

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 - 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

Phone: 040 - 23347296, 23340208 | Email: aucbm.hyd@gmail.com | Fax: 040 - 23342750



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 conjuction 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 I	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	То	
Contact No.:		Signature
	*** For Office Use	***
Approved / Rejected Remarks:		
	College Seal PRIM	Principal Signature

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*** Leave Request Form***

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Employee Name: Mrs. Shabana fatima				
Designation: Date: 5/1/2019				
Reason For Requested Leave (Please Tick The Appropriate Box)				
Casual Leave Maternity Leave				
Paternity Leave Compensatory Off Leave Without Pay				
Special Leave Study Leave Marriage Leave				
Pilgrimage Leave Annual Leave				
Date Requested: From <u> 7/1/2019</u> To <u>9/1/2019</u>				
Remarks:				
Contact No.: Signature				
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Employee Name: Dr. Chahna3 Cyttana
Designation: Professor Date: 21/1/2019
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 22 / 1/2019 To 24/1/2019
Remarks:
Contact No.: Signature
*** For Office Use ***
Approved / Rejected Remarks:
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Employee Name: Miss Husba Sameen				
Designation: Acet profescor. 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				
Remarks:				
Contact No.:				
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Employee Name: Mr- Mohal Salgem Pasha				
Designation: Acct. Professor Date: 9	11/2019			
Reason For Requested Leave (Please Tick The Appropriate Box)				
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Paternity Leave Compensatory Off Leave Without Pay				
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Employee Name: Misc Archiya Arif			
Designation: Act Professor Date: 12/2020			
Reason For Requested Leave (Please Tick The Appropriate Box)			
Casual Leave Sick Leave Maternity Leave			
Paternity Leave Compénsatory Off Leave Without Pay			
Special Leave Study Leave Marriage Leave			
Pilgrimage Leave Annual Leave			
Date Requested: From 3 2 2020 To 5 2 2020			
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Contact No.:			
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Employee Name: Mics Sabing Fatima				
Designation: Acct. 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				
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Contact No.: Signature				
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OF BUSINESS MANAGEMENT
New Mallepally, Hydera

Employee Name:	Mr. M. A-tyder	Khan
Designation:	Acet. Professor	Date: 12/2/2020
Reason For Requested	d Leave (Please Tick The Appropriate	Box)
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Paternity Le	eave Compensatory Off	Leave Without Pay
Special Leav	e Study Leave	Marriage Leave
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*** Leave Request Form***

Employee Name:	Mr. ,	Muham med	Nawaz	
Designation:	Act.	professor.	Date:	3/2/2020
Reason For Requeste	d Leave (Please	Tick The Appropriate I	Box)	
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OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

Employee Name: Mr. sai Srujan Kumar
Designation: Date: FI H2001
Reason For Requested Leave (Please Tick The Appropriate Box)
Casual Leave Maternity Leave
Paternity Leave Compensatory Off Leave Without Pay
Special Leave Study Leave Marriage Leave
Pilgrimage Leave Annual Leave
Date Requested: From <u>6/7/2021</u> To <u>7/7/2021</u>
Remarks:
Contact No.: Signature
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*** Leave Request Form***

Employee Name: Mrc. Fathing Unhisa
Designation: Designation: Date: 4/8/2021
Reason For Requested Leave (Please Tick The Appropriate Box)
Casual Leave Maternity Leave
Paternity Leave Compensatory Off Leave Without Pay
Special Leave Study Leave Marriage Leave
Pilgrimage Leave Annual Leave
Date Requested: From 5 8 2021 To 7 18 2021
Remarks:
Contact No.: Signature
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Principal Signature PRINCIPAL ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT Hew Mallenally, Hyderabad.

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New Mallepally, Hyderabad

Employee Name: Micc	aroen fa	thing	
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Pilgrimage Leave Ann	ual Leave		e e e e e e e e e e e e e e e e e e e
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Employee Name: Mr. md. Rahman Shareof	,
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Employee Name:	Mr-mohd 1	Jack A	hmed	
Designation:	Acso. Prof		Date: 27/	12021
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Employee Name: Mxc Sadiya A212
Designation: ALO. Professor Date: 3/2/2022
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 5/2/2022 To 2/2/2022
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Contact No.: Signature
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*** Leave Request Form***

Employee Name:	Mr. Mohammed	Imtígaz Khan -
Designation:	Mr. Mohammed Acet. Profescor	Date: 7/3/2022
Reason For Requested I	Leave (Please Tick The Appropriate	Box)
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Special Leave	Study Leave	Marriage Leave
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Employee Name;	Mi'ce	Ryksana	Begym		
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Employee Name: Mics Ruhi Nac	12
Designation: Act Professo	Date: 14/12/2022
Reason For Requested Leave (Please Tick The Appropria	
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	17/12/2022
Remarks:	
Contact No.:	Signature
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Employee Name: Mys Meena3
Designation: Acst. Profescor Date: 15/11/2023
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 16 (11/2023 To 18 11/2023
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Contact No.:
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Employee Name: MICS Shahna3 Begym
Designation: De
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 SU12022 To SU12023
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*** Leave Request Form***

Employee Name:	Buchrat	tus na			
1	Professor	Date: 7 13/2023			
Reason For Requested Leave (Please	Tick The Appropriate				
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 8/3/2023 To 8/2/2023 Remarks:					
Contact No.:		Signature			
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OF BUSINESS MANAGEMENT New Mallepally, Hyderabad.

Employee Name: Mrc. Nazia Tabassym				
Designation: Act. Professor				
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	3/4/2023			
Remarks:				
Contact No.:	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.

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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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ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
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New Mallepally

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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OF BUSINESS MANAGEMENT
New Mallepelly, Hyderabad.

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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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(A Muslim Minority Institution)

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Faculty Performance Evaluation Form

me of Faculty:	Sped Muxampholdin	
partinene - M	Designation: Assoc. pof.	Charles La Eagles De

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

No	Subject Name	Subject Code	No. Credit Hours
1.	Agricing Mongement	3	No. Credit Hours
2.	Innovation Management		
3.	- Trajer		
4.			

DU	elopment measures taken by faculty in respect of study plan: (1 point each, 4 points total)
1.	Completed Syptisher as per teaching plan.
2.	Conducted senorary Lon struct,
3.	
4.	

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

1 tone book	Depends upon several references	
Request students to conduct researches & field studies	Using web- materials	Using power point lecturing



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)

Di General de la College				
No.	Activity	Level (Department - College)		
1.				
2.	<u> </u>			
3.				
4.				
5.				

Murant	Date: 21	11/2016
Faculty Member Signature:	Date	·····



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Faculty Performance Evaluation Form

Academic Year: 2018-19

Name of Faculty: Do Abold Al	ten		
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.	Straligh Monegenest		
3.	0		-
4.			-

B. Development measu	res taken by faculty in 1	respect of study plan:	(1 point each, 4 points total)
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1.	propered	Study notes	for st	frolenly.
2.	Conducted	Commony	for thi	Strobut
3.			V	

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 (Busine	Using web- materials	Using power point lecturing

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

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.	tion programue (JHTU)	affine	THIO	26-41-2016.
2.		Digitalization in Agniculture Selver Post Demonstration	MAHUU	22 923 Mars 2018.
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.		

T. W. Marshan Circumstance	Jan 1	Date:	21/11/2014
Faculty Member Signature:	······································	2	





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Faculty Performance Evaluation Form

Α	cademic Year:?	019-20.	
Name of Faculty: See 1	4 27.		
Department 354.2.A	Designation:	trap beet	ديره٧.
	•	, .	
1. Commitment To Teach	ing Process And Par	ticipation In Its	Development (20 points):
A. Subject taught (1 point for ea	ch course, 10 points tota	<i>al</i>)	z e e e punent (20 points).
No Subject N		Subject Code	No. Credit Hours
1. Monegement Organisho	Betonor.		The Ground Hours
2. Operators Many	Behann.		
3. 0			
4.			
B. Development measures taker 1.	by faculty in respect o		oint each, 4 points total)
2			•
3.			
4			
			1
C. Utilization of developed teacl	hing methods: (1 point	each, 6 points total)
Depends on text book	Depends upon sev	reral	Depends on E-Library
Request students to conduct researches & field studies	☐ Using web- mater		Using power point ecturing
of business		-	



2.Conferences and Seminars:

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

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)
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Faculty Member Signature: S	Noc	
raculty Member Signature:	Wy.	<i></i>



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Faculty Performance Evaluation Form

Academic	Vacus	2019-	20	,
Academic	Year:	1011		

Name of Laculty & Cale of Contra		
Designation: Asst professor.	W. Art. Are	

- 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.	anvestment management		
2.	Financial Allomating		
3.	Management and appropriation please		
4.			

B. Dev	elopment meas	ures taken by fact	ılty in res	spect of stud	y plan: <i>(1 p</i>	oint each,	4 points total)	/
1.	Help	Student	10	prenare	ther	9WY	Stroly Ma	Knal
2.	made	Student	70 x	teurs	lest e	very 1	nonday.	
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4	, , ,							
٦.				• • • • • • • • • • • • • • • • • • • •				

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
OF BUSINESS MANAGEMENT
Now Mallapally, Hyderabad.

onferences and Seminars:

Workshop / Faculty Development Program in which faculty participates: (1 point for each, 5 oints 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.		
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4.		
5.		

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Faculty Member Signature:	1 alente	Date:	8/8/2019





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ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT New Mallepally, Hyderabad



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Faculty Performance Evaluation Form

Academic Year: 2020 - 21

Name of Faculty: J. Vicodhing			
W.W.D.S.W.W.			** ×,
			\$ 150
Department ABA Designation: ASSOC. P	nfellov.		4 1. 1.
A STATE OF THE STA	Y 55 V 1 1/25	100, 2 . 36 7 . 2	16. 10.5.0

- 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.	Hyman Resource Management		
2.	Stratiga Management.		
3.	0		
4.			

B. I)ev	velopment measures taken by faculty in respect of study plan: (1 point each, 4	points total)
	1.	Conduited test as par the teaching plan	
	2.	Helpel Students in preparing modernity	
	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	Using web- materials	Using power point lecturing

PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
Ham Mellegally, Hyderabedi

2. Conferences and Seminars:

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

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)
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2.		*		
3.	•		*	,
4.				
5.				

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Faculty Performance Evaluation Form

Academic Year: 2020 23

Name of Leading Mohal Rollin Parks.		
Name of Baculty Mana Solus Parka,		
Department ABA Designation: Acci-prof.	# F. A + - 1. 18 # 5:	£~:-\$0:

- 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.	TTAM		
2.	Operations Management		
3.	0		
4.			

В.	Development	measures taken b	y faculty in	respect of stud	y plan:	(1 poi	nt each, 4 poin	ts total)
					•	•		

1.	Helped students in preparing Material	
2.	conducted doing tests for revision.	
2. 3.	completed lyelds 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 of jet studies	☑ Using web- materials	☐ Using power point lecturing

PRINCIPAL
ANWARUL ULOOM/COLLEGE
OF BUSINESS MANAGEMENT
New Mallegally, 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.				
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.	Snohory for placement celly	MABA - AUCBM.
2.		
3.		
4.		
5.		

Faculty Member Signature: Date: 30/10/1000

New Mallepally Hyderabad.

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Principal
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ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
Now Mallepathy, Hyderabad.

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Faculty Performance Evaluation Form

Academic Year: 2021 - 2022

Name of Faculty Dr At ya Marboob	
Designation: Racus	215 Say

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 la Management	MB102	4
2.	Firancial Maragement	MB202	4
	Investment Maragement	MB 305-F-I	5
4.	financial Risk Management	MB 404 F-I	5

B. Development measures taken b	y faculty in respect of study pla	n: (1 point each, 4 points total)
1.		
2.		
3.		
4		
C. Utilization of developed teaching	ng methods: (1 point each, 6 poir	nts total)
☐ Depends on text book	☐ Depends upon several references	☐ Depends on E-Library
Request students to conduct researches & field studies no.	☐ Using web- materials	☐ Using power point lecturing
Hew Wallsbally Boald Boa		PRINCIPAL ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT Now Mellspally, Hyderabad.

New Mellepally, Hyderabad.

2. Conferences and Seminars:

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

No.	Workshop \ FDP	Mode of Participation (Attending / Paper Submission)	College Name	Date
1.	Ten days FDP on Research Methodolopy	Online	RBVRR Women	28/12/2020 to 06/01/2021
2.	Stratey for managing	online	Katatuja Univ.	21/01/202
3.	Denystily is 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.		
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raculty Member Signature	4	D	4			•••

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Faculty Performance Evaluation Form

Academic Year: 2021 - 2022

Name our aculty.	Shabana	Hatima.	
Department : 1	NBA.	Designation: Associate	Projesson.
	• .		1)

- 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 Managery		
2.	J		
3.			
4.			

B. Dev	elopment measure	es taken by faculty in	respect of study plan:	(1 point each, 4 poin	ts total)
1.	Conducted	Workshops	respect of study plan:	so for the	Students
2.				U	
3.			7.		
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 studes	☑ Using web- materials	回Using power point lecturing	

PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepathy, 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.				
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.		

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Faculty Member Signature: .	Mur Ju-	Date: 23/12/204





Principal
PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
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Faculty Performance Evaluation Form

A I ! -	1/	7077 - 77
Academic	y ear:	2022-23

Name of Faculty. Eaky No	62		
-Department 1913 A	Designation:	referra.	÷ 1.

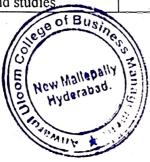
- 1. Commitment To Teaching Process And Participation In Its Development (20 points):
- A. Subject taught (1 point for each course, 10 points total)

No	Subject Name	Subject Code	No. Credit Hours
1.	Management & Organizational Behavior	MBIOI	
2.	E-Colobal Business	MB302	
3.			
4.		<u> </u>	

B. Dev	elopment measures taken by faculty in respect of study plan: (1 point each, 4 points total)	٠.
1.	Prepared powerpoint presentations for better Understanden	M
2.	Prepared powerpoint presentations for better Understandin 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
ANWARUL ULOOM COLVEGE
OF BUSINESS MANAGEMENT
New Mellepally, Hyderebed.

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.	Incultating Universal Hyman Values in technical falu	Online	AICTE	18 - 07 - 2022 22 - 07 - 2022
2.	(7AP)			
3.				
4.				
5.		-		

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

	Activity	Level (Department - College)
No.	Activity	0 0
1.	Business Quizzes.	Department
2.	Role Play Achinties	Separtment
3.	Seminaris	Department.
4.		
5.		

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Faculty Member Signature	7000000	Date:	100 1 2 1 WILL	
raculty Member Bighature.	• • • • • • • • • • • • • • • • • • • •	20,000		





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Faculty Performance Evaluation Form

Academic Year:	WIF 73	
Soi Cruby b	umar.	
		370A.
	•	
•		Development (20 points)
	Subject Code	No. Credit Hours
0		
a to take up a	ENTIES OF Q	by notember.
teaching methods: (1)	point each, 6 points tot	al)
references	on several	Depends on E-Library
Busing web-	materials	☐ Using power point lecturing
llepally Sanag		
	Designation aching Process And reach course, 10 points et Name dente by faculty in response to take up a solubility to prepare teaching methods: (1) Depends up references Using web-	aching Process And Participation In Its reach course, 10 points total) et Name Subject Code reme. Aken by faculty in respect of study plan: (1) If to take up a superior of the study plan: (1) reaching methods: (1 point each, 6 points total Depends upon several references Using web-materials

New Mallepally, Hydere

2. Conferences and Seminars:

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

No.	Workshop \ FDP	Mode of Participation		-
1.	E-0 -00	(Attending/Paper Submission)	College Name	Date
2.	5-dy FDP on UHV.	Online,	AUCRM	18-7-744 22-7-1012
3.				
4.				. ,
5.				

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

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

Faculty Member Signature: ..



OF BUSINESS MANAGEMENT New Mallepally, Hyderabad.



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Performance Appraisal Form for Non-Teaching Staff

Academic Year 2018 -2019

1.	Name of the Faculty	Farheen	sultana
----	---------------------	---------	---------

2. Designation

Librarion:

Qualification

B. Com, BLSC

PROFESSIONAL COMPETENCE I.

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	-	, a	~		, , , , , , , , , , , , , , , , , , ,
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 performyour job functions satisfactorily?		1			

II. **PERFORMANCE**

SI. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	/		1		
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work			-	76	
5	schedule					
6	Diligence and ense of ordsponsibility			/		

OF BUSINESS MANAGEMENT New Mallepally, Hyderabad.



III. PERSONAL CHARACTERISTICS

1			Satisfactory	Average	Poor
1	Attendance				
2	Punctuality				
3	Discipline				
4	Integrity and behaviour				

IV. ATTITUDE TOWARDS CO-WORKERS

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

V. ATTITUDE TOWARDS PUBLIC

SI. 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

SI. 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

Place: Hyderabed

Date:- 18 - 12 - 2018

Signature

ES TRATA

*** (For Office Use)***

Remarks:



College Seal

Head of the Institution

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

Performance Appraisal Form for Non-Teaching Staff

Academic Year. 2019 2020

. Name of the Faculty	· Mohd	Muzammil	Ahmed
. Name of the Faculty	: Mora	14 9 9 9	

Designation 2.

Qualification

I. PROFESSIONAL COMPETENCE

SI. 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 performyour job functions satisfactorily?			1		

PERFORMANCE II.

SI. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					12 19
3	Accuracy & Speed of work					
4 Sil	Nentness & tidiness of work		-		7 - 1	2.
	Completions of work on schedule				1 2 2	,
\$ () () () () () () () () () (Difigence and Desire of responsibility					4

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

III. PERSONAL CHARACTERISTICS

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

IV. ATTITUDE TOWARDS CO-WORKERS

SI. 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

SI. 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: Ity derabo

Date:- 13 - 11 - 2019

*** (For Office Use)***

Remarks:

New Mallepally
Hyderabad.

College Seal

Head of the Institution

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

OF BUSINESS MANAGEMENT New Mallepally, Hyderabad.



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Performance Appraisal Form for Non-Teaching Staff

	Academic Year. 2020 -202)
1.	Name of the Faculty Younger:
2.	Designation Tunior Assignation

Qualification

I. PROFESSIONAL COMPETENCE

Sl. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
l	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 performyour job functions satisfactorily?	i			4.2	

II. **PERFORMANCE**

SI. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?				and the second	
2	Maintenance of Files/Records		V		1,363	
3	Accuracy & Speed of work					
1	Neatness & tidiness of work			-		
//3	Complétion of work on				A	***
٥٣٥	Diligence and street of responsibility of Maile Bally S					75

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT New Mallepally, Hyderabad.

PERSONAL CHARACTERISTICS III.

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

IV. ATTITUDE TOWARDS CO-WORKERS

SI. No.	Parameters	Excellent	Good	Satisfactory	Average	Poor
I	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?		/			

ATTITUDE TOWARDS PUBLIC V.

SI. 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

SI. 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

Place: Hyderehad Date: 05 - 10 -2020

*** (For Office Use)***

Remarks:

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College Seal

Head of the

Hyderabad

LLEGE ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT OF BUSINESS MANAGEMENT ANWARUL ULOOM CO Naw Mallepally, 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.

Performance Appraisal Form for Non-Teaching Staff

Academic Year 2021 - 2022 ty: Mohd Kaleem : Admin office

1. Name of the Faculty

2. Designation

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 performyour job functions satisfactorily?			-	,	

II. **PERFORMANCE**

SI. 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. incss	Neatness & tidiness of work	~				1 (P)
75	Carinletion of work on	-3-1-1-1		*	2 E 8500	
6	Diligence and sense of responsibility				: 037	lez,

New Mallepally, Hyderabad.



PERSONAL CHARACTERISTICS III.

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

ATTITUDE TOWARDS CO-WORKERS IV.

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

ATTITUDE TOWARDS PUBLIC V.

SI. 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?	/				

STAFF/STUDENT RELATIONS VI.

SI. 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?					

I hereby declare that the information

True to the best of my knowledge.

Place: Hyderab-d Date: 15-09-2021

Remarks:

New Mallepally Hyderabad.

College Seal

Head of the heaturid

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEME New Mallenally, Hyde

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT New Mallepally, Hyderabed

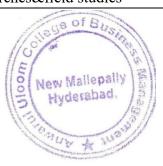


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Faculty Performance Evaluation Form

Academic Year:							
NameofFaculty:							
Department:	Designa	tion:					
1. CommitmentToTeachi	ngProcessAndl	ParticipationIn ItsDe	velopment(20points):				
A. Subject taught(1 pointfor each	ch course, 10 poir	nts total)					
No SubjectN	ame	SubjectCode	No.CreditHours				
1.							
2.							
3.							
4.							
B. Developmentmeasures take	en by faculty inr	espect ofstudy plan:(1)	pointeach, 4 points total)				
1							
2							
3							
4							
C. Utilizationof developedteach	ing methods:(1)	pointeach, 6 points total)				
☐ Depends on text book	☐ Depends u	ipon several	☐ Depends on E-Library				
☐ Request students to conduct researches&field studies	☐ Usingweb	-materials	☐ Usingpower point lecturing				



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



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

Performance Appraisal Form for Non-Teaching Staff

Academic Year.....

1.	Name of the Faculty	:	
2.	Designation	:	
3.	Oualification	,	

I. PROFESSIONAL COMPETENCE

SI. 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 performyour 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				13030	1

PRINCIPAL ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT 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

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

V. ATTITUDE TOWARDS PUBLIC

SI. 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

SI. 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

PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Matepally, Hyderabadi