



ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A MUSLIM MINORITY INSTITUTION)

(Affiliated to Osmania University | Approved by AICTE | Permitted by Govt. of Telangana)

#11-3-918, New Malleshpally, Hyderabad - 500001, T.S., India.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

6.3.1 Documents related to staff welfare measures



STANDARD OPERATING PROCEDURES

LEAVE POLICY - TEACHING & NON-TEACHING STAFF

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A MUSLIM MINORITY INSTITUTION)

**AFFILIATED TO OSMANIA UNIVERSITY || APPROVED BY
AICTE || PERMITTED BY GOVT. OF TELANGANA.**

11-3-918, NEW MALLEPALLY, HYDERABAD - 500 001.

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LEAVE POLICY

Introduction to Leave Policy

A **leave policy** is a document that lays down the rules and regulations related to various types of leaves that an employee can avail off.

The leave policies for employees in Anwarul Uloom College of Business Management is similar as set by the Government of Telangana, Osmania University and as per AICTE guide lines. However, a general overview of common leave categories that are typically included in the leave policies for employees in Anwarul Uloom College of Business Management.

A leave policy sets out the various types of leaves for different situations like a vacation, sickness, maternity, grief, etc. It specifies rules for various aspects like granting of leave, eligibility, availing, encashment, etc.

The leave policy reflects the Institution professionalism and culture through its language, tone, and friendliness quotient.

Objectives:

Leave is the right of an employee and is a statutory obligation of employers. Outside of work, there is a lot that happens in the lives of employees and their families. Birth, death, sickness, a loved-one needing care: all of these circumstances require an employee to take time out from work. Leaves are also essential for employees to attend to personal matters, such as banking transactions, family events, etc. Employees also need some downtime for vacations, travel, which helps them rejuvenate and return to work with renewed vigor.

Types of Leaves:

- Annual Leave
- Sick leave
- Casual leave
- Leave without pay
- Maternity leave
- Paternity leave
- Compensatory Off
- Study Leave
- Special Leave
- Pilgrimage Leave
- Marriage Leave


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1. Annual Leave:

- All full-time employees are entitled to annual leave as per the guidelines set forth by the All India Council for Technical Education (AICTE) and the regulations of Osmania University.
- Annual leave entitlement is accrued based on the length of service and is to be taken with prior approval from the respective Head of the Department or Principal.
- Employees must submit leave requests in advance, preferably through the designated leave management system or through a formal written request, adhering to the policies outlined by Osmania University and AICTE.

2. Sick Leave:

- Sick leave is provided to employees to cater to unforeseen illnesses or medical conditions that render them unable to perform their duties.
- Employees must notify their Head of the Department or Principal as soon as possible in case of illness and provide relevant medical documentation, where applicable.
- The institution adheres to the sick leave policies mandated by AICTE and Osmania University, including provisions for medical certificates and the duration of sick leave allowed.

3. Maternity/Paternity Leave:

- Anwarul Uloom College of Business Management provides maternity and paternity leave to eligible employees in accordance with the regulations stipulated by AICTE and Osmania University.
- Eligible employees are entitled to a specified duration of paid leave to care for a newborn child or to support a partner during childbirth/adoption.
- Employees must notify HR in advance and provide necessary documentation to avail themselves of maternity or paternity leave benefits, as per the guidelines set by AICTE and Osmania University.

4. Special Leave:

- Special leave may be granted to employees for exceptional circumstances such as family emergencies, bereavement, or religious observances, in accordance with the policies outlined by AICTE and Osmania University.

Requests for special leave should be made in writing to the HR department, specifying the reason and duration of the leave, and adhering to the relevant guidelines.


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5. Leave Without Pay:

- In exceptional circumstances, employees may request leave without pay (LWOP) in adherence to the guidelines provided by AICTE and Osmania University.
- LWOP requests must be submitted in writing to HR, outlining the reason for the request and the proposed duration of the leave, and are subject to management discretion and operational feasibility, as per the regulations set forth by AICTE and Osmania University.
- These policies are aligned with the guidelines and regulations stipulated by AICTE and Osmania University and are subject to review and revision as deemed necessary by the management of Anwarul Uloom College of Business Management.

6. Marriage Leave:

- Anwarul Uloom College of Business Management provides marriage leave to employees in accordance with the regulations set forth by AICTE and Osmania University.
- Eligible employees are entitled to a specified duration of paid marriage leave to solemnize their marriage or attend the marriage ceremony of immediate family members.
- Employees must submit a formal request for marriage leave in advance, providing necessary documentation such as wedding invitations or marriage registration documents, as per the guidelines provided by AICTE and Osmania University.

7. Pilgrimage Leave:

- Anwarul Uloom College of Business Management recognizes the importance of religious observances and provides pilgrimage leave to employees as per the guidelines set forth by AICTE and Osmania University.
- Eligible employees may avail themselves of pilgrimage leave to undertake religious journeys or pilgrimages, subject to prior approval from their respective Head of the Department or Principal.
- Pilgrimage leave shall be granted for a specified duration, and employees must submit a formal request along with supporting documentation, adhering to the policies outlined by AICTE and Osmania University.

8. Study Leave:

- Study leave is granted to employees to pursue further education, professional development, or academic research relevant to their field of expertise, in accordance with the regulations prescribed by AICTE and Osmania University.
- Eligible employees may apply for study leave, subject to the approval of their Head of the Department or Principal, and the availability of suitable arrangements to cover their duties during their absence.
- Study leave duration and conditions shall be determined based on the specific requirements of the educational or research program, and employees must provide evidence of their enrollment or acceptance into the program.


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9. Compensatory Off:

- Compensatory off is provided to employees for additional hours worked beyond the normal working hours or for work performed on designated holidays, as per the guidelines specified by AICTE and Osmania University.
- Employees may accrue compensatory off hours for overtime work or for participating in official duties outside regular working hours, subject to the approval of their Head of the Department or Principal.
- The granting and utilization of compensatory off shall be managed in accordance with the policies established by AICTE and Osmania University, ensuring fairness and transparency in the distribution of compensatory time off.

10. Casual Leave:

- Casual leave is provided to employees for personal reasons such as attending to personal affairs, family emergencies, or unforeseen circumstances, in accordance with the guidelines set forth by AICTE and Osmania University.
- Employees are entitled to a specified number of casual leave days per year, as per the policies established by AICTE and Osmania University.
- Casual leave requests must be submitted to the respective Head of the Department or Principal in advance, and approval is subject to operational requirements and workload considerations, adhering to the regulations provided by AICTE and Osmania University.

11. Leave Approval:

- All leave requests, including marriage leave, pilgrimage compensatory off, and casual leave, must comply with the guidelines established by AICTE and Osmania University and be approved by the respective Head of the Department or Principal in advance.
- Leave approval is subject to operational requirements, workload considerations, and compliance with the regulations set forth by AICTE and Osmania University.

12. Leave Recordkeeping:

- The HR department is responsible for maintaining accurate records of employee leave entitlements, balances, and utilization, in compliance with the guidelines of AICTE and Osmania University.
- Employees are required to keep track of their leave balances and ensure that their leave requests are in accordance with the regulations specified by AICTE and Osmania University.


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Eligibility Rules:

Not all employees are eligible for all leave types. For example, maternity leave is meant only for women and paternity leave is meant only for men. There are many conditions for an employee to be eligible for a leave type:

- A certain waiting period from the date of joining
- Prevent a certain leave to be taken in conjunction with another leave type. For example, taking a Sick Leave along with Annual Leave may be disallowed.
- Allow only if the leave balance of some other leave type is zero.
- Allow only for a certain gender, marital status, employment status, etc

Procedure to Avail Leave:

To avail leave at a college or any other organization, employees typically need to follow a specific procedure outlined by the institution's human resources or administrative department. While the exact process may vary, here is a general outline of the steps often involved in requesting and availing leave:

Review Leave Policy:

Familiarize yourself with the leave policy of the college. This information is usually available in the employee handbook, policy documents, or through the human resources department.

Check Leave Balance:

Verify the balance of your leave entitlement to ensure that you have sufficient leave days available for the period you plan to be on leave.

Notify Head of the Department or Principal:

Inform your immediate supervisor or reporting authority about your intention to take leave. Some institutions may have specific forms or online systems for leave requests.

Submit Leave Application:

Complete the leave application form or use the designated online system if available. Include details such as the type of leave (sick leave, casual leave, earned leave), dates of absence, and the reason for leave.

Attach Supporting Documents (if required):

Depending on the nature of the leave (especially for sick leave or special leave), you may be required to provide supporting documents such as a medical certificate or other relevant documentation.


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Approval Process:

Submit the leave application to the appropriate authority for approval. This is often your supervisor, department head, or the human resources department. The approval process may involve a review of your leave balance and consideration of the operational needs of the department.

Receive Approval/Denial:

Once your leave application has been reviewed, you will receive notification of its approval or denial. If approved, the notice may include any additional instructions or requirements.

Record Keeping:

Ensure that the approved leave is recorded accurately in the attendance or leave tracking system. This helps in maintaining accurate records for both the employee and the institution.

Return from Leave:

Upon returning from leave, report back to work as scheduled. Keep your supervisor or relevant authorities informed if there are any changes to your return date.


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*** Leave Request Form ***

Employee Name:		
Designation:	Date:	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From _____ To _____		
Remarks:		
Contact No.:	Signature	
*** <u>For Office Use</u> ***		
Approved ☐ / Rejected ☐		
Remarks:		
College Seal	Principal Signature	

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*** Leave Request Form ***

Employee Name: Mrs. Shabana Fatima		
Designation: Asso. Professor	Date: 5/11/2019	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 7/11/2019 To 9/11/2019		
Remarks:		
Contact No.:	 Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		



Principal Signature

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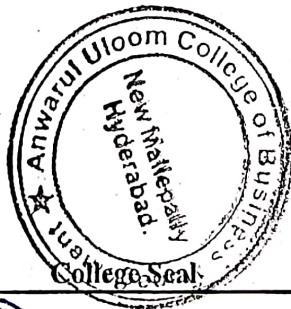

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*** Leave Request Form ***

Employee Name: <u>Dr. Shahnaaz Sytana</u>		
Designation: <u>Professor</u>	Date: <u>21/1/2019</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>22/1/2019</u> To <u>24/1/2019</u>		
Remarks:		
Contact No.:	Signature <u>Shahnaaz</u>	
*** For Office Use ***		
Approved ☐ / Rejected ☐	Remarks:	



Principal Signature

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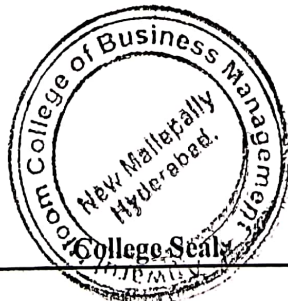
Principal
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*** Leave Request Form ***

Employee Name: Miss Husba Sameen		
Designation: Asst professor	Date: 10/1/2019	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 11/1/2019 To 11/1/2019		
Remarks:		
Contact No.:	Signature: Husba	
*** For Office Use ***		
Approved ☐ / Rejected ☐	Remarks:	



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*** Leave Request Form ***

Employee Name: Mr- Mohd Saleem Pasha		
Designation: Asst. Professor	Date: 9/1/2019	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 11/1/2019 To 11/1/2019		
Remarks:		
Contact No.:	Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:	Principal Signature	



Principal Signature
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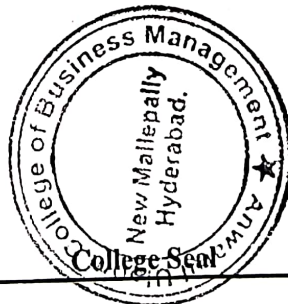
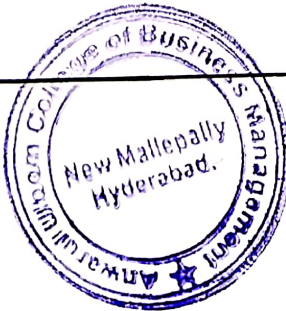
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*** Leave Request Form ***

Employee Name: <u>Miss Archiya Arif</u>		
Designation: <u>Asst Professor</u>	Date: <u>1/2/2020</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>3/2/2020</u> To <u>5/2/2020</u>		
Remarks:		
Contact No.:	<u>Archiya</u> Signature	
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Approved ☐ / Rejected ☐		
Remarks:		



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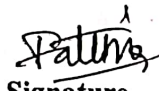
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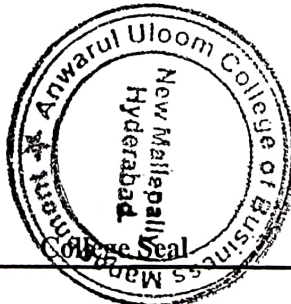
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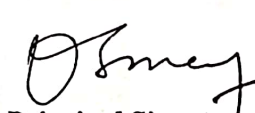


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*** Leave Request Form ***

Employee Name: Miss Sabina Fatima		
Designation: Asst. Professor	Date: 7/2/2020	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 8/2/2020 To 9/2/2020		
Remarks:		
Contact No.:	Signature: 	
*** For Office Use ***		
Approved ☐ / Rejected ☐	Remarks:	




Principal Signature

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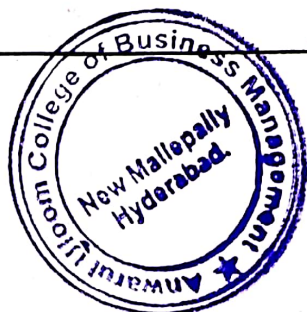

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*** Leave Request Form ***

Employee Name: <u>Mr. M. A. Hyder Khan</u>		
Designation: <u>Asst. Professor</u>	Date: <u>12/2/2020</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>13/2/2020</u> To <u>14/2/2020</u>		
Remarks:		
Contact No.:	<u>Hyder</u> Signature	
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Remarks:	 College Seal	
	 Principal Signature	



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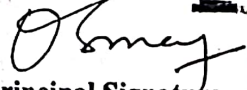


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*** Leave Request Form ***

Employee Name: <u>Mr. Muhammed Nawaz</u>		
Designation: <u>Asst. Professor.</u>	Date: <u>3/2/2020</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>4/2/2020</u> To <u>6/2/2020</u>		
Remarks:		
Contact No.:	 Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		




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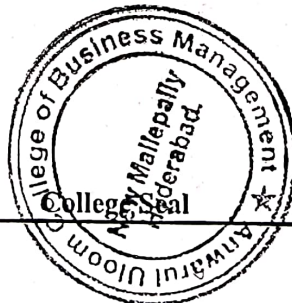
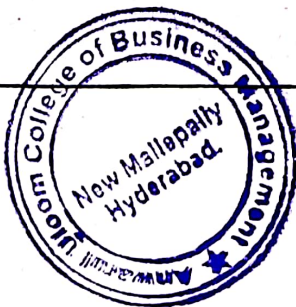

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Employee Name: <u>Mr. Sai Srujan Kumar</u>		
Designation: <u>Asst. Professor</u>	Date: <u>5/7/2021</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>5/7/2021</u> To <u>7/7/2021</u>		
Remarks:		
Contact No.:	<u>Srujan</u> Signature	
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Remarks:		



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*** Leave Request Form ***

Employee Name: <u>Mrs. Fathima Unnisa</u>		
Designation: <u>Asst. Professor</u>	Date: <u>4/8/2021</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>5/8/2021</u> To <u>7/8/2021</u>		
Remarks:		
Contact No.:	<u>Fathima</u> Signature	
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Remarks:	<u>Obmay</u> Principal Signature	



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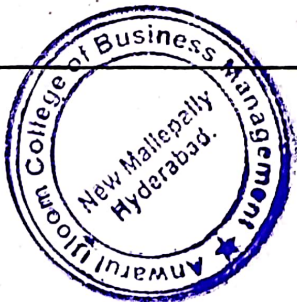
*** Leave Request Form ***

Employee Name: <u>Miss Zareen Fathima</u>		
Designation: <u>Asst. Professor</u>	Date: <u>1/9/2021</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>2/9/2021</u> To <u>4/9/2021</u>		
Remarks:		
Contact No.:	<u>Zareen</u> Signature	
*** <u>For Office Use</u> ***		
Approved ☐ / Rejected ☐		
Remarks:		 Principal Signature PRINCIPAL ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT New Malleshpally, Hyderabad.
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*** Leave Request Form ***

Employee Name: <u>Mr. md. Rahman shareef</u>		
Designation: <u>Asso. Professor.</u>	Date: <u>9/10/2021</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>11/10/2021</u> To <u>13/10/2021</u>		
Remarks:		
Contact No.:	<u>Rahman</u> Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:	<u>Osman</u> Principal Signature	



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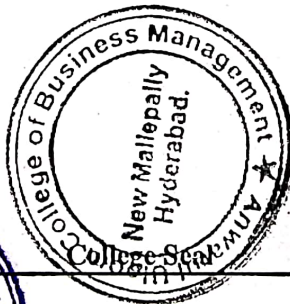
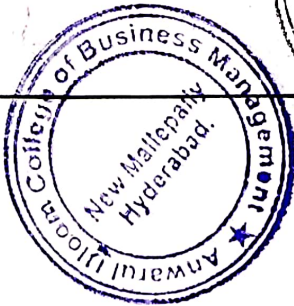
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*** Leave Request Form ***

Employee Name: Mr. Mohd Wasif Ahmed		
Designation: Asso. Professor	Date: 27/7/2021	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 28/7/2021 To 28/7/2021		
Remarks:		
Contact No.:	Signature: Wasif	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		



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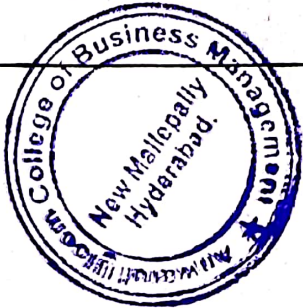
Principal
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New Mallepally, Hyderabad.



Anwarul Uloom College of Business Management

*** Leave Request Form ***

Employee Name: Mrs. Sadiya Aziz		
Designation: Asso. Professor	Date: 3/7/2022	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 5/7/2022 To 7/7/2022		
Remarks:		
Contact No.:	Signature: Sadiya	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		



Principal Signature
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OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

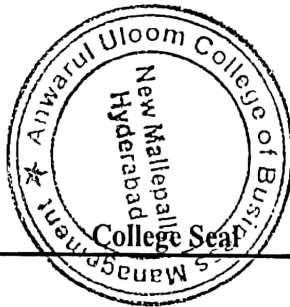
Principal
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*** Leave Request Form ***

Employee Name: <u>Mr. Mohammed Imtiaz Khan</u>		
Designation: <u>Asst. Professor</u>	Date: <u>7/3/2022</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>8/3/2022</u> To <u>10/3/2022</u>		
Remarks:		
Contact No.:	<u>[Signature]</u> Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		



[Signature]
Principal Signature

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OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

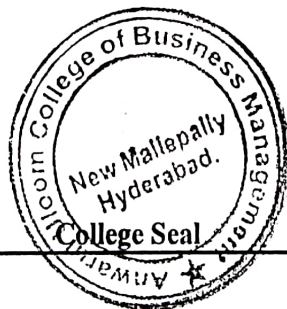
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*** Leave Request Form ***

Employee Name: <u>Miss Rukana Begum</u>		
Designation: <u>Asst. Professor</u>	Date: <u>5/9/2022</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>6/9/2022</u> To <u>8/9/2022</u>		
Remarks:		
Contact No.:	<u>[Signature]</u> Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		



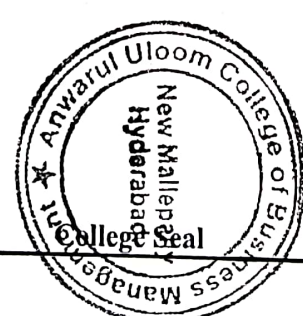
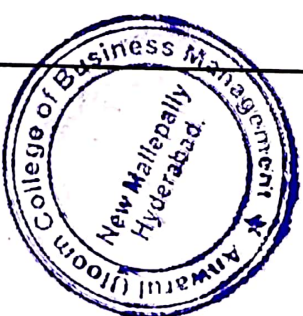
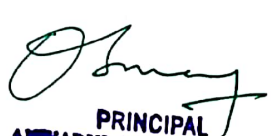
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Principal Signature
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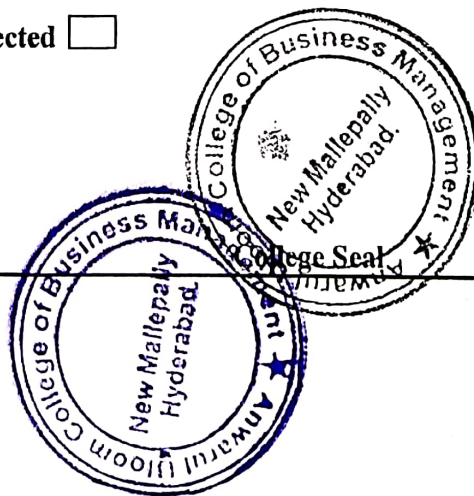
*** Leave Request Form ***

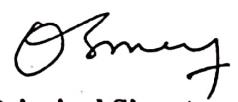
Employee Name: <u>Mike Ruhi Naq3</u>		
Designation: <u>Acct. Professor</u>	Date: <u>14/12/2022</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>15/12/2022</u> To <u>17/12/2022</u>		
Remarks:		
Contact No.:	 Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		 Principal Signature
	PRINCIPAL ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT New Malleshpally, Hyderabad	
	 PRINCIPAL ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT New Malleshpally, Hyderabad.	

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*** Leave Request Form ***

Employee Name: <u>Miss Meena3</u>		
Designation: <u>Asst. Professor</u>	Date: <u>15/11/2023</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☐ Casual Leave	☒ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>16/11/2023</u> To <u>18/11/2023</u>		
Remarks:		
Contact No.:	 Signature	
*** <u>For Office Use</u> ***		
Approved ☐ / Rejected ☐		
Remarks:		




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*** Leave Request Form ***

Employee Name: <u>M/CS Shahnaaz Begum</u>		
Designation: <u>Asst Professor</u>	Date: <u>4/4/2023</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>5/4/2022</u> To <u>5/4/2023</u>		
Remarks:		
Contact No.:	Signature <u>Shahnaaz</u>	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		Principal Signature <u>Shahnaaz</u>



Principal Signature
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New Mallepally, Hyderabad.

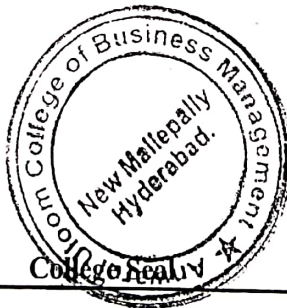
Shahnaaz
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*** Leave Request Form ***

Employee Name: <u>Milce Bushra Husna</u>		
Designation: <u>Asst- Professor</u>	Date: <u>7/3/2023</u>	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From <u>8/3/2023</u> To <u>8/3/2023</u>		
Remarks:		
Contact No.:	<u>Bushra</u> Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:		



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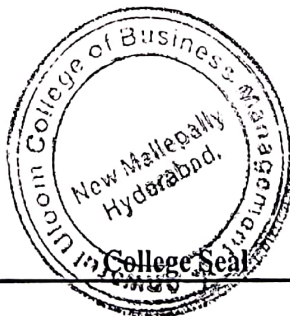
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*** Leave Request Form ***

Employee Name: Mrs. Nazia Tabassum		
Designation: Asst. professor	Date: 2/3/2023 =	
Reason For Requested Leave (Please Tick The Appropriate Box)		
☒ Casual Leave	☐ Sick Leave	☒ Maternity Leave
☐ Paternity Leave	☐ Compensatory Off	☐ Leave Without Pay
☐ Special Leave	☐ Study Leave	☐ Marriage Leave
☐ Pilgrimage Leave	☐ Annual Leave	
Date Requested: From 3/3/2023 To 3/4/2023		
Remarks:		
Contact No.:	Signature	
*** For Office Use ***		
Approved ☐ / Rejected ☐		
Remarks:	Principal Signature	



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STANDARD OPERATING PROCEDURES

**PERFORMANCE APPRAISAL POLICY -
TEACHING & NON-TEACHING STAFF**

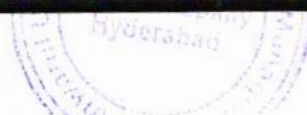
**ANWARUL ULOOM COLLEGE OF
BUSINESS MANAGEMENT**

(A MUSLIM MINORITY INSTITUTION)

**AFFILIATED TO OSMANIA UNIVERSITY || APPROVED BY
AICTE || PERMITTED BY GOVT. OF TELANGANA.**

11-3-918, NEW MALLEPALLY, HYDERABAD - 500 001.

ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad



PERFORMANCE APPRAISAL POLICY

1. Introduction

The performance appraisal policy for Teaching and Non-Teaching staff at Anwarul Uloom College of Business Management is designed to evaluate and recognize the contributions of employees towards the institution's goals, uphold academic standards, and foster a culture of continuous improvement and professional development.

2. Purpose

The purpose of this policy is to:

- Assess the performance of teaching and non-teaching staff objectively and fairly.
- Provide constructive feedback to employees to enhance their professional growth.
- Recognize and reward outstanding performance.
- Identify areas for improvement and provide necessary support and resources.
- Ensure accountability and alignment with the institution's mission and values.

3. Performance Appraisal Process

3.1. Criteria and Standards

- Teaching staff will be evaluated based on teaching effectiveness, research and scholarly activities, professional development, contribution to institutional goals, and student feedback.
- Non-teaching staff will be assessed based on job knowledge, quality of work, communication and interpersonal skills, teamwork, initiative, and adherence to policies and procedures.

3.2. Evaluation Method

- Performance evaluations will be conducted annually for all staff members.
- Teaching staff evaluations will include classroom observations, student evaluations, peer reviews, research outputs, and contributions to academic programs.
- Non-teaching staff evaluations will be based on supervisor assessments, self-assessments, goal achievement, and feedback from colleagues and stakeholders.


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3.3. Performance Review Meetings

- Principal or Head of the Department will conduct formal performance review meetings with each staff member to discuss strengths, areas for improvement, and career goals.
- During these meetings, specific feedback will be provided, and development plans will be discussed and documented.

3.4. Performance Ratings

- Performance ratings will be assigned based on a standardized rating scale aligned with the established criteria and standards.
- Ratings will be communicated to employees along with explanations and suggestions for improvement or recognition.

4. Recognition and Rewards

4.1. Recognition Programs

- Outstanding performance will be recognized through formal acknowledgment programs, such as employee of the month/year awards, recommendation letters.
- Contributions to the institution's success, innovation, and excellence will be celebrated and appreciated.

4.2. Rewards and Incentives

- Merit-based rewards, such as salary increments, bonuses, additional responsibilities, or professional development opportunities, will be provided to employees who consistently exceed performance expectations.

5. Training and Development

5.1. Professional Development

- Continuous learning and development opportunities will be provided to staff members to enhance their skills, knowledge, and capabilities.
- Training programs, workshops, seminars, and conferences relevant to job roles and career aspirations will be encouraged and supported.

5.2. Career Growth

- Career advancement opportunities within the institution will be communicated to employees, and support will be provided for career planning and progression.


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Grievance Procedure

- Employees who disagree with their performance ratings or have concerns about the appraisal process may submit a written grievance to the HR department for review and resolution.

Confidentiality

- All performance appraisal records and discussions will be treated with strict confidentiality to maintain trust and integrity in the process.

Policy Review

- This policy will be reviewed periodically to ensure its effectiveness and alignment with the institution's objectives, legal requirements, and institution's best practices.

By adhering to this Performance Appraisal Policy, Anwarul Uloom College of Business Management aims to foster a culture of excellence, accountability, and continuous improvement among its teaching and non-teaching staff, thereby enhancing the overall quality of education and services provided to its students and stakeholders.


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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year: 2018-19,

Name of Faculty:	Syed Muzammul Hossain		
Department:	MBA	Designation:	Assoc. prof.

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

No	Subject Name	Subject Code	No. Credit Hours
1.	Marketing Management		
2.	Innovation Management		
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1. Completed Syllabus as per teaching plan.
2. Conducted seminars for students.
- 3.
- 4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☒ Using web- materials	☒ Using power point lecturing



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2. Conferences and Seminars :

A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: *Muram* Date: 21/11/2018



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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year: 2018-19

Name of Faculty: Dr. Abdul Aleem	
Department: MBA	Designation: Assoc. Professor.

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

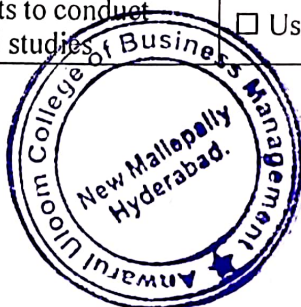
No	Subject Name	Subject Code	No. Credit Hours
1.	Marketing Management		
2.	Strategic Management		
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1. prepared study notes for students.
2. Conducted Seminars for the students
- 3.
- 4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☐ Request students to conduct researches & field studies	☐ Using web- materials	☒ Using power point lecturing



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2. Conferences and Seminars :

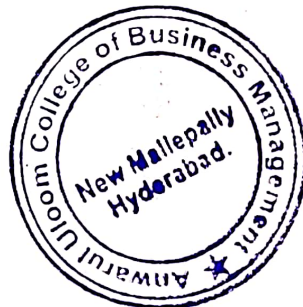
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.	UGL Sponsored Orientation programme (JNTU)	Offline	JNTU	26-11-2015 - 22-12-2015.
2.		Digitalisation in Agriculture Senior Post Demonstration	MANUV	22 nd & 23 rd March 2016.
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: Date: 21/11/2015



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Faculty Performance Evaluation Form

Academic Year: 2019-20.

Name of Faculty: Sadia Aziz	
Department: M.B.A	Designation: Asst. Professor

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

No	Subject Name	Subject Code	No. Credit Hours
1.	Management Organization Behaviour.		
2.	Operations Management		
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

-
-
-
-

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☐ Using web- materials	☒ Using power point lecturing



[Signature]
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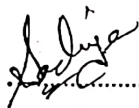
2. Conferences and Seminars :

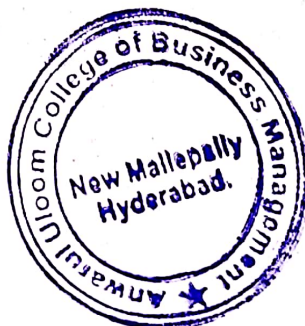
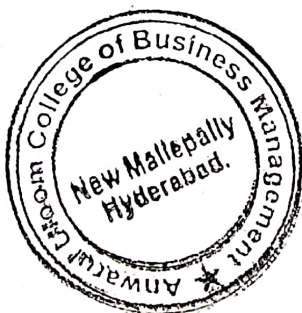
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

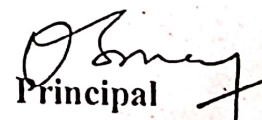
B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature:  Date: 9/8/2019




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11-3-918, New Malleshpally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year: 2019-20.

Name of Faculty:	Fatima Unnisa		
Department:	MBA	Designation:	Asst. professor.

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

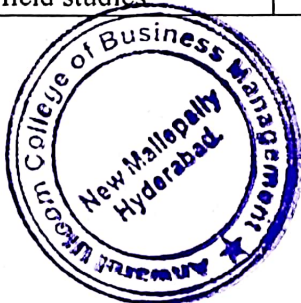
No	Subject Name	Subject Code	No. Credit Hours
1.	Investment Management		
2.	Financial Accounting		
3.	Management and organization		
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1. Help student to prepare their own study material
2. made student to keep test every monday.
- 3.
- 4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☐ Using web- materials	☒ Using power point lecturing



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Conferences and Seminars :

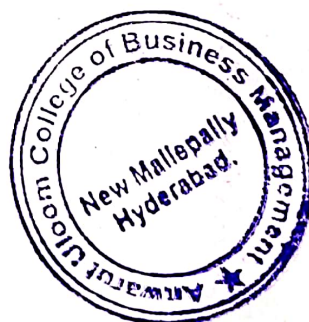
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: *N. Venkatesh* Date: 8/8/2019



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Faculty Performance Evaluation Form

Academic Year: 2020 - 21

Name of Faculty:	Dr. Vinodhini		
Department:	JABA	Designation:	Assoc. Professor

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

No	Subject Name	Subject Code	No. Credit Hours
1.	Human Resource Management		
2.	Strategic Management		
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

- Conducted test as per the teaching plan.
- Helped students in preparing materials
-
-

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☒ Using web- materials	☒ Using power point lecturing



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2. Conferences and Seminars :

A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: Date: 30/10/2020



Principal
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.

Principal
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OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.





Anwarul Uloom College of Business Management

(A Muslim Minority Institution)

(Approved by AICTE | Permitted by Govt. of T.S | Affiliated to Osmania University)

11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year: 2020-21

Name of Faculty: <u>Mohd. Rabeen Pasha</u>	
Department: <u>MBA</u>	Designation: <u>Asst. Prof.</u>

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

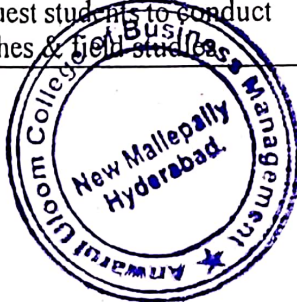
No	Subject Name	Subject Code	No. Credit Hours
1.	<u>ITAM</u>		
2.	<u>Operations Management</u>		
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

- Helped students in preparing material
- conducted daily tests for revision.
- Completed syllabus as per teaching plan
-

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☒ Using web- materials	☒ Using power point lecturing



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2. Conferences and Seminars :

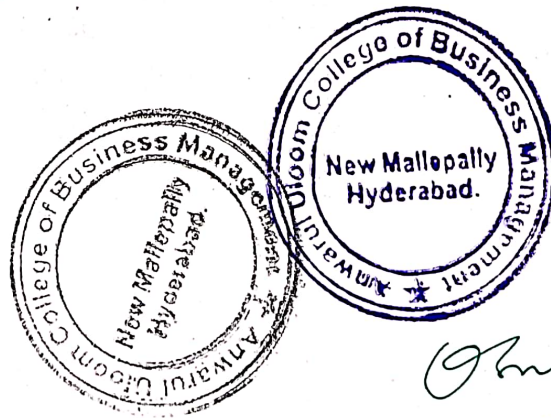
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.	Exchange for placement cells	NABA - AUCBM.
2.		
3.		
4.		
5.		

Faculty Member Signature: *Saleem* Date: 30/10/2020



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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year: 2021 - 2022

Name of Faculty:	Dr. Atiya Mahboob
Department: MBA	Designation: Professor

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

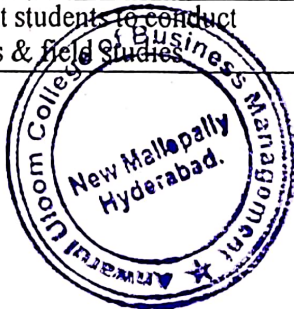
No	Subject Name	Subject Code	No. Credit Hours
1.	Accounting for Management	MB102	4
2.	Financial Management	MB202	4
3.	Investment Management	MB 305 F-I	5
4.	Financial Risk Management	MB 404 F-I	5

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

-
-
-
-

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☐ Depends on text book	☐ Depends upon several references	☐ Depends on E-Library
☐ Request students to conduct researches & field studies	☐ Using web- materials	☐ Using power point lecturing



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2. Conferences and Seminars :

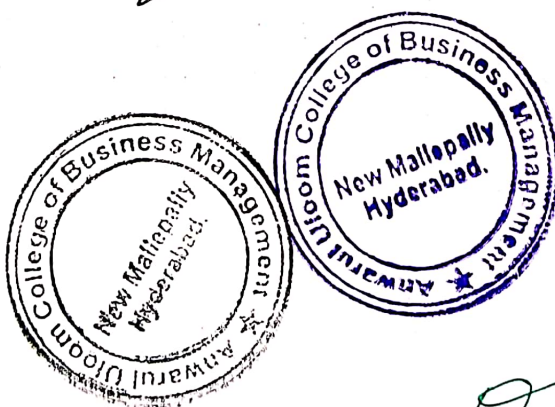
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.	Ten days FDP on Research Methodology	Online	RBVRR Women College	28/12/2020 to 06/01/2021
2.	Strategy for managing personal finance	online	Katariya Univ.	21/01/2021
3.	Demystifying Patents	online	CBIT	30/01/2021
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: Aditya Date: 24/12/2021



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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year: 2021-2022

Name of Faculty:	Shabana Fatima.		
Department:	MBA	Designation:	Associate Professor.

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

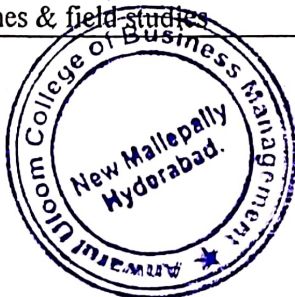
No	Subject Name	Subject Code	No. Credit Hours
1.	Economics for Managers		
2.			
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1. Conducted workshops and seminars for the students.
- 2.
- 3.
- 4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☒ Using web- materials	☒ Using power point lecturing



Obinna
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2. Conferences and Seminars :

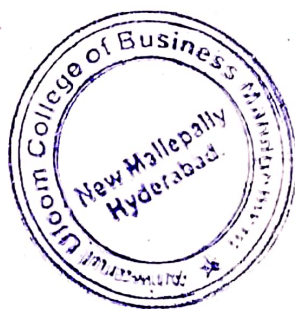
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: *Shabana Fatima* Date: *23/12/2021*



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Faculty Performance Evaluation Form

Academic Year: 2022-23

Name of Faculty: Rishi Niaz	
Department: MBA	Designation: Asst. Professor.

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

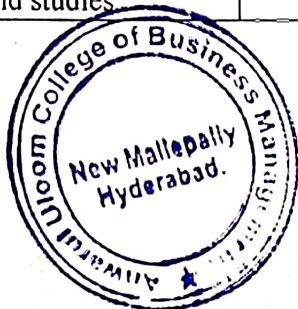
No	Subject Name	Subject Code	No. Credit Hours
1.	Management & Organizational Behavior	MB101	
2.	E-Global Business	MB302	
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1. Prepared powerpoint presentations for better understanding.
2. Organized Assessment sessions for students.
- 3.
- 4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☒ Using web- materials	☒ Using power point lecturing



Principal
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2. Conferences and Seminars :

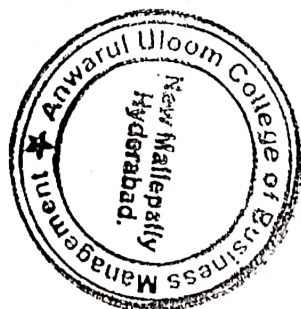
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.	Inculcating Universal Human Values in Technical Edu (FDP)	Online	AICTE	18-07-2022 22-07-2022
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.	Business Quizzes	Department
2.	Role play Activities	Department
3.	Seminars	Department
4.		
5.		

Faculty Member Signature: *Rodhinaar* Date: 26/9/2022



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New Malloppally, Hyderabad.





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Faculty Performance Evaluation Form

Academic Year: 2022-23.

Name of Faculty: Dr. Srinjan Kumar.	
Department: IABA	Designation: Asst. Professor.

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

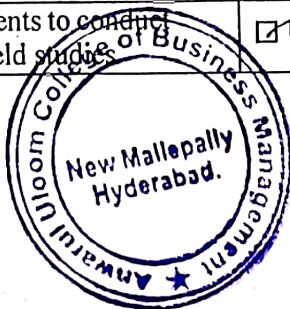
No	Subject Name	Subject Code	No. Credit Hours
1.	Business Intelligence.		
2.			
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1. Made students to take up a project at every weekend / Saturday.
2. Helped students to prepare their own study materials.
- 3.
- 4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☒ Depends on text book	☒ Depends upon several references	☒ Depends on E-Library
☒ Request students to conduct researches & field studies	☒ Using web- materials	☐ Using power point lecturing



Principal
ANWARUL ULOOM COLLEGE
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New Mallepally, Hyderabad.



2. Conferences and Seminars :

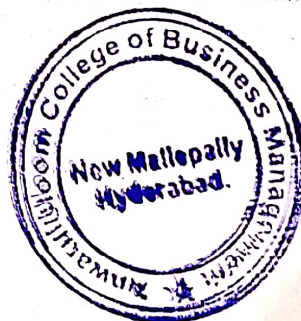
A. Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 points total)

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.	5-day FDP on UHV. (AICTE)	Online.	AUCBM	18-9-2022 22-9-2022
2.				
3.				
4.				
5.				

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: *S. S. S.* Date: 26/9/2022



[Signature]
Principal
ANWARUL ULOOM COLLEGE
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New Malleshpally, Hyderabad.

[Signature]
Principal
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OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.



Anwarul Uloom College of Business Management

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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

Performance Appraisal Form for Non-Teaching Staff

Academic Year 2018-2019

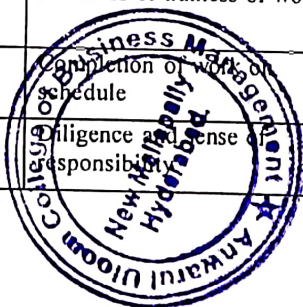
1. Name of the Faculty Farheen sultana
2. Designation Librarian :
3. Qualification B. Com, BLSC

I. PROFESSIONAL COMPETENCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies			✓		
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility			✓		



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III. PERSONAL CHARACTERISTICS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

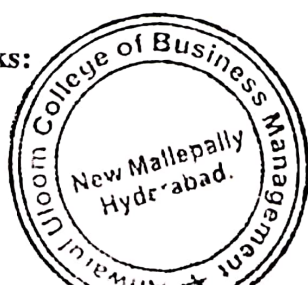
Place:- Hyderabad

Date:- 18-12-2018

Signature

*** (For Office Use)***

Remarks:



College Seal

Head of the Institution

PRINCIPAL
ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

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New Mallepally, Hyderabad.





Anwarul Uloom College of Business Management

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11-3-918, New Malleshpally, Hyderabad - 500001, Telangana, India.

Performance Appraisal Form for Non-Teaching Staff

Academic Year...2019-2020

1. Name of the Faculty : Mohd Muzammil Ahmed
2. Designation : Office Assistant
3. Qualification : MBA

I. PROFESSIONAL COMPETENCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation	✓		✓		
5	Ability to learn and perform new duties		✓			
6	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work	✓				
	Completion of work on schedule		✓			
	Discharge and sense of responsibility	✓				



[Signature]
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ANWARUL ULOOM COLLEGE
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New Malleshpally, Hyderabad.



III. PERSONAL CHARACTERISTICS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Hyderabad

Date:- 13 - 11 - 2019

Signature

*** (For Office Use)***

Remarks:



College Seal



Head of the Institution
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Performance Appraisal Form for Non-Teaching Staff

Academic Year.....2020-2021

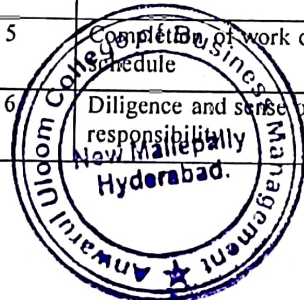
1. Name of the Faculty *yahiya*:
2. Designation *Junior Assistant*
3. Qualification *M. A* :

I. PROFESSIONAL COMPETENCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies			✓		
4	Creativity and innovation	✓				
5	Ability to learn and perform new duties		✓			
6	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility			✓		



O. S. M.
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New Mallepally, Hyderabad.



III. PERSONAL CHARACTERISTICS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline	✓				
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

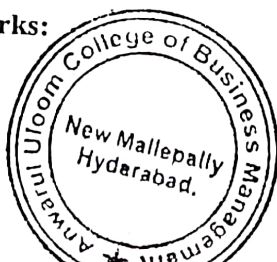
I hereby declare that the information provided is true to the best of my knowledge.

Place:- Hyderabad

Date:- 05 - 10 - 2020

*** (For Office Use)***

Remarks:



College Seal

Head of the Institution
PRINCIPAL
ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT
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Anwarul Uloom College of Business Management

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Performance Appraisal Form for Non-Teaching Staff

Academic Year 2021-2022

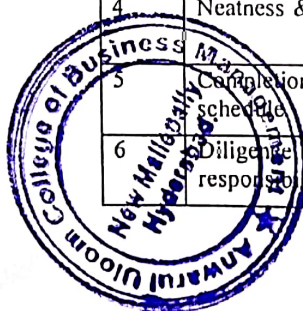
1. Name of the Faculty : Mohd Kaleem
2. Designation : Admin Officer
3. Qualification : B.A

I. PROFESSIONAL COMPETENCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

II. PERFORMANCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility			✓		



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III. PERSONAL CHARACTERISTICS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

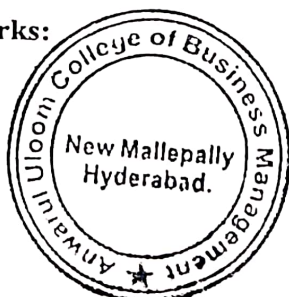
Place:- Hyderabad

Date:- 15-09-2021



Signature

Remarks:



College Seal

Head of the Institution
PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

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Anwarul Uloom College of Business Management

(A Muslim Minority Institution)

(Approved by AICTE | Permitted by Govt. of T.S | Affiliated to Osmania University)

11-3-918, New Malleshpally, Hyderabad - 500001, Telangana, India.

Faculty Performance Evaluation Form

Academic Year:

Name of Faculty:	
Department:	Designation:

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Subject taught (1 point for each course, 10 points total)

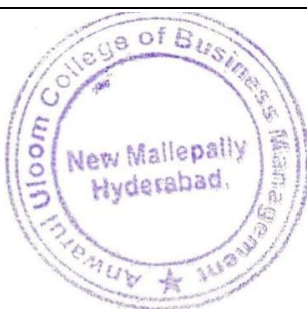
No	Subject Name	Subject Code	No. Credit Hours
1.			
2.			
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1.
2.
3.
4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

☐ Depends on text book	☐ Depends upon several references	☐ Depends on E-Library
☐ Request students to conduct researches & field studies	☐ Using web-materials	☐ Using power point lecturing



Osman
Principal
PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.

2.Conferences& Seminars:

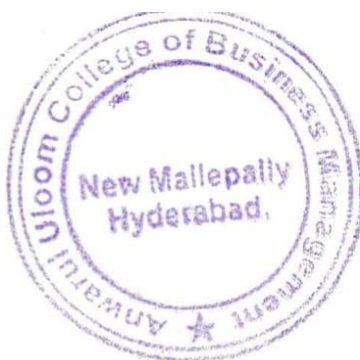
A. Workshop / Faculty Development Program in which faculty participates:(1point foreach, 5pointstotal)

No.	Workshop \ FDP	ModeofParticipation (Attending / PaperSubmission)	College Name	Date
1.				
2.				
3.				
4.				
5.				

B.General Activities at college and department levels (1point for each ,5 points total)

No.	Activity	Level (Department-College)
1.		
2.		
3.		
4.		
5.		

Faculty Member Signature: Date:




Principal
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Performance Appraisal Form for Non-Teaching Staff

Academic Year.....

1. Name of the Faculty :
2. Designation :
3. Qualification :

I. PROFESSIONAL COMPETENCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					


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III. PERSONAL CHARACTERISTICS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Signature

*** (For Office Use)***

Remarks:

College Seal

Head of the Institution


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