



STAFF COMPETENCY DEVELOPMENT POLICY

The management has a well defined encouragement policy to enhance the competency and knowledge base of the faculty members.

Various measures adopted are:

1. Feedback from students on the performance of the teachers /staff:

The system of obtaining feedback from the students on each of the faculty members is in practice from the inception of the institute. The assessments of teachers by the students are believed to improve upon the teaching learning process. The feedbacks were being obtained manually until 2010 when the institute availed the services of external agency to obtain and compile the feedback through computer system online. The feedback is normally taken twice in a semester for all the teachers and all the subjects handled by the teachers.

Following are the ten points based on which students evaluate faculty members:

- Punctuality and regularity in conducting class
- Extent of coverage of syllabus
- Usage of examples / exercises/ demonstrations in teaching process
- Well prepared and organized way of teaching
- Making topics understandable by teacher
- Effective utilization of class hours
- Response to questions raised by students in the class
- Maintenance of discipline and control in class
- Unbiased valuation of blue books
- Approachability of faculty for clarifying the doubts and other issues

The students are to evaluate each teacher on the above parameters in a scale of 1 to 5 ranging from Poor to Excellent respectively and the total feedback of a teacher in a class is converted into a percentage marks.

A feedback obtained less than 60% is termed as below average and such a teacher is counselled by a committee. The feedback marks is also taken into account in the annual appraisal of the teacher, PBAS (Performance Based Appraisal System) and considered for sanction annual increments as per the decision of the Board of Governors in their meeting No.21 held on 20-03-2015.

Details are indicated in the norms & rule book under clause No. 1.8, page No.16.



2. Sabbatical Leave Policy

As an encouragement for gaining higher knowledge, the management has come out with a Sabbatical Leave Policy in July 2016.

[Approved by the Board of Governors in their meeting No.25 on 2nd July 2016 and confirmed in the meeting No.26 held on 18th October 2016]

3. PBAS (Performance Based Appraisal System) policy

1. The PBAS system is adopted as per the decision of the Board of Governors in their meeting No.21 on 20th March 2015.
2. A committee was formed to make a format wherein a teacher can fill in the details and the corresponding marks are tabulated by the software developed in-house by the department of Computer Science & Engineering.
3. The committee comprises of the following members:

Principal	Chairman
HOD CSE	Member
Administrative Officer	Member
A faculty from CSE	Member

(Agenda point No.21.5.4 and the extracts of BOG meeting proceedings enclosed.)

4. Encouragement for FDPs (Faculty Development Programmes)

1. The faculty and the staff members are encouraged to update themselves with the developments taking place globally in the area of technical education.
2. All the staff members, teaching and non-teaching, are encouraged to gain additional knowledge participating in any of the following:
 - ✓ Workshops
 - ✓ Seminars
 - ✓ Training Programmes
 - ✓ Conferences
 - ✓ Industry internships

The financial assistance for the above are as per clause No.1.7 of the Rule book published .
(Relevant pages enclosed).

3. As a general guideline, the code of conduct and rules are based on the KCSR (Karnataka Civil Service Rules)



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4. The Management has come out with the norms as approved in the 19th meeting of the Board of Governors on 22-08-2014 and the same was circulated to the staff on 13-10-2014 (copy enclosed).

5. Loan for purchase of Laptop


It is very important for the faculty members to upgrade their knowledge and a laptop will be a very useful tool for this purpose. Hence the management extends interest-free loan (subject to a maximum of Rs.50,000/-) recoverable in easy monthly instalments.

6. Faculty Internships:

Internship for faculty members is a unique method adopted to enhance the knowledge of the faculty members. The various technical, administrative and practical problems and relevant solutions would be learnt during the internships that will enable the teachers in disseminating such knowledge to the students. All the faculty members are encouraged to undergo internship in any of the industry / research organisation for at least 10 days during the vacations.

7. Memberships of Professional Societies:

The management has decided to obtain the memberships of different professional societies for the benefit of the faculty members. The Board of Governors agreed to bear the membership costs of about Rs.5.8 lakhs vide the BOG meeting No.22 dated 03-09-2015.


AD 16/11/16