

Development Scheme for Head of Department

9 - HDS: Support for HoD to promote various activities in line with Institutional Goals

Heads of Departments (HoDs) contribute to promote research, consultancy, conference papers, and other scholarly activities that requires a careful balance between motivating factors, fairness, and overall institutional goals. An incentive scheme for HoDs as recognition of his/her efforts has been put in place as below:

1. **Clear Objectives and Alignment:** HoDs efforts must align with the department's and institution's overall goals. Clearly define the objectives related to research, consultancy, conference papers, and scholarly activities to faculty members of the Department. Assign weights to different activities based on their importance to reflect the relative significance of each activity.
2. **Performance Metrics for a department as mentioned in Faculty Development Scheme and incentive policy:**
 - a. Conference Papers and Presentations
 - b. Research Publications
 - c. Grant Acquisition
 - d. Consultancy

SPC; SRP; SRG; SCP as in ABESIT FDS booklet

Incentive Policy: If number of claims (under SPC, SRP, SRG and SCP) sanctioned in a Department in an Academic Year becomes 12, the concerned HoD shall get an Incentive of Rs. 20,000/-. For any additional claim, the incentive shall be Rs. 2000/- with an upper limit of Rs. 50,000/- for an HoD / Principal Pharmacy. Based on sanctioned intake of students, the following departments shall be considered together for evaluation of incentive to the HoD.

Group1: Department of IT and CSE (DS)

Group2: Department of CSE

Group 3: Department of CSE (AI) and CSE (IoT)

Group 4: AS&H Physics Group

Group 5: AS&H Chemistry Group

3. The HoD / Principal Pharmacy shall submit the HDS proforma to Director after all the claims in Department as per Group mentioned above are submitted for approval in an academic year.

HDS Proforma

1. Name of HoD: Group1/Group2/Group3/Group4/Group5
2.

Sl. No		No of Claims Submitted (To be filled by HoD)	No of Claims Approved (To be filled by Directors Office)
1	SPC		
2	SRP		
3	SRG		
4	SCP		
Total			

3. Incentive Calculation as per policy

Director

(Signature & Date)

Chairman

(Signature & Date)