4	Mrs. Azka Fathima	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	NA	550/-
5	Ms. J. Rachel	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	NA	550/-
6	Ms. Twyla	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	NA	550/-
	Dr. Arifa Begum	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY	NA	550/-
	Ms. Twyla	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	NA	800/-
	ms nahid	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	NA	800/-



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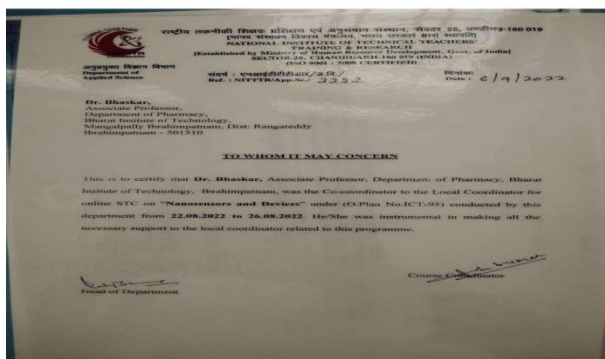
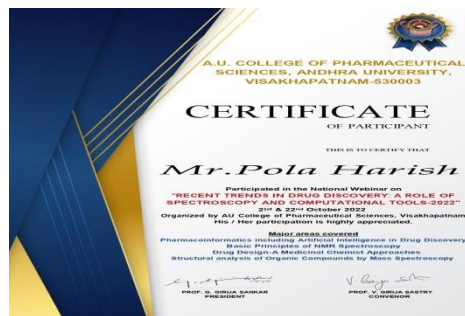
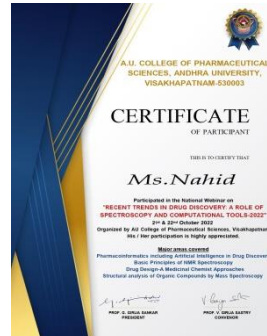
mrs. Namrata sunkara	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	NA	800/-
Mr. pola Harish	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	NA	800/-
Dr.Jimmidi Bhaskar	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	NA	800/-
Mrs.Azka Fathima	LC-MS BASED STRATEGIES FOR CHARACTERIZATION AND QUANTIFICATION OF ANTIBODY-DRUG CONJUGATES "	NA	7247/-
Dr.Jimmidi Bhaskar	NANOSENSORS AND DEVICES	NA	600/-
Dr.Jimmidi Bhaskar	FOUNDATION COURSE IN EDUCATIONAL METHODOLOGY-PHARMACEUTICALS	NA	750/-
Dr. Arifa Begum	molecular docking and biological software for data analysis	NA	2000
Dr. Arifa Begum	emerging trends and recent advances in pharmaceutical sciences	NA	1000



Certificates & Receipts



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6.3.3. Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year in the F.Y. 2022-23

S. No	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants	Duration
1		Organization behavior in government organisation	6	22/01/2022
2		Library mangement	9	26/02/2022
3	-	Noting and drafting	9	19/04/2022
4	-	Herbal garden maintenance	7	23/06/2022
		fire saftey awarness programe	8	30/07/2022
		Communication skills and personality development	8	15/10/2022
		Lab safety and lab procedure manual guidlines	7	28/01/2023
		Student data keeping and reterival	9	18/03/2023
1	Advances in pharmaceuticals and health sciences		5	7/2/2022 -10/2/2022
2	pharmacovigilance and pharma regulatory current challenges		4	14/5/2022



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3	Artificial intelligence application in pharma industry		7	22/8/2023
4	Career opportunity in pharmacy		6	11/3/2022
5	Nano sensors and devices		8	12/7/2022



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01/02/2022

CIRCULAR

Sub: Guest Lecture for teaching staff

This is to inform all teaching staff that the Guest lecture entitled “Advances in pharmaceuticals and health sciences

Shall be conducted on 7/2/2022 -10/2/2022 by distinguished resource speaker. All the teaching staff must attend the webinar without fail.

Visions

To build the nations one among the best centers of excellence engaged in providing overall pharmaceutical education including training and research. Bharat Institute of Technology (Pharmacy) firmly believes that right knowledge and ethical responsibility drives individual's commitment for the service of mankind.


Mission

M1: To bring to students India's best education, as a combination of teaching theory and practical application of knowledge and research in pharmaceutical sciences in order to train them to many positions of leadership and responsibility in the pharmaceutical industry, academics and health care sector.

M2: To impart education, in a conducive ambience, as comprehensive as possible, with the support of modern technologies and pedagogic tools, and thereby develop in students the abilities and passion to work wisely, creatively and effectively for the betterment of the society.

M3: To impart a value based education, where the mind, body and the soul are holistically developed, major purpose of life is seen by mankind and meeting the great challenges of the future.




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09/03/2022

CIRCULAR

Sub: FDP for teaching staff

This is to inform all teaching staff that the Guest lecture entitled “Career opportunity in pharmacy” shall be conducted on 11/3/2022 by distinguished resource speaker. All the teaching staff must attend the one week FDP without fail.

Vision

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18/02/2022

CIRCULAR

Sub: Lecture for Non teaching staff

This is to inform all teaching staff that the lecture entitled “**Library mangement**” shall be conducted on 26th February, 2022 by distinguished resource speaker. All the Non-teaching staff must attend without fail.

Vision

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10/10/2022

CIRCULAR

Sub: Lecture for Non teaching staff

This is to inform all teaching staff that the lecture entitled “**Communication skills and personality development** for successful administration” shall be conducted on 15th October 2022 by distinguished resource speaker. All the Non-teaching staff must attend without fail.

Vision

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20/01/2023

Sub: Lecture for Non teaching staff

This is to inform all teaching staff that the lecture entitled “Lab safety and lab procedure manual guidelines for successful administration” shall be conducted on **28/01/2023** by distinguished resource speaker. All the Non-teaching staff must attend without fail.

Vision

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20/06/2022

Sub: Lecture for Non teaching staff

This is to inform all teaching staff that the lecture entitled **Herbal garden maintenance** shall be conducted on **23/06/2022** by distinguished resource speaker. All the Non-teaching staff must attend without fail.

Vision

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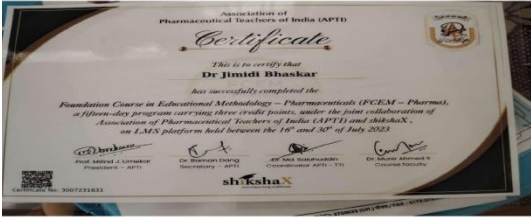
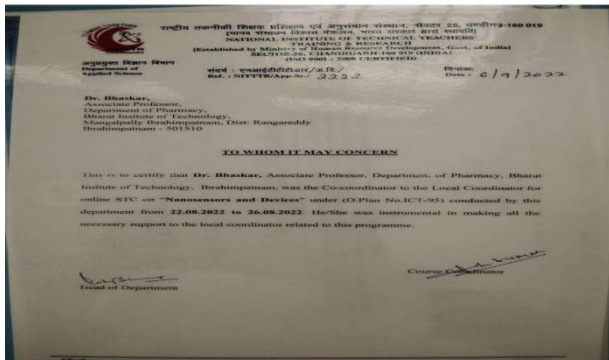
6.3.4(1) Participation certificates of teachers attended FDPs during the A.Y 2022-23


Name of teacher who attended	Title of the program	Duration (from –to) (DD-MM-YYYY)
Dr.Alekhya ketha	Recent trends in drug discovery	21/10/2022-22/10/2022
Dr.Alekhya ketha	National intellectual property awareness mission	14/09/2022
Dr.Alekhya ketha	Innovation, learning and research in pharmaceuticals sector	19/12/2022-23/12/2022
Mrs. Kabitha Banik	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022
Mrs.Ayesha Siddiqua	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022
Mrs. P. Haritha	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022
Mrs.Azka Fathima	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022
Ms.J.Rachel	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022
Ms. Twyla	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022

Dr. Arifa Begum	PRE-CLINICAL RESEARCH THROUGH INNOVATION AND TECHNOLOGY"	20/10/2022-22/10/2022
Ms. Twyla	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	21/10/2022-22/10/2022
ms nahid	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	21/10/2022-22/10/2022
mrs. Namrata sunkara	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	21/10/2022-22/10/2022
Mr. pola Harish	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	21/10/2022-22/10/2022
Dr.Jimmidi Bhaskar	"RECENT TRENDS IN DRUG DISCOVERY: A ROLE OF SPECTROSCOPY AND COMPUTATIONAL TOOLS-2022"	21/10/2022-22/10/2022
Mrs.Azka Fathima	LC-MS BASED STRATEGIES FOR CHARACTERIZATION AND QUANTIFICATION OF ANTIBODY-DRUG CONJUGATES	20/01/2022
Dr.Jimmidi Bhaskar	NANOSENSORS AND DEVICES	22/08/2022-26/08/2022
Dr.Jimmidi Bhaskar	FOUNDATION COURSE IN EDUCATIONAL METHODOLOGY-PHARMACEUTICALS	16/07/2023-30/07/2023
Dr. Arifa Begum	molecular docking and biological software for data analysis	24/01/2022-26/11/2022
Dr. Arifa Begum	emerging trends and recent advances in pharmaceutical sciences	27/01/2023-28/01/2023


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6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

An effective performance appraisal system guides faculty in improving their performance, enhancing their professional growth and contributing to institutional performance. Annual performance appraisal system exist at BIT. Performance appraisal system is transparent at BIT. There are separate appraisal form for faculty and non-teaching staff. Faculty appraisal process is based on self appraisal report of each faculty. Every faculty need to rate/fill information of their annual performance on different parameters viz. Academic performance, research activities, research publications, patents, research projects and teacher feedback by students by HOD and Principal. Different parameters rated and reviewed during the appraisal system are: Teaching, presentation skills, course content and delivery, exam results, attendance of students, syllabus coverage and fulfillment of the academic, research, extension and administrative commitments. Other performance indicators assessed are:

1. Class room planning and control
2. Laboratory performance
3. Student guidance and counselling
4. Assignment evaluation
5. Curriculum/Learning resources development
6. Seminar training
7. Co-curricular activity
8. Administrative functions

Students of respective class gives feedback of concern subject teachers. Student also gives feedback for non-teaching staff. Students gives feedback on designated points scale. There is level of appraisal. Faculty, first of all rate themselves for attitude, involvement, commitment and achievement with respect to his/her academic and non-academic/ administrative deliverables. Head of department (HOD) review the rating given by faculty for self. HODs rate the faculty based on the annual performance. Further head of the institute finalized the appraisal for the faculty. Appraisal of the HOD is rated by head of the institute after they have rated themselves. Faculty is also rated for soft-skills as follows: A-Very Good, B-Good, C-Fair, D-Average and E-Below average.



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Based on the above evaluation process; faculty are categorized in to four categories i.e. A, B, C and D. Faculty falling in the categories of A, B and C were awarded with annual increment. The outcomes of the performance appraisals are useful for promotion. Head of the institute communicate the performance to each one. This system guides faculty to move forward with enthusiasm and with more attention. This also offers an oppourtunity for evaluation and discussion of employee weakness and strength.

Admin/supporting technical staff are given appraised by each faculty, HOD and Principal. They are evaluated based on different parameters viz. technical competency, co-operation, methodical and systematic working, relation with colleagues and superiors, capacity to get work done, dependability, sincerity, involvement in co-curricular activities and contribution in extra-curricular activites. Based on this evaluation they are awarded with annual increment.

The following appraisal forms are attached with this document, which is followed by Bharat Institute of Technology for Teaching and Non Teaching staff .


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BHARAT INSTITUTIONS

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PERFORMANCE APPRAISAL OF SUPERIORS BY SUBORDINATES (NON-TEACHING STAFF)

Date :

NOTE : 1). This form is to be initiated by College HR Dept. for evaluating Superior officer by immediate reporting subordinates for the first 3 months of joining in the service and there after once in a year, one month before the increment/ renewal of agreement to ascertain their competence for continuance in service. 2). Newly joined/transferred employee should also evaluate his/her immediate superior for the first 3 months. 3). The employees who so ever submit this report should take precaution of not to reveal the information to any one and send the evaluation form to Admin. HR only through outward in a sealed cover by signing on the cover and mentioning "CONFIDENTIAL APPRAISAL"

Superior (Appraisee):

Name: _____ Emp. code: _____ Designation: _____

Dept _____ College: _____ Period of Appraisal: From _____ To _____

Subordinate (Appraiser):

Name: _____ Emp. Code: _____ Date of Joining _____

Designation: _____ Dept.: _____

TASK/ DESCRIPTION	APPRAISAL BY SUBORDINATE	
	GRADING	MARKS
I. MAINTENANCE OF FILES: Maximum Marks - 15		
Grading: Excellent-3, Good-2, Satisfactory-1; Below Satisfactory - (-1) (Minus One)		
1. Making awareness that permission should be obtained from concerned authority before opening files		
2. Making awareness of File Index Registers and entry of file Nos in that.		
3. Making awareness that all files are required to be indexed with file index sheets.		
4. Monitoring that all files are always placed as mentioned in file index registers.		
5. Guiding in identifying expiry of life of the files and permission to be obtained from concerned authority for dismantling.		
Total - I		
II. MAINTENANCE OF REGISTERS: Maximum Marks - 15		
Grading: Excellent-3, Good-2, Satisfactory-1; Below Satisfactory- (-1) (Minus One)		
1. Making awareness that permission should be obtained from concerned authority before opening Registers		
2. Making awareness of Record Index Registers and entry of registers in that.		
3. Making awareness that all columns in the registers are filled properly and updated.		
4. Monitoring that always registers are placed as mentioned in record index registers.		
5. Guiding in identifying expiry of life of the registers and permission to be obtained from concerned authority for dismantling.		
Total- II		
III. ASSETS/ STOCK MAINTENANCE :Maximum Marks - 45		
Grading: Excellent-3, Good-2, Satisfactory-1; Below Satisfactory-(-1) (Minus One)		
1. Monitoring that all assets/items in employees custody are maintained as mentioned in custodian ledger & location register.		
2. Monitoring that all non consumables in custody are maintained as mentioned in Nonconsumable register.		

TASK/ DESCRIPTION	APPRAISAL BY SUBORDINATE	
	GRADING	MARKS
3. Making awareness of following procedures of raising Requisition slip, entries in Internal consumption register and Stock register for obtaining consumables.		
4. Monitoring all assets in employee custody are maintained as mentioned in Dept/Lab Stock register.		
5. Making awareness that for stock receipts & issues requisition slips are raised.		
6. Making awareness of raising Procurement Indent (PI) and all columns are duly completed.		
7. Making aware of following purchase procedure.		
8. Making awareness of preparing budget proposal for stocks.		
9. Making aware of purchase followups after indent raised.		
10. Monitoring that all assets held in employee charge are always in working condition.		
11. Monitoring always that equipment and assets are well cleaned and tidy.		
12. Guiding in entering AMC's on time for equipment.		
13. Taking prompt & immediate action about any discrepancies.		
14. Whether superior physically verifying assets and stocks periodically.		
15. Making aware of Maintaining of assets files, Log book.		
Total-III		
IV. WORK RELATED : Maximum Marks : 60		
Grading: Excellent-3, Good-2, Satisfactory-1; Below Satisfactory- (-1) (Minus one)		
1. Checking maintenance of opening and closing register at work place.		
2. Checking upkeep of office, place of work, allotted seat, premises as a whole		
3. Whether superior is able to take additional responsibility		
4. Whether superior is reporting assigned work to higher ups.		
5. Whether superior is Initiative and has self drive.		
6. Whether superior is capable of supervision.		
7. Is superior capable of noting and draft.		
8. Is superior using stationary judiciously.		
9. Is superior using office / work place equipment appropriately.		
10. Is superior spending office amount judiciously.		
11. Is superior availing leaves after obtaining permission from concerned authority.		
12. Is superior contributing in policy making decision of the mgt. like new ideas in respect of improvement in existing internal systems and practices, mention ideas specified _____		
13. Superior does smart work.		
14. Superior does accurate work		
15. Is superior willing to stay extra hours.		
16. Is superior staying extra hours in case of emergency and exigency.		
17. Is superior flexible at work.		
18. Is superior passing Management information System (MIS) reports to the concerned authority regularly.		

TASK DESCRIPTION	APPRAISAL BY SUBORDINATE	
	GRADING	MARKS
13. Is superior loyal, reliable and owning up of the organization		
14. Is superior maintaining and submitting daily work book		
V. PERSONAL ATTRIBUTES & QUALITIES: Maximum Marks - 45		
Grading: Excellent-3, Good-2, Satisfactory-1; Below Satisfactory- (-1)(Minus One)		
1. Whether the superior dress up as per dress code and behaves properly.		
2. Is Superior having positive attitude.		
3. Is Superior regular and punctual.		
4. Is Superior disciplined		
General Behavior		
5. Is Superior maintains harmonious relationship with colleagues and sub-ordinates		
6. Is Superior obedient to higher ups		
7. Is Superior Honest and Reliable:		
8. Superior's level of effort in hearing the specified job.		
9. Superior's level of confidence in completing assigned job.		
10. Is Superior Maintains official secrecy.		
11. Is Superior does not gossip.		
12. Is Superior works in the interest of the Organisation.		
13. Is Superior always physically fit and Healthy.		
14. Is Superior following Rules and Regulations		
15. Is Superior completes work within time		
Total-IV.		
VI. LEADERSHIP / INCHARGESHIP ATTRIBUTES - Maximum grading : 60		
Grading: Excellent-3, Good-2, Satisfactory-1; Below Satisfactory-0		
1. Creating awareness about the rules, regulations, policies and procedures of the organisation among subordinates		
2. Initiating any training / development programmes to enlighten the subordinates about their job responsibilities.		
3. Words, actions and thoughts are motivating and guiding the subordinates.		
4. Whether superior guides the subordinates in the right direction.		
5. Inculcating belongingness / commitment towards the organisation		
6. Maintains transparency and creates congenial work environment		
7. Words, actions and thoughts of the superior are reflecting the image of the organisation		
8. Ideas given by the subordinates for process improvements are appreciated and same is reported to the management mentioning that the idea given by subordinate.		
9. Monitors, supervise and reports about the subordinates without any bias		

TASK/ DESCRIPTION	APPRAISAL BY SUBORDINATE	
	GRADING	MARKS
10. Possessing co-ordination and team building skills.		
11. Efficient in Scheduling, Assigning and Follow up of given task.		
12. Good & Quick at decision making within the rules and regulations of the organization.		
13. Takes Initiative and acts promptly.		
14. Whether superior is active and dynamic.		
15. Whether superior possess required job related skills.		
16. Whether superior possess required Correspondence and communication skills.		
17. Has the subject Knowledge required for completing the job assigned to him.		
18. Makes the things lively.		
19. Thoughts are optimistic in nature.		
20. Contribution in development of internal systems.		
Total - VI		
TOTAL A = I+II+III+IV+V+VI		
VII. Negative Points : Each negative remarks carry- 5 (minus marks)		
1. Always exhibits negative attitude		
2. Negative impact on others.		
3. Availed more leaves than permitted leaves without valid reason		
4. Always late coming'		
5. Always gossiping.		
6. Indifferent attitude.		
7. Not trust worthy		
8. Not reliable		
Total - VII		
(Deduct negative marks from TOTAL- A) TOTAL MARKS (TOTAL - A - VII)		

GENERAL REMARKS

1. *Whether superior follows & insist to follow Rules & Regulations. Specify.
(a) Always (b) Some times (c) Not at all*
2. *Whether superior completes & insist to complete assigned work within stipulated time. Specify.
(a) Always (b) Some times (c) Not at all*
3. *Is superior's words, actions and thoughts are motivating and enhance the image of the organization.
Specify
(a) Always (b) Some times (c) Not at all*
4. *Do you feel the superior is up to the job expectations and competent for continuance in the service (Yes/No)*

GRADING (A-VII)	
216 - 240	- Excellent
180 - 215	- Very Good
144 - 179	- Good
74 - 143	- Satisfactory
Below 74	- Below satisfactory

TOTAL MARKS OBTAINED (TOTAL - A - VII) _____

OVERALL GRADING _____

Name & Signature of Subordinate with date.

OBHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
TEACHING APPRAISAL FORM
ACADEMIC

NAME OF THE EMPLOYEE:
 EMPLOYEE CODE:

DEPARTMENT:

S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Academic I/C	Colle Academic I/C
1	Teacher's Diary Updation			
	(a) Responsibilities undertaken in Odd/Even Semester updated/entered. Not Updated: -1/4			
	(b) List of Mentors from the Industry and Mentor Details updated: (i) Not updated: -1/4 (ii) If they are eminent and the faculty has arranged their visit to the college, and interacted with faculty and students: 1/4			
	(c) Individual Time table including Bridge/ Remedial Classes updated. Not Updated: -1/4			
	(d) Lesson Plan and Syllabus completion Report updated: i. Fully: 1/4 ii. Partially: -1/4 iii. Not at all: -1			
	(e) Month wise summary/review of the work book done by the faculty: i. Fully: 1/4 ii. Partially: 0 iii. Not at all: -1/2			
	Details of activities conducted beyond syllabus for subject enrichment updated. (Enclose the details certified by Academic I/C)			
	i. Getting the permission and taking the students on industrial visit: Each visit 1/4 increment Max of 2 visits for total 1/2 increment			
	ii. Symposium for students: For lead role 1/2 increment For 2 active roles 1/4 increment each			
	iii. For two guest lectures: 1/4 (Max: 1/2 for four guest lectures) 1 day workshop: 1/2 (Max: 1/2) 1 day seminar: 1/2 (Max: 1/2)			
	Note: 1. Only one faculty has to claim guest lecture. 2. Regular guest faculty, part timer lecture will not be considered for increment. 3. Guest Lecture norms: i) University Professor, Abroad University Professors / Middle Level Manager from Industry / Scientist "F" from research Labs or equivalent rank ii) Top Level Manager from Industry / Scientist "G" from research Labs or equivalent rank iii) CMD of PSUs / Scientist "H" from research Labs or equivalent rank iv) Private Universities, Private accredited institutions with 5 years of experience with Ph.D Qualification.			

S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Academic I/C	College Academic I/C																																							
2	<p>Students Academic Results:</p> <p>(a) The results to be ensured with minimum pass % as follows in the subjects taught:</p> <ul style="list-style-type: none"> i. 70% for Easy Subject ii. 65% for Moderate Subject iii. 55% for Difficult Subject. 5% Concession in the minimum pass% can be considered for the departments, which get the last ranker students. iv. If Results of the subject taught: <ul style="list-style-type: none"> a. 1st year students pass% is 60% & II, III & IV Yr students pass % is 70% you can continue without increments. b. If the result is less than the above mentioned % then the faculty is deemed to be terminated. 																																										
	<p>(b)</p> <ul style="list-style-type: none"> i. If the average results of all the subjects taught pass% is between 75-80 (1 increment). ii. If results >80 % then for every 5% increase in pass % additional 1/2 increment can be claimed. <p>Note: Average pass % of all the subjects handled will be taken into consideration.</p> <table border="1" data-bbox="263 1108 989 1646"> <thead> <tr> <th rowspan="2">S. No</th> <th colspan="2">Academic Year:</th> <th colspan="2">Academic Year:</th> <th rowspan="2">Average Pass % of all subjects taught in both semesters</th> </tr> <tr> <th colspan="2">Semester:</th> <th colspan="2">Semester:</th> </tr> <tr> <th></th> <th>Subject</th> <th>Pass %</th> <th>Subject</th> <th>Pass %</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S. No	Academic Year:		Academic Year:		Average Pass % of all subjects taught in both semesters	Semester:		Semester:			Subject	Pass %	Subject	Pass %		1						2						3						4							
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S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Dept. R&D I/C	College R&D I/C
3	<p>R & D Activities conducted within the evaluation period (Enclose the details). To be certified by Dean R&D along with Academic I/C (To claim the National Level (Like IITs, IISCs, NITs, IIITs etc.) / Regional Level (Like Public Sector Universities, Private Universities, Accredited Colleges etc.) / Sponsored / Non-sponsored)</p> <p>(a) Seminars / Conferences / Workshops conducted:</p> <ul style="list-style-type: none"> i. National Level (Sponsored): Lead role: 1; 2 active roles 1/4 each. ii. National Level (Unsponsored): Lead role: 1/2; 1 active role 1/4. iii. Regional Level (Sponsored): Lead role: 1/2; 1 active role 1/4. iv. National Level (Unsponsored): Lead role: 1/4; 2 active roles 1/8 each. <p>(b) Papers Published within evaluation period:</p> <ul style="list-style-type: none"> i. IEEE / Elsevier or International equivalent: 1st author: 2, 2nd Author: 1 ii. More than 10 years old national journals / SCI / Scopus Indexed Journals: 1st author: 1, 2nd Author: 1/2 <p>(c) Books Published by reputed publishers</p> <ul style="list-style-type: none"> i. Pearson / Tata McGraw-Hill / PHI / Cengage / Springer or equivalent: 3 ii. Reputed National Publishers: 2 <p>(d) Applied for Projects/Grants for the institution to the funding agencies like AICTE, ISRO, DBT, Industry, DST, DRDO, UGC etc: 1/4</p> <p>(e) If projects/Grants sanctioned to the college for your application:</p> <ul style="list-style-type: none"> Funding Amount Rs. 50 Lacs to Rs.1 Crore: 6 Amount Rs.25 Lacs to Rs.50 Lacs: 5 Amount Rs.20 Lacs to Rs.25 Lacs: 3½ Amount Rs.16 Lacs to Rs.20 Lacs: 2½ Amount Rs.12 Lacs to Rs.16 Lacs: 2 Amount Rs.8 Lacs to Rs.12 Lacs: 1½ Amount Rs.4 Lacs to Rs.8 Lacs: 1 Amount up to Rs.4 Lacs: 1/2 <p>(f) MOU with nationally reputed industry/Research institute or equivalent: 2</p> <p>(g) Patent / Intellectual Property Rights (IPR): 3</p> <p>(h) Consultancy from Industry:</p> <ul style="list-style-type: none"> Funding Amount Rs.12 Lacs to Rs.20 Lacs: 4 Amount Rs.10 Lacs to Rs.12 Lacs: 3 Amount Rs.8 Lacs to Rs.10 Lacs: 2½ Amount Rs.6 Lacs to Rs.8 Lacs: 2 Amount Rs. 4 Lacs to Rs.6 Lacs: 1½ Amount Rs.2 Lacs to Rs.4 Lacs: 1 Amount up to Rs.2 Lacs: 1/2 <p>(i) Creating/developing technology for social and economic upliftment of surrounding villages, slums and rural areas: 1</p> <p>(j) Development activities:</p> <ul style="list-style-type: none"> i. Development of ICT Lectures (Like E-Lectures / E-Courses etc.) / Working models etc: Lead role: 2, Active role: 1/2 (for max of 1) ii. Writing of policy monograms / charts etc: Lead Author: 1, Active role: 1/4 (for max of 2) 			

S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Dept. Training I/C	College Training I/C
4	Identifying training needs in core subjects which you are teaching and the students you are mentoring by the following factors: (a) Conducting Mock Tests: 1/4 (b) Online Assessment Tests: ¼ (c) Diagnostic tests (CoCubes, AMCAT - Aspiring Minds Computer Adaptive Test, Globarena etc.): 1/4			
S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Dept. Academic I/C	College Academic I/C
5	Project Guidance by Faculty: Quality of Student Projects (Extraordinary projects guided by faculty, reputed non paid core area public sectors like DRDO, DRDL, DLRL, ECIL etc. and reputed non paid private sectors like GOOGLE, MICROSOFT, ORACLE, TCS, WIPRO, INFOSYS etc.: i. In-house projects guided which will be used by industry or equivalent: 1 ii. Guiding students project (Research) and helping them to publish original papers in reputed international / national journals and conferences: 1 iii. In-house projects guided which are recognized in college competition Project Day contest: ½ iv. Violating rules (by violating the above rules and permitting students to do projects by approaching the commercial consultant institutes from Ameerpet, Dilsukhnagar, Tarnaka, Nallakunta etc.): -1			
6	Industry Internship / Summer Training and Initiatives related to Industry Interaction with minimum stipend amount Rs. 5000 and above for the following factors: i. For 1-5 students: 1/4 ii. For 6-10 students: 1/2 iii. For 11-15 students: 1 iv. For 16-20 students: 1½			
7	Helping students in encouraging entrepreneurship and incubation in core areas: 1			
8	Encouraging students in publications and awards in inter-institute events (the events / conferences organized by other institutes): 1/2			

S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Dept. Academic I/C	College Academic I/C.															
9	Appraisal of Individual Faculty Academic Responsibilities (Applicable to all faculty):																		
	(a) Submitting Lesson Plan, Course File, Lab Manuals in time one week before commencement of semester: (i) Good(1/4) (ii) Poor (-1/4)																		
	(b) Involvement in All exam invigilation duties , department and college level activities taken up: (i) Good(1/2) (ii) Average(0) (iii) Poor (-1)																		
	(c) Giving More Marks to Students in Internals (Theory, Lab, Projects) than actual student deserve with ulterior motive: -1																		
	(d) Not taking M.Tech classes and Labs as per timetable and not conducting of internal exams for B.Tech & M.Tech in time: -1																		
	(e) Ensuring to evaluate and correct student lab observations, records every week and awarding marks for day-to-day performance in Lab Student attendance register: (i) Good(1/4) (ii) Poor (-1/4)																		
	(f) Ensuring best pass percentage in concern subjects taught among all other subjects in the department: (i) Best(1) (ii) Average(0) (iii) Worst (-1)																		
	(g) Submitting all reports in time as needed by concerned dept Academic I/C (Like Teacher diary's, DCWR, Lab attendance registers, Syllabus completion reports, Students Training needs, Students backlogs list etc.): (i) Good(1/4) (ii) Poor (-1/4)																		
	(h) Results Analysis of his / her mentor students:																		
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Mentor wise Avg.</th> <th>Class wise Avg.</th> <th>Measures taken to improve academic performance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S. No.	Mentor wise Avg.	Class wise Avg.	Measures taken to improve academic performance	1				2				3					
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13	<p>Appraisal of Dept. Academic In-charge (Applicable to only Academic in-charges): Evaluation done by College Academic, Management and CEO</p> <p>(a) In charge of Department Level Committee (Academic): Taken up: 1</p> <p>(b) improper Workload Allocation Violating the Norms like i) Not Giving highest priority to junior faculties in selection of subjects. ii) Over Burdening the Junior Faculties by giving Less workload to Senior faculties. iii) To the Possible Extent not allocating of Subjects based on Specializations. i) not violated (1/2) ii) violated (-1)</p> <p>(c) Presenting of Wrong Workload of Individual Faculty-wise and Departmental Wise: -1</p> <p>(d) verifying teachers diaries of the department faculty: 1) Ensuring all teachers entering the lesson plan as well as syllabus completion properly with Lagging behind (if any) with compensating class schedule details. i) Yes (1/4) ii) No (-1/4) 2) Ensuring the entry of details like, list of Mentors, Goals of faculty, Timetable, Workload, Responsibilities undertaken, Month-wise summary, Details of Activities beyond the syllabus. i) Yes (1/4) ii) No (-1/4) 3) Conduction of Bridge classes, Remedial classes, mock test, internal test (Theory & Lab). i) Yes (1/4) ii) No (-1/4)</p> <p>(e) Submission of information in prescribed standard form (WLTT, LPCF), one week before commencing classes which consists of details of {Course files, Lesson plans, Workload allocations, time tables): i) Good (1/4) ii) poor(-1/4) {Not submitted/ in complete submission}</p> <p>(f) Measures taken to prevent the over lagging/lagging behind of syllabus completion as per lesson plan: i) Good (1/4) ii) poor(-1)</p> <p>(g) Ensuring that the faculty achieves the target of conducting minimum Guest Lectures (In terms of Faculty profile, honouromium and number of lectures (As per institute norms): i) Yes (1/4) ii) No (-1/4)</p> <p>(h) Achieving the Best result among all the departments i) Best 1/4 {Highest among all the departments} ii) Worst (-1/4) {least among all departments}</p>			

5. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	No. per Self evaluation by employees increments earned	College Academic I/C	Management I/C
	(i) Achieving the Best performance in placement sessions among all the departments. (Case Industries) i) Best (1/4) ii) Worst (1/6)			
	(j) Conducting the meeting with all the concerned employees members regularly and maintaining meeting minutes of the meeting in the minutes book (in printed form or digitally written) and obtaining signatures of all the members i) Yes (1/2) ii) No (1/2)			
	(k) Identifying, maintaining and preserving by use the data of students with remarkable extra curricular achievements in university ranks, gold medals, higher studies who secure in prestigious institutions i.e. IIS, IISB, IITs, IITs top 5 IIMs and top 20 universities of the world i) Yes (1/2) ii) No (1/2)			
	TOTAL INCREMENTS:			

SIGN OF THE EMPLOYEE

NAME & SIGN. OF THE ACADEMIC I/C

COLLEGE ACADEMIC

NOTE:

1. Data (like Student attendance etc.) is compared or wrong attendance data is submitted, internal marks uploaded are incorrect, not carrying attendance register to the class, based on severity 1 or 2 increments will be decreased.
2. Being a Dept I/C approving the wrong result sheets, attendances, internal marks, wrong timetable, wrong work load may result in negative increments.

S. No.	Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period)	As per Self evaluation by employee increments scored	Dept. Academic I/C	College Academic I/C.																										
10	<p>Faculty Mentor Appraisal:</p> <p>(a) Mentor books updating regularly with all appropriate fields clearly.</p> <p>(i) Good (1/4) (ii) Poor (-1/2)</p> <p>(b) Training for Placements (CRT):</p> <table border="1"> <thead> <tr> <th rowspan="2">S. No.</th> <th rowspan="2">Mentor wise</th> <th colspan="2">Attendance Avg %.</th> <th rowspan="2">Marks Average %</th> <th rowspan="2">Measures taken to improve performance</th> </tr> <tr> <th>>90</th> <th><75 <65</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First Month</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Second Month</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Third Month</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S. No.	Mentor wise	Attendance Avg %.		Marks Average %	Measures taken to improve performance	>90	<75 <65	1	First Month					2	Second Month					3	Third Month							
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11	<p>(i) Good (1/2) (ii) Poor (-1/2)</p> <p>Appraisal of Class In-charge (Applicable to only class in-charges):</p> <p>(a) Class Pass Percentage (Best Result among all sections of same year same branch):</p> <p>1) Two sections are there in a branch (i) Best (1/4) (ii) {for Variation >10%} Worst (-1/4) 2) Three sections & more (i) Best (1/2) (ii) less result (1/4) (if Variation is 10 - 15%) (iii) Worst result (-1) {if variation is more than 15%}</p> <p>(b) CRT (Campus Recruitment & Training) Classes:</p> <p>1. Best Maintaining of attendance in CRT classes among all departments (i) Good (1/4) (ii) poor (-1/4) 2. Best Performance in CRT Tests like Amcat, Co-cubes, Globerena, JKC, and TASK. (i) Good (1/4) (ii) poor (-1/4)</p>																													
12	<p>Appraisal of Lab In-charge (Applicable to only Lab in-charges):</p> <p>(a) Updating Lab notice board (by displaying list of experiments, list of equipments, lab timetables etc..) and removing unnecessary posters i) Good (1/2) ii) poor (-1/2)</p> <p>(b) Ensuring your lab handling subject Experiments are Conducted as per Syllabus i) Yes (1/2) ii) No (-1/2)</p> <p>(c) Preparing, updating and making available of lab manuals and student records. i) Good (1/2) ii) poor (-1/2)</p> <p>(d) Encouraging students to perform experiments in lab any time during working hours. i) Good (1/2) ii) poor (-1)</p>																													