BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Staff Competency Development Policy

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

Various measures adopted are:

1. **Feedback form students on the department 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 though 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/exercise / 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 other on the above parameters in a scale of 1 to 5 ranging from poor to excellent respectively and the total feedback of teacher in a class is converted in to a percentage marks.

A feedback obtained less than 60% is termed as below average and such a teacher is counselled by a 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

Rev. 6

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 of 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
      - Conference
      - Industry internships

The financial assistance for the above are as per clause No.1.7 of the rule book published.

(Relevant document enclosed)

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

4. The management has come out with norms as approved in 19th meeting of the board of Governors on 22.8.2014 and he 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 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 installments.

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 the 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 atleast 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.

8 Career Advancement Scheme (CAS) Policy:

Under this policy the faculty members who wishes to be considered for promotion shall submit the application every year. The faculty promotion shall be based on Performance Based Appraisal System (PBAS). The PBAS credentials shall be evaluated based on Academic Performance Indicators guidelines as per the CAS policy of the institute. The achievements of academic, research, co-curricular and extracurricular activities are considered in the evaluation.

9 Faculty Training Need Analysis Policy:

Deputing the faulty members for attending the faculty development program is based on the training need analysis. All departments shall submit the calendar of training every year at the beginning of the semester. Faculty training need analysis is based on the area of specialization of the faculty members, experience and designation. Financial support shall be provided by the institution for attending the training programs.

PRINCIPAL
BMS Inst.of Tech.& Mgmt.
Doddaballapur Main Road
Avalahalli,Yelahanka, B'lore-64