HR POLICY

MARIAN COLLEGE KUTTIKKANAM

(AUTONOMOUS)

A Higher Learning Centre promoted by Catholic Diocese, Kanjirappally
(Re-Accredited by National Assessment and Accreditation Council (NAAC) with A)

Marian College Kuttikkanam (MCK),
(Autonomous)
Kuttikkanam Post, Peermade-685 531,
Idukki District, Kerala
Introduction

Committed and dynamic teachers are the most valuable asset of any institution pursuing academic excellence and all round learning of the student community. The intent of this HR policy is to attract the best minds to teaching, retain them and facilitate their professional growth while they serve the academic community at Marian College.

These rules, framed and approved by the Governing Body, are applicable to all current and future employees and are subject to amendments, alteration, deletion or addition by the Governing Board as and when found necessary.

Appropriate Authority

In all matters relating to administration, management, external as well as internal control, development, curricular as well as extra curricular activities etc. of the college, the duly constituted Governing Board of the college shall be appropriate authority for all procedures mentioned hereunder and the Governing Board shall be constituted by His Excellency Bishop of Kanjirapally who is the Patron of the College.

Recruitment

If a vacancy arises in a department, the department Head shall send a Requisition Report stating the qualifications required and the job description to the Principal, who will forward the same to the Manager and he in turn will submit the same with his recommendation to the Patron for approval. Once it is approved, recruitment process is said to be initiated. The sources of recruitment would be either or a combination of the following:

a) Internal database of unsolicited applications and applications which came in response to previous advertisements.

b) Advertisement in the newspaper or other media

c) Employee referrals

d) Placement Agencies

If the vacancy is notified through an Advertisement, the HR/PRO shall prepare the advertisement as directed by the office of the Manager.

Screening of the Applications

The Administrator/HR assistant shall review the applications in accordance with published criteria and sort the applications according to category. The applications will then be reviewed by the concerned Head of the Department.
The Head of the Department/Principal/Manager shall check out (Annexure-IV) the references (Each candidate is required to furnish two references along with the application) and short list the candidates ready to be interviewed. Intimation letter for an interview is sent to the short-listed candidates (format attached).

**Interview**

The Interview Board shall consist of the Manager, Principal/Vice Principal and Director / Department Head and a Subject Expert. The members of the Interview Board shall be intimated in advance. They shall be given a file containing a list of the candidates, copy of resumes and an assessment format, if needed. The Board shall use rating formats for assessing the candidates (Annexure-II)

**Appointment of the selected candidates**

An appointment order shall be issued by the manager to the selected candidates; this will contain the basic information like date of joining, pay scale and job descriptions etc. The candidate has to sign a consent form at the time of joining. (See Annexure V).

**Formalities at the time of joining**

The name of the new recruit shall be added in the muster roll. A personal file shall be opened for him/ her and shall contain the following details:

a) Filled up personal data form (format attached) with photo
b) Copy of appointment letter signed by him/ her
c) Certificates
In certain cases, original certificates may be required to be deposited with the management. Details of appraisal, promotion and disciplinary action, if any, shall also be added to the personal file later on.

**Induction Process**

The induction process of a new employee would take place during the first week, and the general process is as follows:

The new employee will meet the HR in-charge and s/he will give an overview of the organization, provide a handbook of the organization, diary, brochure etc. The HR will help the new recruit to go over the content of college website. The HR will also fix appointments with the Manager, Principal, Vice Principal, Directors (including Hostel), HODs, Librarian and Office Superintend will apprise the new employee regarding the culture, expectations and the opportunities of the organization. Finally, the new employee will once again be apprised by the HR of the various rules and regulations of the college which all the employees are expected to observe. The new employee in turn shall sign the undertaking to the effect that he/she will obey the rules and regulations of the college then in force and also the future amendments if any.
**Training period**

If a person is taken as a trainee, the training period shall be from 3 months to one year. The employee shall be made aware of the terms and conditions at the time of appointment.

**Probation period**

Normally, the probation period for a new employee shall be one year. It can be extended, if necessary, at the discretion of the Manager. But the probation period shall not exceed two years. In certain extra ordinary cases, the management also has the discretion to reduce the probation period. At the end of the probation period, the services of the employee shall be regularized or terminated, and a letter shall be issued to this effect.

**Confirmation**

The Manager shall declare the completion of the probation period in due time and s/he shall be confirmed in the services of the Institution. A separate letter in writing shall be given in this regard.

**Performance appraisal**

The organization practices 360° performance appraisal system. Performance appraisal shall be conducted once a year. Following types of appraisal are applicable to members of the faculty.

1. Self-appraisal in the prescribed format (see Annexure)
2. Appraisal by the immediate supervisor
3. Joint appraisal based on the discussion between the employee and the immediate supervisor. However, it is the prerogative of the immediate supervisor to send the final appraisal report after due discussion with the employee.
4. Evaluation of teachers by students
5. Final evaluation by the Manager/Principal

Faculty evaluation based on the above procedure shall be done at least once a year. In addition, faculty appraisal shall be done before:

a) The service of an employee on probation is regularized.
b) Promotion in rank
c) Increment or merit raise

The appraisal should also contain information on the training needs expressed by the employee for further enhancing his/her present performance.

The non-teaching staff shall be evaluated at least once a year by their immediate supervisor. They are also required to be evaluated at the end of probation and before any promotion or re-assignment.
Payroll

Salary will be disbursed on the last day of each month. If this happens to be a holiday, salary will be given on the next working day. During Onam and Christmas vacation, salary shall be disbursed before the commencement of Onam and Christmas holidays.
Salary statement shall be prepared by the Accountant by the 25th of each month. Leave and other details shall be calculated from 15th of previous month to 15th of the current month. The pay bill shall be signed by the Administrator. Salary shall be prepared as follows:
Salary = Basic salary + DA.

Increments

Increments and merit raises are not a matter of right but a privilege; they are strictly linked to performance of an employee. Annual performance appraisal has to be completed by the appropriate authorities before the employee is recommended to receive the annual increments. Annual appraisal has to be made at least one month before the employee is due for increment.

Faculty members who, during their tenure at the College, earn a Ph. D will be given a one time raise of three increments and those who earn an M. Phil one increment, upon producing their PhD/M. Phil certificates.

The Management reserves the right to give special increments to those employees who excel in their performances.

Festival Allowance

Festival allowance may be paid to all employees. The occasion and the amount shall be determined by the Management.

Leave Rules

Any type of leave must be approved in advance by the concerned authority. Post approval is allowed only in rare, deserving, unforeseen and unavoidable situations. It is the duty of the concerned faculty to make alternative arrangements if s/he has to take leave while the College is in session. All members of teaching and non-teaching staff are eligible for 15 days of casual leave (CL) and 10 days of commuted leave per year after completing one year of service. This will be in addition to the holidays as per the university rules. They are also eligible for one month annual leave.

Process of granting leave

Each person shall intimate in advance about the leave h/she is going to take. A leave application form duly filled up and recommended by the Head/Coordinator of the Department and forwarded to the Principal for approval and is sanctioned by the Manager. In case the staff member is not able to give the application form in advance, h/she shall contact the department head over telephone and intimate him of the leave. Also, leave application shall be given on
the next day itself. Failure to comply with this rule will result in loss of pay. Repetition of the same will be treated as unauthorized leave. Any application for leave of absence on medical grounds must be supported by a medical certificate covering the period in question. In case of pre-approved leave it is the responsibility of the concerned person to make alternative arrangements for his classes during the period of absence.

**Duty leave**

For all duty leave, prior sanctioning of the Principal with the recommendation of the HOD is required. Priority is given to faculty members who are scheduled to present papers at National and International Seminars/Conferences.

**Consultancy Leave**

Members of the faculty are encouraged to pursue research, project work and consultancy services. Faculty members who serve as resource persons for management-approved training/consultancy programs may get up to 15 days of duty leave in a year provided the work of the Department is not affected. Duty or Consultation leave is granted only for approved programs and cannot be accumulated. The consultation leave requires prior approval from Principal/Director and sanctioned by the Manager. The relevant letters of support from the company/agency/association must accompany the application for consultation/duty leave.

**Deputation/ Assignment Leave**

Regular or permanent members of the faculty who have served the Institution for a minimum period of 7 years may seek permission to take up national or international assignment either on deputation or on the basis of extended leave. The decision to grant such leave is entirely vested with the management, depending on the staff position in a given department at particular point in time. In any case such leave shall be on loss of pay and shall not be extended beyond five years, and the services of those who fail to return to the College at the end of five years may be terminated.

**Maternity Benefits**

Three months of maternity leave with salary will be allowed for women faculty members who have served the institution for a minimum period of two years and whose employment has been regularized.

**Paternity Leave**

Three days paternity leave will be granted to those eligible teacher-parents who have served the organization for a minimum of two years.
**Financial support for attending conferences**

Members of the faculty are encouraged to attend professional development seminars and training workshops. The college/department will reimburse the expenses for attending one Seminar/Workshop/Training Programme subject to a maximum of Rs.5000/- during a financial year and subject to availability of funds. However, prior approval is necessary from the relevant authorities.

**Payment for extra services**

Faculty members are encouraged to write project proposals for funding by external agencies.

For externally funded projects, the College may charge up to 20 per cent as overhead cost depending on the terms and conditions of the funding agency. Faculty members who bring in grants and other externally funded projects may receive up to 25% of their salary as extra services compensation provided funds are earmarked in the project proposal and approved by the funding agency. In case there is no overhead cost approved by the funding agency, the project director shall pay the College 5 percent of the extra services compensation payable to him. The extra compensation is to be paid strictly from external sources.

Members of MAGIS who act as Resource persons for Training/Consultancy can retain 95% of the revenue if they work on holidays and 70% on working days. Out of 30%, 25% has to be paid to College and 5% in both cases to MAGIS. For non members, 30% of the revenue should be paid to College if the programme is on working days.

The same conditions apply to faculty members who work on similar management-approved training and consultancy programs.

**Attendance**

All staff members are expected to be punctual and report on time to their respective work place. The non-teaching staff is expected to put in a minimum of 42 hours per week at the office and the teaching staff 40 hours per week. The non-teaching staff shall sign the attendance register in the morning at 9.30 am and in the afternoon at 4.30 pm. The teaching staff shall sign the attendance register in the morning before 10.30 and also in the afternoon after 3.30 pm. If a person is late for three consecutive days he/ she will lose one day’s leave.

**Service Book**

A service book, showing the details of the work of staff/faculty will be maintained by the office.

**Promotion**

Promotion is not a matter of right; it is strictly linked to performance and the availability of vacancy. For teaching staff, promotion shall be based on a set of criteria which include academic preparation, length of experience, professional activities such as grants and projects.
as well as research and publications, and community service. However, a person has to spend a minimum period of five years in the organization to be eligible for the first promotion. Criteria for promotion, forms of appraisal and application forms are available with the management.

The “Promotion Committee” constituted by the management will initiate an extensive assessment of the faculty and upon their recommendation; the faculty will be conferred senior grade with the appropriate scale of pay. Similarly, after 10 years of service s/he will be eligible to apply for Asst. Professor/ Selection grade. Extra ordinary cases will be considered separately. The eligibility criteria will be framed by the Promotion Committee.

Transfer

Management shall have the right to make interdepartmental transfers and re-assignments of duty as and when necessary.

Movement register

The employees who leave the campus during working hours, for whatever reason, shall obtain permission from the Head of the department /Director and enter the details in the Movement Register. This shall be checked by the Principal.

Use of office phone

Use of office phone shall be for official purpose only. Personal calls should be avoided to the maximum.

Use of mobile phone

Staff members should switch off their mobile phones while they are inside the class or attending a meeting.

Grievance Procedure

The Marian Management is an equal opportunity employer and is committed to fair practices in all aspects of Governance and Administration. If an employee faces any difficulty or has a complaint, s/he should approach his/her immediate supervisor. If it is not redressed at the immediate supervisory level, he/she has the right to bring it to the attention of the Director/Principal. If it is not resolved at the Director/ Principal level, the employee can refer the matter to the Grievance Committee constituted by the Manager.

Dress code for staff

All staff members shall dress in a professional manner. Teaching staff (men) shall wear Trousers, full sleeve/ half sleeve formal shirts and formal shoes. Lady teachers shall wear Sarees. Salwar Kameez, Jeans, T-Shirt, sneakers and slippers are not allowed. Non-teaching
staff (men) shall wear formal trousers, full sleeve/ half sleeve shirts. Non-teaching staff (ladies) shall wear Sarees/ Salwar Kameez.
The faculty is expected to follow the official dress code during all formal functions.

**Staff training programmes**

Training programmes shall be organized every year for the staff members. In the beginning of the year, a training schedule is prepared by the Administration department getting inputs from the performance appraisal system. Training feedback shall be collected from the attendees soon after the training.

If a staff member is sent for a training programme of more than three month’s duration, he/she shall give an undertaking to serve the institution for a minimum period of 2 years after the training. If the training period is less than three months, he/she shall serve the College for a minimum period of six months. No such undertaking is necessary for training programmes under two weeks’ duration. If the employee wants to leave the institution before the stipulated period s/he should pay back the training expenses or the entire salary for the stipulated period if the training cost was borne by an external agency.

**Faculty improvement programme**

Faculty members are encouraged to pursue higher studies and may apply for study leave. To be eligible for study leave a faculty member should have completed at least five years of continuous service. Study leave is granted without pay and for up to three years. Those who take study leave shall give a written undertaking that they will serve the college for at least two years after the completion of the degree. If they want to leave early, they shall pay two years of salary to the college at the prevailing rate in addition to any financial assistance they may have received from the College. These rules are applicable whether or not they receive any financial assistance from the College, UGC or any other agency.

If a member of the staff is officially sponsored by the College for higher studies abroad under an international exchange agreement and s/he receives financial assistance under the mutual agreement, the study leave is normally granted without pay for the duration required for the completion of the proposed degree: two years for Master’s and five years for Ph.D. The leave may be extended for an additional year under special circumstances and at the discretion of the management. Faculty members who participate in such international exchanges shall execute a bond stipulating that they shall serve the institution for a minimum period of three years, and failing which, they shall pay the college three years of salary at the prevailing rate in addition to any financial assistance they may have received from the college.

Study leave is a privilege and not a matter of right. Study leave is granted at the discretion of the management which will take into account the training, experience and performance of the concerned faculty member, the need of the college and the staff position in the Department. Normally only one person shall be granted extended study leaves of two or more years from the same Department at the same time. If the Department has eight or more faculty members,
two persons may be given study leave. Under no circumstances shall extended study leave be granted to more than a third of the faculty in the same Department.

Identity Card

ID card shall be given to all members of the staff at the time of joining. Employees shall wear their ID card during duty hours. If ID card is lost, it shall be reported to the Administrator and the cost shall be charged for replacement.

Staff meeting

Staff meeting is to be conducted once in every fortnight or as decided by the principal and attendance in the staff meeting is mandatory. Absence from the staff meeting without permission from the Principal shall be treated as leave.

Staff/Faculty Evaluation by the Students

Students’ feedback on each staff and faculty (subject wise) will be collected each year. The criteria on evaluation and procedure will be published. The summary of the feedback can be viewed by individual staff/faculty. Faculty members are expected to chalk out an action plan to overcome the difficulties expressed by the students and apprise the Director/Principal for further follow up.

Payment for overload

Each faculty is required to complete the syllabus and other assignments allotted to him/her by the Head of department/Director or the Principal. However, teachers may receive extra payment for special classes assigned by other Departments over and above the normal teaching load.

Provident Fund and Pension

The state and government laws will be observed with regards to PF and Pension Fund.

Gratuity

A group Gratuity Fund will be created in collaboration with an insurance agency. This is calculated based on ‘one month’s salary’ for every completed year by the employee in the organization for those who serve the organization for continuous 10 years.

Group Insurance

All employees may be covered under group insurance scheme.
Transport and Travel

Travel allowances and DA will be provided for official trips. All such trips should have prior permission of the competent authority.

Retirement

The age of retirement for an employee shall be 65 years. However, the management may extend the age limit at its discretion, and the above is not applicable for the Department Directors.

Procedure for resignation

Letters of resignation should be addressed to the Manager but submitted through the proper channel. Notice for resignation shall be 30 days. If the period of notice is less than thirty days, a notice pay of one month salary will be charged from the employee. Once the resignation is accepted, towards the end of the notice period, the employee has to obtain No Objection Certificates (NOC) from the respective Departments, Accounts and Administration, Hostel and Library in the prescribed format. (See Annexure VI) S/he should also hand over all the files, documents and other details to the designated person. The designated person and HOD should also issue an NOC.

Statement of Accounts shall be prepared by the college office showing details like leave and other deductions, salary, allowances etc. One copy shall be given to the person at the time of his/her leaving and the other copy is to be signed and returned to the employee file. If needed, a relieving letter shall be issued by the Manager.

Experience Certificate

The Administration department shall issue an experience certificate, if desired by the employee. For this, an application has to be given to the Principal. A copy of the Certificate shall be filed with the employee’s records in the Office.

Exit interview

An exit interview shall be conducted by the concerned person in the Administration department. This shall be filed and inputs shall be used for improving the HR functions of the Institution.

Amendments and Approval

The Governing Body shall have the right to amend the rules and regulations from time to time and such amendments shall be implemented only with the prior approval of the Patron.
Annexure

Manpower requisition form
Application form
Faculty teaching skills evaluation - Pre-recruitment
Interview rating form (non-teaching)
Reference check form
Joining report
Separation form
Leave form for faculty and staff
Annual Performance Appraisal form

MARIAN COLLEGE KUTTIKANAM
Peermade- 685 531, Kerala.

Annexure-I

MANPOWER REQUISITION FORM

Position :---------------------------------------------------------------
Required by :---------------------------------------------------------------
Skill sets :---------------------------------------------------------------
Job Description :---------------------------------------------------------------

Date of requisition:

Approved by

Manager/Principal
FACULTY TEACHING SKILLS EVALUATION - PRE-RECRUITMENT

Date

Name of the candidate

Title/subject of presentation

Duration

Evaluation Parameters

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Parameter</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dressing of the candidate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Specification of the objectives of the presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Body language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Methodology of presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Quality of slides of presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ability to handle quires of the audience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Subject knowledge evaluation (by the faculty having knowledge in the area of that specific subject)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Fitment into Marian culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANY OTHER COMMENTS BY THE EVALUATOR

Name: 

Signature
Annexure-III

INTERVIEW RATING FORM (NON-TEACHING)

Date

Name of the candidate:

Position Applied for:

Experience: Total: Relevant:

Individual/Executive skills/Attributes:

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team working</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitment into marian culture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technical skills

<table>
<thead>
<tr>
<th>Skills</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Status: Select/Shortlist/Standby/Reject

Panel Rating and Endorsement

<table>
<thead>
<tr>
<th>Panel</th>
<th>Name</th>
<th>signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR interview by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Interview by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annexure- IV

REFERENCE CHECK FORM

Date:

Name of the Candidate:

Position Applied for:

Reference 1- comments:

Name:
Designation

Reference 2- Comments

Name:
Designation:
JOINING REPORT

To

The Manager/Principal,
MARIAN COLLEGE KUTTIKANAM
Peermade- 685 531, Kerala.

Sub: Joining Report

Dear Sir,

This has reference to the appointment letter dated------ appointing me in your college.

As per my acceptance of the post offered, I am joining the college from---------

Thanking you

Yours sincerely,

Signature of the employee

Name:
Date:
Address:

Date of Birth

Telephone
MARIAN COLLEGE KUTTIKANAM  
Peermade- 685 531, Kerala.

Annexure VI

SEPARATION FORM

Name of the employee: 
Designation: 
Department: 

Reason for resignation: 

Resignation submitted to Mr./Dr./Fr. 
Dated------------------

Any employee who resigns employment with Marian college shall return I-card, attendance card, files, records, Keys and any other materials that are property of Marian College. No final settlement of an employee’s pay will be made until items are returned in appropriate condition.

Clearance from the following departments:

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Departments</th>
<th>Signature</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hostel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leave Status as on:

<table>
<thead>
<tr>
<th>Type</th>
<th>Availed</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commuted leave</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HR
Manager/Principal
ANNUAL PERFORMANCE APPRAISAL FOR FACULTY

SELF APPRAISAL

Appraisal period – 200 - 200

General information

(a) Name: 
(b) Department: 
(c) Area of specialization: 
(d) Current basic pay: 
(e) Next increment due on: 

B. Research experience

<table>
<thead>
<tr>
<th>Research stage</th>
<th>Title of course/work/thesis</th>
<th>University where the work was carried on</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Doctoral</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Publications during the year

<table>
<thead>
<tr>
<th>Title</th>
<th>Name of journal/publisher</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Research projects/Consultancy/Training programs carried out

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name of funding agency</th>
<th>Duration</th>
<th>Total Cost</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. International/National/State level Seminars, conferences, symposia, workshops and training programs attended

<table>
<thead>
<tr>
<th>Name of seminar/Conferences/</th>
<th>Name of the sponsoring</th>
<th>Place and date</th>
</tr>
</thead>
</table>
F. Work load during the year

<table>
<thead>
<tr>
<th>Semester/ year</th>
<th>Course taught</th>
<th>No. of sessions taken</th>
<th>No. students taught</th>
<th>University results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Distinction</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Innovations/ Contributions in Teaching

Design of curriculum:

Teaching methods:

Use of ICT in teaching-learning process

Laboratory experiments:

Evaluation methods: internal tests, class test

Preparation of resource material including books, reading materials, Laboratory manuals etc.:
Mentoring (Brief Report may be shown)

G. Extra classes taken

H. Value Education classes taken

I. Positions held at the University/College during the academic year

J. Feed back collected from students and the dates

K. Give a short account of your contributions to:
   a. College/University.
   b. Society/community/outreach
   c. Co-curricular activities
   d. Enrichment of campus life- hostels, sports, cultural activities
   e. Students welfare and discipline
   f. National integration, secularism, humanism.

L. What training do you require to improve your professional skills?

M. Your plan for next year for personal and professional growth.
N. Any other information

Date:

Name and signature