

APPOINTMENT AND PROMOTION POLICY

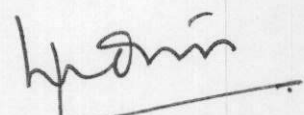
1. The University shall notify the posts for each of the Departments in the Institution as approved by the Board of Management of the University, keeping in view the norms of the respective Regulating Councils and recruit / promote the teaching faculty.
2. The University shall issue a Notification in the leading national dailies for recruitment of teachers.
3. The University shall strictly adhere to the guidelines / norms of the UGC and the respective Regulating Councils as regards to minimum qualification, age, experience, etc. and recruit / promote the teaching faculty.
4. The University, based on the merit, qualifications, experience, etc. short-list the candidates, to be called for the interviews.
5. The University shall verify all the original documents of the candidates at the time of interviews.
6. The candidates are required to appear before the Selection Committee of the University (which is constituted strictly in accordance with the Memorandum of Association of the University) and which contains external subject experts for interviews.
7. The University shall take the attendance of all the candidates who appear before the Selection Committee for interviews.
8. Based on the performance of the candidates during the interviews and also after ascertaining the qualification, previous experience, other awards / distinctions, etc. the Evaluation Sheet is handwritten by the Chairman (Hon. Vice-Chancellor) with concurrence of other members.
9. Based on the remarks / observations made in the Evaluation Sheet, the University shall issue Appointment / Promotion Orders to the respective candidates against the clear vacancies in the respective Departments.
10. The University has also Career Advancement Scheme (CAS) for promotion of deserving candidates where there is no possibility of getting promotion in the regular course of time due to non-availability of vacant posts in the respective Departments.
11. The University shall accept the joining reports of the selected candidates after verifying all the original documents.

ATTESTED

Dr. V.A.Kothiwale
Registrar

KLE Academy of Higher Education and Research
(Deemed to be University u/s 3 of the UGC Act, 1956)
Belagavi-590 010, Karnataka




(Prof. (Dr.) P.F.KOTUR)
Registrar

KLE UNIVERSITY, BELGAUM

SELF

ASSESSING / APPRAISAL REPORT

(BL 25(1))

Name of the College : _____

Performance Appraisal Report Year : _____

A. General Information

- a) Name : _____
- b) Date of Birth : _____
- c) Address (Residential): _____ Ph. No. _____
- d) Designation : _____
- e) Department : _____
- f) Area of Specialization : _____
- g) Date of appointment : _____
- i) in the university : _____
- ii) on the Present Post : _____
- h) Honors Conferred

B. Teaching

a) Classes Taught

Class	Period	Assigned per week L/T/P/C	Taught in the year L/T/P/C	Steps taken engaging of periods missed during absence of leave
		(1)	(2)	(3)

- i) Bachelor's Degree
- ii) Master's Degree
- iii) Research Degree
- iv) Any other

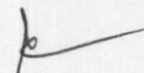
(To be filled at the end of every academic year)

L = Lecture T = Tutorial P = Practical C = Clinics

b) Regularity and Punctuality

- c) Details of course teaching plan, synopses of lectures and reading lists supplied to students.
- d) Details of participation in the following :
- i) Examination
- ii) Internal Evaluation
- iii) Paper Setting

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Registrar

- iv) Assessment of Home assignments
- v) Conduct of Examinations
- vi) Evaluation of Dissertation etc.

- 2 -

C) Details of Innovations/Contribution in Teaching, during the year:

- a) Design of curriculum:
- b) Teaching methods:
- c) Laboratory experiments:
- d) Evaluation methods:
- e) Preparation of resource material including books reading materials, laboratory Manuals etc.
- f) Remedial Teaching/Student Counseling (academic)
- g) Any other

D. Improvement of Professional Competence:

Details regarding Refresher/Orientation Courses attended, participation in summer schools, workshops, seminars, symposia etc.

E. Research Contributions :

- a) Number of Students (M.Phil. / Ph.D., M.D., M.S., M.D.S., P.G. Diploma dissertation)

At the beginning
of the year

Registered during
the year

Completed during
the year

M.D./M.S./MDS

M.Phil.

Ph.D.

- b) No. of research papers published in peer reviewed journals / presented in conferences (state/zonal/national/international) (Please enclose list).

- c) Research Projects :

Title of the Project Name of the funding agencyDuration

- d) Details of Seminars, Conferences, Symposia organised/attended
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies
Editorship of Journals etc.

F. Extension Work / Community Service:

- a) Please give a short account of your contribution to:

- i) Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, family planning, Public Health,AIDS etc.

- ii) National Literacy Mission

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- b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS) or NCC or any other similar activity

- 3 -

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/Institute
b) Co-curricular activities.
c) Enrichment of Campus Life (hostels, sports, games, cultural activities)
d) Students' Welfare and Discipline
e) Membership / Participation in Bodies / Committees on Education and National Development, Membership of university, Bodies and Authorities etc.

H. Assessment:

Steps taken by you for the evaluation of the course programme taught

I. General Data:

State brief assessment of your performance indicating -

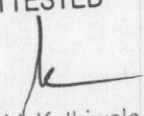
- a) achievements
b) difficulties faced
c) suggestions for improvement

Signature of the Teacher

J. Certification & Recommended by the regular HOD:

- a) Teaching ability & efficiency :
b) Academic & Research aptitude :
c) Conduct :
d) Regularity / Punctuality :
e) Teacher-Student relation :
f) Relation with HOD & colleagues :
g) What are the KLE University assignments :
he/she has done in the last 1½ years
h) He he/she taken part in Institutional :
promotion activities
i) Has he/she involved in anti-institutional :
activities
k) His/her loyalty to the institution :
l) Whether recommended for promotion :

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if not, please substantiate
m) Remarks :

- 4 -

Certified that the information furnished by the above Teacher in his/her Self-Appraisal report is found to be correct.

Name : _____

Prof. & Head : _____

Signature : _____

K. Assessment by the Principal/Director:

- A. General information
- B. Teaching
- C. Details of Innovations/Contribution in Teaching, during the year
- D. Improvement of Professional Competence
- E. Research Contributions
- F. Extension Work / Community Service
- G. Participation in Corporate Life
- H. Any other

Principal/Dean

Remarks of the Reviewing authority

Vice-Chancellor
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KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

(Deemed-to-be-University established u/s 3 of the UGC Act, 1956)

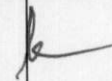
APPLICATION FORM FOR PROMOTION TO THE POST OF _____

1. Name of the applicant	
2. Father's / Husband's name	
3. Date of Birth	
4. Particulars of the post held: Present designation Department Institution Date of joining the present post	 _____ _____ _____ _____
5. Contact Nos.	Mobile No. : _____ Telephone No. : _____ STD _____ E-mail : _____

6. Details of qualification (Please enclose proof as Annexure-I) :

Sl. No.	Qualification	Name of the Institution	Name of the University	Year of Passing	% of Marks obtained
1.	Under-Graduate (UG) Degree				
2.	Post-Graduate (PG) Degree				
3.	Doctor of Philosophy (Ph.D)				
4.	Others				

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7. Experience:

Sl. No.	Name of the Institution	Date of Joining	Date of leaving	Post held	Last Salary drawn	Reasons for leaving

Total teaching experience at UG level : _____ years

Total teaching experience at PG level : _____ years

(Please enclose copies of the relevant certificates as **Annexure-II**)

8. Whether participated in continuing education programs conducted by the **University Department of Education for Health Professionals (UDEHP)** or any other recognized institution / agency. If so, please furnish the following details with evidences as **Annexure-III**.

Sl. No.	Name of the Program	Conducted by	Program schedule			No. of Days
			From	To	Venue	
1.						
2.						
3.						

Or

Details of passing Pre-Ph.D. examination:

a. Year of passing Pre- Ph.D. examination :

b. Name of the University who conducted Pre-Ph.D. examination :

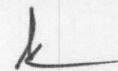
c. Number of attempts required to pass Pre-Ph.D. examination :

Or

Details of the Fellowship obtained:

a. Specialization/ subject in which Fellowship is obtained :

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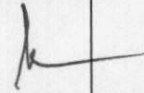
- d. Institution/ University who awarded the fellowship :
- e. Recognition of Institute / University :
9. Self-Appraisal Reports in the prescribed application duly signed by the concerned HOD and Principal is to be submitted as **Annexure-IV**.

11. Details of research publications in peer reviewed journal as **First Author**:

- a) During the time of serving at existing cadre (Please enclose reprints of Publications as **Annexure-V.i**) :
- b) Cumulative list of total publications as **First Author**: (Please enclose reprints of Publications as **Annexure-V.ii**) :
- c)

Sl. No.	Name & address of the Author	Title of the Paper	Level (Int./National/Regional/State Level)	Name of the Journal	Details of the publication			
					Year	Volume	Issue No.	Page No.

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b) Presentations: (Please enclose certificates of Presentations as **Annexure-VI**):

Sl. No.	Name of the Conference/Workshop/Seminars (Int. / National / Regional / State Level)	Sponsored / Organized by	Date & venue/place	Title of the paper presented
1.				
2.				
3.				
4.				

12. Contribution to educational methodology and technology:

13. Contribution to professional activities and support extended for administration of the College :

14. Details of leave and duration, availed other than CL/ RH/ Spl. CL/ DL in Present Cadre:

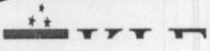
15. Details of Deputation for higher studies/ skills, if any:

16. Any other information which is not covered in the above preform:

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DECLARATION

I hereby declare that the information furnished in this application for award of promotion to the next grade is correct and true to the best of my knowledge and belief. In case any information furnished by me in this application is found false / incorrect, the benefit of promotion granted by the University to me be withdrawn with retrospective effect. I enclose herewith copies of all documents in support of my qualification and experience. The application may please be forwarded to the University for further consideration.

Date : _____

Signature

ENDORSEMENT

Certified that all the particulars by the applicant in this application form to consider promotion to the next grade and found correct the application of the above candidate has been verified with the entries in the Service Book.

Date : _____

Seal

Signature of the Principal

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KLE ACADEMY OF HIGHER EDUCATION & RESEARCH, BELAGAVI
CONFIDENTIAL REPORT FOR CONSIDERATION OF
GRANT OF ANNUAL INCREMENT FOR THE YEAR 2019-20

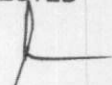
Sl. No	Particulars	Details
1	Name of the Staff	
2	Designation	
3	Working ability	
4	Conduct	
5	Regularity/Punctuality	
6	Relationship with the colleagues	
7	Contribution towards work in the Department/Section	
8	Details of any other achievement	
9	Relation with higher authorities	
10	Has He/ She taken part in Institutional Promotion Activities	
11	Has He / She involved in anti- institutional activities	
12	His loyalty to the Institution/University	
13	Whether recommended for grant of annual increment.	
14	Remarks	

Principal
KLE Institute of Nursing Sciences,
Belagavi

Deputy Registrar
KAHER, Belagavi

Registrar
KAHER, Belagavi

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