

CAS-PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS)

Associate Professors

(2020-21)

Department :

Faculty Name :

Designation :

Mobile No :



16-01-2021

**V. R. Siddhartha Engineering College
Kanuru, Vijayawada**

V. R. Siddhartha Engineering College**Kanuru, Vijayawada****Performance Based Appraisal System for Associate Professors (PBAS)**

(As per UGC Guidelines 2010)

Academic Year: 2020-21

Summary Sheet

S.No.	Evaluation parameter	Max API Score	Minimum Score ² required	DFAC score ³	Assessment screening Committee	Faculty Assessment Board
1	Service in the College	50	----			
2	Curricular	400	240			
3	Co-Curricular	150	----			
4	R&D	250	50*			
5.	Administrative and Extra-curricular activities	150	----			
	Total	1000	550*			

All scores inside should be entered in ink only.***Will be increased based on the mandatory requirement.****Signatures:**

S.NO	Name of the Member	Signature of the Member

Chairman

Part V is Mandatory

Each item should have supporting document submitted by the faculty.

Data formats with self appraisal will be created for each line entry and will be put on secure intranet

1. API score is the **Appraisal Performance Indicator** score obtained from the Self Appraisal formats in Part – A and Part – B of the PBAS.
2. Minimum Score: This is the minimum score required to enable the DFAC to recommend for annual increment and /or promotion. For the year **2020-21**, an overall **score of 550** is taken as the minimum cutoff mark. Also Minimum cutoff points should be attained for Teaching and Learning Processes (Part-1) and R&D (Part -3).

Note : For Professors and Assoc. Professors – They should publish Two papers in unpaid Scopus or in Q1,Q2 and Q3 Journals which is the minimum requirement.

3. DFAC Score is given by the Chairman, DFAC, based on the Departmental Faculty Assessment committee (DFAC) assessment, constituted by the Principal.
4. DFAC report along with Summary Sheet should be signed by all the members and forwarded to the **Principal**.
5. **Principal generally concurs with the DFAC committee's API score** unless there is an obvious, abnormal and deliberate hike or lowering of API score or they receive a representation from the faculty member seeking justice.
6. Minimum scores indicated are **provisional** and will be decided by the FAB.
7. The PBAS formats are forwarded by the DFAC to the Principal along with summary sheets and are scrutinized meticulously by the **Appraisal Screening Committee (ASC)** comprising of **Principal as the Chairman, the DEANS as members and the Chairman DFAC as the member and submitted** to the Faculty Assessment Board (FAB).
8. Further, each faculty member should enter **the Self Score by the side of DFAC score box** and submit the same, **to the HOD**.

PART - A
General
API Score Max: 25

1.0 Personal Details:

1.	Name	
2.	AICTE Designation	
3.	Name of the Department	
4.	Employee Identification Number	
5.	Date of Appointment to the present post	
6.	Date of birth	
7.	Address	
8.	Contact details	E-mail : Telephone : Mobile :

2.0 Educational qualifications (starting from degree):

Programme	Period of study	University	Points/CGPA	Class obtained

3.0 Experience:

S.No.	Designation	Institution	From	To	Service in Years

Points: 5 points for every year of experience in the college and 2.5 points for experience outside the college, subject to a maximum of 50points will be given.

For example, if a person has 5 years 4 months of experience in the college and 2 years 4 months of experience outside, then the computation is as follows:

$$(5.3 \times 5) + (2.3 \times 2.5) = 22.25$$

SELF SCORES should be entered in ink by the side of the DFAC score Boxes against each item throughout the document by the applicants.

PART-B**PART I – CURRICULUM- TEACHING & LEARNING PROCESSES****MAXIMUM API SCORE: 400****MINIMUM API SCORE: 240**

(Curriculum teaching learning Process file is required to be maintained by each faculty to include proofs for the following)

If a faculty member is on maternity /medical leave in a semester exceeding 1 month, points obtained in the other semester are to be entered in the total column instead of calculating the average of the two semesters. For new entrants also the same is applicable. This clause is applicable throughout the PBAS format for all parts.

For S&H, MBA and MCA, DFAC will give scores as per guide lines given to them and apply necessary scaling factors.

Overall scores should be computed for maximum of 1000 only.

DFAC score has to be entered for each item.

Item No	Item						Max Score 50		
1.1	Teaching weekly load allotted by Department as per curricular time table <ul style="list-style-type: none"> A minimum of 14 periods per week is mandatory as per UGC guidelines 2010. For those personnel who are allotted administrative duties, the number of hours of teaching load may be decided by HOD in consultation with the Principal. 						1.1(a) - 30 1.1(b) - 20		
		Sem-I		Sem-II		Total	Average of weekly load		
		Subjects Title	Weekly Load*	Subjects Title	Weekly Load				
1.1(a)		1.Theory							
		2.Theory							
		3.Lab							
		4.Tutorial							
1.1(b)		1.Term Paper							
		2.Mini project							
		3.Major project							
		4.Seminar							
		5.Any other**							
	Grand Average Load								
	<p><i>Note: Includes Theory(1,2,3), Lab(4,5,6), Tutorial(7), Term Paper(8), Mini Project (9)& Major Project(10), Seminar (11) given in the curriculum only. 'Any other' can be included duly authorized by the Principal. 14 periods are taken as maximum.</i></p> <p><i>Any Other** - authorized by chairman PBAS standing committee with the approval of Principal</i></p> <p><i>DFAC Score =(Grand Average Load/14)*50 ----- Round off to the nearest integer</i></p> <p><i>*No of Periods</i></p>								
	<div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Score DFAC								
1.2	Lectures actually taken as fraction of lectures allocated. How many total lecture periods have been taken in the previous two semesters (Enter Number)?						Max Score 20		

		<table border="1"> <tr> <th></th> <th colspan="2">Sem-I</th> <th colspan="2">Sem-II</th> <th colspan="2">Total of Two Semesters</th> </tr> <tr> <th></th> <th>Subjects</th> <th>Lectures taken/ Lectures proposed</th> <th>Subjects</th> <th>Lectures taken/ Lectures proposed</th> <th>Lectures Taken</th> <th>Lectures proposed</th> </tr> <tr> <td>1.Theory</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Theory</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.Lab</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7.Tutorial</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>*(Total lecturer periods taken over two previous semesters divided by allotted hours) x 10 (Exclude holidays, Bandh days, and other no class days as approved by DFAC) Any Other - authorized by chairman PBAS standing committee with the approval of Principal</p>		Sem-I		Sem-II		Total of Two Semesters			Subjects	Lectures taken/ Lectures proposed	Subjects	Lectures taken/ Lectures proposed	Lectures Taken	Lectures proposed	1.Theory							2. Theory							4.Lab							7.Tutorial							Total						
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		Score- DFAC																																																	
1.3	Course files with the following data have been prepared by me (tick for compliance and Nil for Non-Compliance). Neatly filed course files (One course file per section/course) authenticated by HOD is required to be presented.				Max Score	50																																													
		<table border="1"> <tr> <th>S.No</th> <th>Course file points</th> <th>Weightages/Course/ sem</th> <th colspan="2">Sem –I</th> <th colspan="2">Sem -II</th> </tr> <tr> <td>1</td> <td>Syllabus page, COs <i>(Syllabus with COs, Mapping with POs, e references)</i></td> <td>1 points per course per sem (Max 4 Points)</td> <td>Section 1</td> <td>Section 2</td> <td>Section 1</td> <td>Section 2</td> </tr> <tr> <td>2</td> <td>Lesson plan</td> <td>1 points per course per sem (Max 4 Points)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Lecture Notes</td> <td>3 points per course per sem(Max 12 Points)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Question bank for advanced and slow learners(Unit wise)</td> <td>2 points per course (Max 8 points)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Internal Assessment Question Papers consistent with the COsand Cognitive Levels</td> <td>1 point per course (Max 4 points)</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	S.No	Course file points	Weightages/Course/ sem	Sem –I		Sem -II		1	Syllabus page, COs <i>(Syllabus with COs, Mapping with POs, e references)</i>	1 points per course per sem (Max 4 Points)	Section 1	Section 2	Section 1	Section 2	2	Lesson plan	1 points per course per sem (Max 4 Points)					3	Lecture Notes	3 points per course per sem(Max 12 Points)					4	Question bank for advanced and slow learners(Unit wise)	2 points per course (Max 8 points)					5	Internal Assessment Question Papers consistent with the COsand Cognitive Levels	1 point per course (Max 4 points)											
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		6	Course Assessment <ul style="list-style-type: none">• Internal QP- CO Assessment• Improvements to be brought in next time course delivery• End Semester results End Semester CO assessment Results(with Analysis)	4 points per course per sem (max 16)					
		7	Home Assignment Questions consistent with the COs	1 point per course per sem (max 4)					
		8	Points Sheet copy from web(IT) Internal and external marks/grade (Internal Points)	0.5 points per course per sem (max 2)					
		9	Course End Survey and Consolidation	1 point per course per sem (max 4)					
		10	Scheme of evaluation internal and sem end exam	3 point per course/sem					
		11	Remedial classes	1 point/course per sem					
		12	Content Beyond Syllabus(With topics, eresources/books and CO's)	1 point/course per sem					
			Total of Sem-I &Sem-II(DFAC)						
			Average of Sem I &Sem II						
		Note: The above course file includes Theory only.							DFAC
		*Present year first sem and last year second sem data to be taken.							<div></div>
		<ul style="list-style-type: none">• Course file should have page numbering and table of contents and should be neatly• Also, the above check list should be pasted or pinned to the file cover and included contents to be ticked. 'Any other' can be included duly authorized by the Principal• Course file and its contents should show incremental changes over the previous year addressing latest trends in technology and techniques and should be submitted to HoD for approval at the end of each semester.• Remedial courses are mandatory and HODs have to incorporate the same in curriculum schedule within or outside college hours.• Faculty should include the remedial classes and content beyond syllabus in their lesson plan indicating the number of lecture hours and get it approved by the HoD prior to the conduct of the classes.• Any Other - authorized by chairman PBAS standing committee with the approval of Principal							
1.4	External College exam/ Evaluation duties: 3 points/subject for evaluation ; Invigilation duty = 1 point; How many times this duty has been performed in the previous two semesters – please enter number -- Lab, seminar,, mini and major projects.					Max Score 20			

		<table border="1"> <tr> <th>Nature of the Duty Performed</th> <th>Sem-I (Mention Number)</th> <th>Sem-II (Mention Number)</th> <th>Total No of duties performed</th> </tr> <tr><td>1. External Evaluation</td><td></td><td></td><td></td></tr> <tr><td>2. External Invigilation</td><td></td><td></td><td></td></tr> <tr><td>3. Lab – Internal Member</td><td></td><td></td><td></td></tr> <tr><td>4. Seminar- – Internal Member</td><td></td><td></td><td></td></tr> <tr><td>5. Mini Project– Internal Member</td><td></td><td></td><td></td></tr> <tr><td>6. Major Project – Internal Member</td><td></td><td></td><td></td></tr> <tr><td>7. EPICS Eval./Term Paper</td><td></td><td></td><td></td></tr> <tr><td>8. Any Other</td><td></td><td></td><td></td></tr> </table>	Nature of the Duty Performed	Sem-I (Mention Number)	Sem-II (Mention Number)	Total No of duties performed	1. External Evaluation				2. External Invigilation				3. Lab – Internal Member				4. Seminar- – Internal Member				5. Mini Project– Internal Member				6. Major Project – Internal Member				7. EPICS Eval./Term Paper				8. Any Other						
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1.5	Internal exam / Evaluation duties for continuous assessment Each duty = 1 point /invigilation duty. Each internal evaluation = 1 point each of Assignment test, home assignment test, sessionals and exams.			Max Score 20																																					
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		*Attach proof and reprints if any																																							
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1.6	Use of innovating teaching methodologies	Sem 1 Score	Sem2 Score	Total Score	Max Score																																				
	<p>ICT based teaching methodology (Tick whichever is applicable) over two semesters.</p> <p>(i) PPT(with own annotations and assessment based on content & number of the slides (10)</p> <p>(ii)Visuals(Topic Related Video/simulation for Lecture demo) (5)</p> <p>(iii) Innovative/New Delivery Methods with documentations (10)</p> <p>*** At least one from each category shall use for some of the topics in the course delivery</p> <p>Teaching Methods [Teacher-Centered]:Direct Instruction (Low Tech) , Flipped Classrooms (High Tech), Kinesthetic Learning (Low Tech)</p> <p>Teaching Methods [Student-Centered]:Differentiated Instruction (Low Tech) , Inquiry-Based Learning (High Tech) Expeditionary Learning (Low Tech) , Personalized Learning (High Tech), Game-Based Learning (High Tech)</p> <p>Blended Learning Models:Face-to-Face Driver Model, Rotation Model, Flex Model, Online Lab Model, Self-Blend Model, Online Driver Model etc.,</p> <p>(iv) Course coordinator own YouTube Channel/Blog/website with course handling lecture videos (15)</p> <p>(v) MOODLE Usage - per subject per sem 5 points (10)</p>				50																																				

	*PPTs, Lecture Demo with aid of downloaded videos or CDs to be certified by HoD and included in the course file. Innovative/New Delivery Methods with documentations will be verified by Institutional Committee Without proof =0 points									
	1. Xerox copies of PPTs should be included in the Course file. 2. Proof certified by HOD to be attached. 3. Add both sems and take average.									Score-DFAC
1.7	Bridge Courses /Design of new Experiments in the lab related to course outcomes For each activity per sem= 2.5 points/(for 5 M items): 5points/(for 10 M items):							Max Score 20		
	S. No	Item	Semester I	Score	Semester II	Score				
	1	Bridge* (Max – 5M)	-do-		-do-					
	2	Career oriented** (Max – 10M)	-do-		-do-					
	3	Additional experiments beyond curriculum (any two experiments) (Max – 5M)	-do-		-do-					
	4	Job oriented Certificate Courses*** (Value Added Courses) (Max – 10M)								
	5	Any Other								
	Total									
	* Minimum duration of 10 periods /course. **Minimum duration of 10 periods /course. (GATE/Domain Knowledge/Verbal/Aptitude/Reasoning) ***Minimum duration of 30 periods in any one semester beyond college hours Any Other - authorized by chairman PBAS standing committee with the approval of Principal									
1.8	Counseling with proper records.							Max Score 30		
	S. No.	Item	Semester I (No)	Semester II(No)	Total No. of sessions taken	Score				
	a)	How many counseling sessions done? For each Counseling session = 5 points								
	Note: Maximum 14 sessions per semester (a statement on progress of student after counseling) >75% of counselling sessions– full points 50%- 75% Counselling Sessions – 20 points									
	Counseling record should be in faculty hand writing only. Otherwise not to be considered									

	<50% counselling Sessions – Zero points Note : To check the students regularity Counselling records must be counter signed by HoD twice in a Semester							
								DFAC <div></div>
1.9	Pass Percentage (<65%=Nil, 65-75%=25, 76-85%=30, 86-90%=35, >90%=40 points)					Max Score 40		
		Semester I				Semester II		Avg. % of Passes
		Subjects	% pass	Subjects	% pass			
		Grand Average %						
1.10	Student feedback on teaching(Subject wise and semester wise including Lab) (<3.0 = 10, <3.0-3.5=15, 3.5-4.0=20, 4.0-4.5=25, 4.5-5.0=30 points)					Max. Score 30		
	Subject Name	Feedback Point in Sem I	Subject Name	Feedback points in Sem II				
	Subject 1		Subject 1					
	Subject 2		Subject 2					
	Subject 3		Subject 3					
	Lab 1		Lab 1					
	Lab 2		Lab 2					
	Average points		Average points					
	Grand Average points							
	Round off to the nearest integer.							DFAC <div></div>
1.11	(a)Project Guidance(Major project UG and PG) 1. Project score in final exam >90% or Excellent = 30; 81-90% or A+ = 20; 70 – 80% or A = 15; < 70% = 10 points (b)Project Guidance(Mini project/Term paper/ EPICS) 1. Project score in final exam >90% or Excellent = 15; 81-90% or A+ = 10; 70 – 80% or A = 7.5; < 70% = 5 points <u>Note:</u> Add 5 points for every additional project beyond 2 projects, subject to a maximum of 4 projects (Maximum marks – 30) Additional points will be given if the Project leads (This publication should not be shown under Part - 3) 2.Model/Design/Software Development/Industry Problem - 20 points <div>(or)</div> 3.Paper Publication (Free Scopus) - 20 points <div>(or)</div> 4.Scopus indexed conference Paper Presentation /Publication – 10 points (If resulted in publication in a Scopus journal/Conference attach proof)					Max Score 50		

S.No.	Project Score in Sem	Average Score in a batch	Project Score in Sem II	Average Score in a batch
1	Batch-I		Batch-I	
2	Batch-II		Batch-II	
3	Batch-III		Batch-III	
	Average of allotted batches		Average of allotted batches	

Average score of both semesters - points =
(If resulted in publication in a reputed journal attach proof)

The points obtained by students in a batch should follow gradation and also that given DFAC

In a department across all student batches should follow some gradation ; Otherwise
DFAC to apply the normal distribution gradation formula

1.12 *Feedback from students on project guidance after the Project Internal Evaluation (Max 20)*

Student feed back on prject guidance (subject wise and semester wise)
(<3.5 = Nil, 3.5-4.0=10, 4.0-4.5=15, 4.5-5.0=20 points)

S.No.	Sem I	Average Score in a batch	Sem II	Average Score in a batch
1	Batch-I		Batch-I	
2	Batch-II		Batch-II	
3	Batch-III		Batch-III	
	Average		Average	
	Grand Average			

Feedback format will be released. DFAC

1.13 NPTEL/MIT/COURSERA/edx/UDACITY lectures (40)

Global Professional Certification /exam which leads to students career oriented/job oriented /project guidance/Own research: 40 points

Example :Domain Specific Certifications

For CSE/IT :CCNA/JAVA/Oracle/Salesforce/AWS/ Certified Scrum Master/ Certified Ethical Hacker/VMware/Microsoft/Redhatetc.,)For CE/ME -Auto CAD/ESRI etc.,

For each course with online exam

- Full course of at least 40 periods/8 weeks and based on end course exam conducted and relevant to the course handling/Project guidance/Research.
- Performance in the course end exam is more than 90% =30 points;
- If less performance reduce points proportionately and rounded off.

For Courses in Teleconference mode or Courses without exam

- For specialization course with Capstone Project with 90% performance and relevant to the course handling/Project guidance/Research a maximum of 30 points may be given.

Add both sem scores if applicable and take average.

DFAC

1.14 Involvement of Faculty in syllabus framing(30)

- i. New course/>50% (Major)change - 30 points
- ii. 20% - 50% changes in existing course - 20 points
- iii. Minor changes - 10 points

PART-2
TEACHING& LEARNING PROCESSES
CO-CURRICULAR .
MAXIMUM API SCORE: 150
Minimum API SCORE: 60

Note: 1. All Co-Curricular activities given below have to be supported by proof certified and authenticated by HOD and filed in a separate file neatly.

Note 2: S.No. 7 and S.No. 9 are Mandatory.

S.No		Max Score		Score-DFAc															
1	Membership of professional societies (Mention) (Max : 10 Points) International=5; National=2.5 points IEEE/ASME/ASCE /ACM/ membership -10 points a) b) Activities conducted through Professional Society/Membership - 5 marks for each activity	15																	
	*Online memberships –no weightage																		
2	Departmental development of facilities over previous two semesters (Tick)	20																	
	(i) Principal participant = 5 points; others = 2.5 points per semester (for each activity given below ;)																		
	<table><tr><td>Development of facilities</td><td>SEM - I</td><td>SEM – II</td></tr><tr><td>a) Laboratory infrastructure up gradation/New Experiment Setup Including MODROB (Utilization of budget)</td><td></td><td></td></tr><tr><td>b) Common student facilities – Class Room Services, Basic Amenities, Seminar/Common Halls etc.</td><td></td><td></td></tr><tr><td>c) Addition & use of new software</td><td></td><td></td></tr><tr><td>d) Any Other - authorized by chairman PBAS standing committee with the approval of Principal-Modernization of Labs</td><td></td><td></td></tr></table>				Development of facilities	SEM - I	SEM – II	a) Laboratory infrastructure up gradation/New Experiment Setup Including MODROB (Utilization of budget)			b) Common student facilities – Class Room Services, Basic Amenities, Seminar/Common Halls etc.			c) Addition & use of new software			d) Any Other - authorized by chairman PBAS standing committee with the approval of Principal-Modernization of Labs		
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d) Any Other - authorized by chairman PBAS standing committee with the approval of Principal-Modernization of Labs																			
				SCORE-DFAC <div></div>															

3	<p>a) Attending Conf/Seminars/workshops/ FDPs/skill dev/STC/certificate courses/Industrial training and other similar items etc:: (Insert Number) Proof to be attached in detail with title and dates duly attested by HOD. Foreign Countries: 70 points i) At premier institutions such as NITs/IITs/IIITs/R&D organizations/ Training in Industry 3- 5 Days – 10 points ; 6-10days – 20 points; 10-15 days – 35points; >15 days – 40 points ii) At Universities and other affiliated/autonomous institutions (below 150 NIRF Rank) 3-5 Days – 5 points; 6-10 days –10 points; 10-15 days – 25 points; >15 days – 30points iii) Within college or colleges with NAAC 'A' and above grade 3-5 days - 5 points; 6-10 days – 10 points ; 10-15 days – 15 points ; > 15 days – 20 points.</p> <p><u>Impact of participation (outcome) from above points – 10 Marks</u> <u>(10 Marks will be given satisfying points 1 and 2)</u> <u>Note:</u> 1. Participation must be relevant to faculty specialization – Research/course handling/project guidance 2. impact of participation of current year or previous year to be submitted as an outcome of new theory/lab course handling with modern tools/technology and current trends usage in student's project guidance/quality research publications.</p> <table border="1" data-bbox="253 758 1133 930"> <thead> <tr> <th colspan="2">Dates</th> <th>No of Days</th> <th>Title, Place, Month & year</th> </tr> <tr> <th>From</th> <th>To</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>b) Organizing Conf/Seminars/workshops/ FDPs/skill dev/certificate courses etc:Trainin industry personnel (Participation as organizing committee member) Conferences :: National – 30/ International - 40 STC/Sem/WS/Skill Dev/certificate courses : 3-5 Days – 5 points; 6-10 days – 15 points; 10-15 days –20 points; >15 days – 25 points Training industry personnel 3-5 Days – 10 points; 6-10 days – 20 points; 10-15 days – 25 points; >15 days – 30 points</p> <p><u>For all the above 3 activities</u> With sponsorship from Industry/Funding agencies – full points College Sponsored - 75% points These points extra for all the above 3 activities Proof to be attached in detail with title and dates duly attested by HOD. Coordinator=100%; Others = 50%;</p> <table border="1" data-bbox="253 1398 1239 1608"> <thead> <tr> <th colspan="2">Dates</th> <th>No of Days</th> <th>Title, Place, Month & year</th> </tr> <tr> <th>From</th> <th>To</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>If knowledge gained is introduced into your class room lecture/Lab add 10 points to the above c) Lecture material to be shown attested by HOD d) Lecture given in college to colleagues : PPT to be shown attested by HOD e) Introduced in practice attested by HOD</p>	Dates		No of Days	Title, Place, Month & year	From	To															Dates		No of Days	Title, Place, Month & year	From	To																							<p>Max Score 50 (Both a) and b))</p>
Dates		No of Days	Title, Place, Month & year																																															
From	To																																																	
Dates		No of Days	Title, Place, Month & year																																															
From	To																																																	
		<p>SCORE-DFAc</p> <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>																																																

		Max Score											
4	Guest Lectures attended or delivered	30											
	Guest Lectures Attended - 3 points/Lecture Guest Lectures Organized - 8 points/Lecture Note : for above parameters Maximum Marks – 15 Guest Lectures Delivered - 20 points/Lecture At premiere institutions within NIRF Ranking 150 10 points at private(local) institutions Invited lecture at IEEE/ASME/ASCE/Sci/Scopus supported : Abroad – 20 points ; within country – 15 points Certified by HoD for each lecture,	Number	Points	<input type="text"/>									
5	Accompanied students on industrial tours - only industry related over previous two semesters : 10 points each(one day trip) and 15 points each(more than 1 daytrip)	15											
	<table border="1"> <thead> <tr> <th>Date</th> <th>Place</th> <th>Local/Outside</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> Add 10 points for tours of duration equal to or more than 7 days.	Date	Place	Local/Outside									
Date	Place	Local/Outside											
			Number <input type="text"/>	Score – DFAC <input type="text"/>									
6	Student Techno fest (AFOSEC)/Engineers day or other major events* – mention number of events here like 1,2,3.... Over previous two semesters max (10) ,Department coordinators(20),Event coordinators(10). Enclose details clearly certified and authenticated by HOD.(Put in your Co-Curricular file – see note above)	Max 20											
	*As defined by Chairman, PBAS committee and approved by the Principal		Score – DFAC	<input type="text"/>									
		Max Score											
7	Student innovations; Guidance (Mandatory)	30											
	(a)Participation in State/National/IIT/NIT/BITS events with models(Participation -10 points, First 3 Prizes winning – 30 points; other Prizes – 15 points) (b)Motivating Students 10 points (i)Organize Student innovation sessions -3 points each session with participation of at least 10 students with record signed by students and authenticated by HOD leading to to application of atleast 2 Minor/Major projects or one Patent application within the Academic year. OR (ii)Brain teasing / Brain storming Sessions - 3 points each session with participation of at least 10 students with the participation of HoDand with record authenticated by HOD leading to application of atleast 2 Minor/Major projects or one Patent application within the Academic year. Give details with dates below:		Score – DFAC	<input type="text"/>									

8.	Consultancy (participation) Give details with dates below authenticated by HOD: Include this in Co-Curricular File. < Rs. 25000/- 05 points ; 25000 to 50000 – 10 points ; 50000 to 100000 – 30 points ; > 100000 – 40 points	40	Score – DFAC	<input type="text"/>
9	Arranging Internships for students with proof (Mandatory) At Industry/ R & D Organizations/Premier Institutions (below 150 NIRF Rank) per each student = 5 points Identification of New Industry / Company / R&D Lab with sending of at least 1 batch of students =15points per industry	30	Score – DFAC	<input type="text"/>
10	Knowledge sharing with other departments: Short term training courses both theoretical and experimental for faculty and students of other departments in our college: 3-5 Days – 7.5 points; 6-10 days – 15 points;>10days – 20 points. Student/faculty feedback to be taken: (<3.5=0, 3.5-4.0=50%, 4.0-4.5=75%, 4.5-5.0=100% of the above points points) HOD to certify	20	Score – DFAC	<input type="text"/>

PART-3**R & D RELATED CONTRIBUTIONS****MAX. API SCORE: 250****MIN. API SCORE: 50****(Over previous two semesters)****Note: Open an R&D file and all proofs should be filed neatly in this file****Without Proof No points are given**

Item No	Item	Max Score																																	
1.	Publications: (Mention no. Of books)	80																																	
a)	a) Whole Book solo = 50 points; Joint author=30 points b) Book chapter= 20 points(LAMBERT Excluded); Books with ISBN/ISDN only(Elsevier/springer/IEEE/Wiley etc.,)	No. of books <input type="text"/>	No. of chapters <input type="text"/>																																
			Score-DFAC <input type="text"/>																																
b)	Refereed Journals (SCOPUS / SCI indexed/ IEEE/ACM/ASME/ASCE) <table border="1"> <thead> <tr> <th colspan="3">International/National paper Publications</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>IEEE Transactions/ ASME/ASCE=70</td><td></td><td></td></tr> <tr> <td>2.</td><td>SCI indexed/ACM/IEEE Journals =60;</td><td></td><td></td></tr> <tr> <td>3.</td><td>SCOPUS indexed(Unpaid)=40</td><td></td><td></td></tr> </tbody> </table> Note: Papers should be published in Q1/Q2/Q3 Journalonly, but not in paid journals. <table border="1"> <thead> <tr> <th>S .No</th><th>Authors, Title, Journal name, Year- Include papers in your R&D file</th><th>Impact factor</th><th></th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> 1st author =100% points, 2nd author = 50% points, 3rd author = 30% points. <ul style="list-style-type: none"> • If first, second, third authors are students and the faculty appearing thereafter is a guide 100% points; • Joint Authorship with outside institutionswith NIRF ranking within 150 will carry 100% points for 2nd and 3rd Authors • Joint Authorship within parent department or with other departments within the college will be considered only if it is outcome of sponsored/funded research project will carry 60% points for 2ndauthor and 40% points for 3rd author • With International authors – outside country top 500 universities Abroad – will carry 100% points for 2nd and 3rd Authors *For paper publications students should be the first author and guide should be the last. Month and Year of publication represents the very first instance of public dissemination of content.	International/National paper Publications			Score	1.	IEEE Transactions/ ASME/ASCE=70			2.	SCI indexed/ACM/IEEE Journals =60;			3.	SCOPUS indexed(Unpaid)=40			S .No	Authors, Title, Journal name, Year- Include papers in your R&D file	Impact factor															
International/National paper Publications			Score																																
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3.	SCOPUS indexed(Unpaid)=40																																		
S .No	Authors, Title, Journal name, Year- Include papers in your R&D file	Impact factor																																	
c)	Reviewer of Journal paper (these points will not be considered to calculate minimum score in R&D) 25% of the above point for IEEE/ACM/ASME/ASCE/SCI 15% of the above points for unpaid Scopus																																		
		(a)+(b) =	Score-DFAC																																

2.	Sponsored Research projects (from funding agencies)	Max Score	
a)	sanctioned (Insert Number) (Attach Proof – (per Project score is given below) Active Participation as certified by PI and HOD	100	
	(i) More than Rs.20 Lakhs= 100 Points	<input type="text"/>	
	(ii) Rs.10 Lakhs – 20 Lakhs =70 points	<input type="text"/>	
	(iii) Rs.5 Lakhs -10 Lakhs.= 50 Points	<input type="text"/>	
	(iv) Rs. 2Lakhs - Rs.5.0 Lakhs = 30 points	<input type="text"/>	
	(v) <Rs . 2Lakhs = 20 points	<input type="text"/>	
b)	<p>i) Applied but awaiting sanction = 20 %of the above points for AICTE/UGC/DST projects <u>(these points will not be considered to calculate minimum score in R&D)</u></p> <p>ii) 40% for DRDO/ISRO/National R&D institutions. <u>(these points will not be considered to calculate minimum score in R&D)</u></p> <p>Valid for 1 year from date of application only. If more delay is there, seek Principal's approval in writing</p> <p><u>Project proposal restrictions : (At proposal stage only)</u></p> <p>For projects costing</p> <p>< Rs.5.0 lakhs -- 1PI + 1 Key Contributor</p> <p>5.1 – 10.0 Lakhs --- 1PI + 1 Key Contributor</p> <p>10.1 – 20 Lakhs --- 1PI + 1CO-PI+2 Key Contributors</p> <p>20.1 - 50.0 Lakhs --- 1PI + 1CO-PI+2 Key Contributors</p> <p>>50.0 Lakhs --- 1PI + 1 CO-PI+3Key contributors</p> <p>Project proposals should be duly forwarded by HOD and screened by R&D Committee and Principal's approval should be obtained. Then only it is eligible to be entered here.</p> <p>PI --- Principal Investigator; CO-PI ---- Co-Principal Investigator;</p> <p><u><20 Lakhs – Only one Professor is considered as PI/Co-PI</u></p> <p><u>Applicable to 2(a) and 2(b)</u></p> <ul style="list-style-type: none"> • Participation by key members who actually contribute significantly as certified by HOD:100% of the above points; • Non active participants =0 Points • Include proof in your R&D file <p>Specify names and designation as given in the proposal here; submit proof to DFAC</p>	<input type="text"/>	
c)	Joint Collaborative Projects Sanctioned – 40% more Give all details here and include it in your R&D File to show to DFAC	<input type="text"/>	
d)	<p>Joint collaborative projects</p> <p>i) Joint Collaborative Projects with Industries/Institutions submitted to National Institutions/Ministries add- 25% more points <u>(these points will not be considered to calculate minimum score in R&D)</u></p> <p>ii) Inter departmental submitted to National Institutions/Ministries – add 20% more points <u>(these points will not be considered to calculate minimum score in R&D)</u></p>	<input type="text"/>	

	(a+c)= <u>(these points will be considered to calculate minimum score in R&D)</u> (b+d)= <u>(these points will not be considered to calculate minimum score in R&D)</u>		SCORE- DFAC (a+c)
3	Conferences/ symposia Papers presented Outside India* Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported)	Max Score 30	
a)	<ul style="list-style-type: none"> Papers Presented as Author International outside country each=30 points (if presented paper in person) (outside country , Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported, Top 500 Universities) Papers published in proceedings supported by IEEE, ASME, ASCE, and top 500 universities abroad Give Paper title etc. Follow IEEE format here itself.		
(b)	Conferences/ symposia Papers presented/ resource person With in India*(if presented paper in person) in national institutions and universities with NIRF Ranking within 150 within country in National Institutions and in universities and colleges with NIRF ranking within 150 = 15 points; within country others=10 points. (Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported).		
	International 15 points National 10 points		
	<p>*If paper is not presented, but accepted for publication in proceedings of the conference, 70% of the above points</p> <p>1st author =100% points, 2nd author with first author as Faculty = 50% points, 3rd author with first two as faculty = 30% points.</p> <p>If first, second and third authors are students, then also the first faculty member who is a guide appearing in the paper = 100% points</p> <ul style="list-style-type: none"> Joint Authorship with outside institutions with NIRF ranking within 150 will carry 100% points for 2nd and 3rd Authors Joint Authorship within parent department or with other departments within the college will be considered only if it is outcome of sponsored/funded research project will carry 60% points for 2nd author and 40% points for 3rd author With International authors – outside country top 500 universities Abroad – will carry 100% points for 2nd and 3rd Authors <p>*For paper publications students should be the first author and guide should be the last.</p>		
(c)	<ul style="list-style-type: none"> Chairing sessions on invitation (these points will not be considered to calculate minimum score in R&D) <ul style="list-style-type: none"> Abroad (IEEE, IEE, ASME, ASCE, SCI, Scopus Supported) – 30 points ; India (IIT/NIT/National institutions with NIRF ranking within 150) - 20 points; Within the state – 10 points Invited speaker on invitation (these points will not be considered to calculate minimum score in R&D) <ul style="list-style-type: none"> Abroad – 30 points ; India (IIT/NIT/National institutions with NIRF ranking within 150) - 20 points; Within the state – 10 points Key Note Speaker 		

	<p><u>(these points will not be considered to calculate minimum score in R&D)</u></p> <ul style="list-style-type: none"> • International (abroad) – 20 points • With in India-national/international conference- 10 points • Within the state – 5 points 		
	3(a)+3(b)+3(c)		SCORE- DFAC <input type="text"/>
4.	Patents each (participation) Each Patent Granted = 80 points Each Patent filed with Number allotted=40 points Each patent First Examination Report response filed=50 points Each patent Hearing/post hearing=60 points 1st claimant =100% points, 2nd claimant = 50% points, 3rd claimant = 30% points.	Max.Points 80 Points	Score- DFAC <input type="text"/>
5	Incubation center established: Active Participation as certified by Coordinator and HOD Principal coordinator: 100% Others if active participation= 50% of the above	Max.Points: 40 Points	Score- DFAC <input type="text"/>
6	Centre of Excellence established: Active Participation only as certified by Coordinator and HOD Principal coordinator: 100% Others if active participation 50% of the above	Max.Points: 40 Points	Score- DFAC <input type="text"/>
7	Ph. D guidance <u>these points will not be considered to calculate minimum score in R&D)</u> (i) Each scholar part time 30 points (Max) (Applicable for year of registration) 10 points / scholar (ii) Each scholar full time 40 points (Max) (Applicable for year of registration) 20 points / scholar (iii) Thesis submission completed / scholar 30 points (iv) Ph. D awarded / scholar 40 points (v) Thesis submitted and awarded / scholar 50 points in the same academic year	Max.Points: 50 Points	Score- DFAC <input type="text"/>
8	Project guidance to PG students, Jointly with other department faculty and students leading to patents / publications in Scopus/Sci Journals. Both HODs should certify. International/National paper Publications 1. SCI indexed/ IEEE/ACM/ASME/ASCE =50 points 2. SCOPUS =40 points 3. Patent application – 40 points	Max Points 50	Score DFAC <input type="text"/>

(10 points more than the own department to encourage outreach (Inter departmental))R&D.

PART-4**Academic Administration, Institutional duties and extracurricular activities****And social responsibility.****Maximum API Score: 150****(Over previous two semesters)****Max Score****40****1 Department al Administration**

Each activity = 5 points ; Coordinator =100%; others = 50%

S.No.	Activity	SEM-I	SEM-II	Total number
1.	In-charge of time tables (10 /sem)			
2.	Attendance in-charge(10/sem)			
3.	Internal points in-charge(10/sem)			
4.	Mini / Major Project Coordinator/Review Members			
5.	Exams In-charge (10)			
6.	Library in-charge			
7.	Lab In-charge			
8.	Discipline(class teacher)			
9.	Professional Society Related Coordinators (Based on the events conducted)/Department Association			
10.	Module / Course Coordinator*			
11.	Departmental R&D Coordinator			
12.	Media Coordinator			
13.	Departmental News Letter Editor/Members			
14.	ISO (Coordinator)			
15.	TEQIP Coordinator			
16.	Alumni Coordinator			
17.	NBA/NAAC Participation(10 /sem)			
18.	Grievance cell			
19.	Anti-ragging Committee			
20.	Vigilance			
21.	Programme Coordinator(15 /sem)*			
22.	Answer script in-charge			
23.	Induction day			
24.	Farewell day			
25.	Any Other - authorized by chairman PBAS standing committee with the approval of Principal			
26.	Total			

*As per defined Duties and Responsibilities

**Score-
DFAC**

- 2** Institutional level administration (Tick)(Each activity/sem = 5 points)
Coordinator=100%; others=50% (Tick)

Max Score
80

S.No.	Activity	SEM-I	SEM-II	Total number
1.	NBA Participation(NBA Common Criteria Preparation Coordinators)			
2.	NAAC			
3.	Autonomous/ Examination Section			
4.	TEQIP Nodal Officers			
5.	R&D Committee Member/Paper Incentive Member			
6.	Maintenance of Central facilities (telephone, internet, electrical, water works, hostel, Sports etc.)			
7.	Career Guidance Cell			
8.	Grievance cell anti ragging			
9.	ISO Co-ordinator			
10.	IIC Co-ordinator			
11.	NIRF Co-ordinator			
12.	EDC Co-ordinator			
13.	Any other such as Hostel Warden etc.,			
14.	Total			

Score-
DFAC

- 3** **Institutional Events Organization members, Sports Participants**
(Each activity = 5 Points)

Max Score
40

S.No.	Activity	SEM-I	SEM-II	Total number
1.	Annual day			
2.	AFOSEC*			
3.	Engineer's Day			
4.	Cultural activities			
5.	Sports participation			
6.	Any Other as approved by Chairman PBAS and by Principal approved			
7.	Total			

***Coordinator = 30 points; Others = 15**

Score-
DFAC

4 NSS / NCC / Other Service activities Max Score 20
(Each activity = 5 points) (Tick)

S.No.	Activity	SEM-I	SEM-II	Total number
1.	NCC / NSS activities			
2.	NSS/ NCC Coordinator(20)			
3.	Women grievance cell activities			
4.	Health camps			
5.	Blood camps			
6.	Service to poor			
7.	Service to Disabled			
8.	Charity camps etc.			
9.	Any Other as approved by Chairman CAS and by Principal approved			
10.	Total			

Note: All the above events have to be sponsored by the college /department HOD and should involve students as an organized activity.

Score-
DFAC

5 Training & other Misc. activities: Max Score 40

S.No.	Activity	SEM-I	SEM-II	Total number
1.	Training and placements- Departmental T&P Coordinator=20 points; others = 10 points			
2.	Institute News letter Editorial board: 10 points; Article Contributors:5 points(From Dept);			
3.	Material contribution to news letter/Annual Day Report/House Journal from Department			
4.	Any Other as approved by Chairman PBAS and by Principal approved			
5.	Total			

Score-
DFAC

“Any Other “ given at various places above, should be recommended by the Chairman CAS-PBAS standing Committee and approved by the Principal

Part – V**Annual Confidential Report to be filled in by the HOD****V.R.Siddhartha Engineering College****Qualitative Assessment of Faculty**

Tick appropriate box; Maximum Points = 200

Outstanding= 10; Excellent=9; Very Good=8; Good = 7; Average=6; Poor = 5

S.No.	Faculty Attributes	Outstanding	Excellent	Very Good	Good	Average	Poor	Can't say
1.	Motivational levels as a teacher							
2.	Intellectual abilities							
3.	Works hard							
4..	Adequacy of Domain Knowledge							
5..	Ability to learn about related topics quickly and deliver							
6.	Voracious reader of technical papers/Books							
7.	Working in a group							
8.	Working Solo							
9.	General Disposition towards students							
10.	General Disposition towards colleagues							
11.	General Disposition towards superiors							
12.	Welcomes to shoulder additional responsibilities							
13.	Initiative							
14	Emotionally attached to the college and takes pride in the college							
15.	Punctuality							
16.	Methodical and organized							
17.	Made for teaching							
18.	R&D orientation							
19.	Understanding of Outcome based education							
20	Corrects oneself upon advise							
	Total Number of Ticks							
	Total points							

1. Quantitative conversion of qualitative parameters is done to help categorize faculty. These points do not add to the PBAS parts 1 -4.
2. Pen Picture of faculty with recommendation of suitability of faculty to draw increment or/ and getting promotion may be given. Adverse remarks if any have to be justified with proof as far as possible. FAB will scrutinize.
3. Grand Total of above: Signature of HOD with stamp:

Forwarded to A.O.: Any remarks in service record (mention date) to be inserted by A.O. & signed.**Dean R&D :****Principal's Remarks:****Chairman , FAB**