

CAS-PERFORMANCE BASED APPRAISAL SYSTEM
(PBAS)

(2019-20)

Assistant Professors

Department :

Faculty Name :

Designation :

Mobile No :



30-03-2020

V. R. Siddhartha Engineering College
Kanuru, Vijayawada

Performance Based Appraisal System for Assistant Professors (PBAS)**As per UGC Guidelines 2010****2019-20****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*	600	360			
3	Co-Curricular	100	----			
4	R&D*	150	30			
5.	Administrative and Extra-curricular activities	100	----			
	Total	1000	550			

All scores inside should be entered in ink only.**Signatures:**

S.NO	Name of the Member	Signature of the Member

Chairman

Important
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 **2019-2020**, 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 at least one paper in Scopus or above listed journals every 2 years 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: 50

1.0 Personal Details:

1.	Name	
2.	AICTE Designation	
3.	Name of the Department	
4.	Post held DFAC/Coordinator/Section Head/Controller etc.,	
5.	Employee Identification Number	
6.	Date of Appointment to the present post	
7.	Date of birth	
8.	Address	
9.	Contact details	E-mail : Telephone : Mobile :

2.0 Educational qualifications (starting from degree):

Programme	Period of study	University	Marks/CGPA	Class obtained

3.0 Experience:

S.No.	Designation	Institution	From	To

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 50 marks 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.

PBAS-ASST. PROFESSORS-SELF APPRAISAL FORMAT**PART-B****PART I – CURRICULUM- TEACHING & LEARNING PROCESSES****MAXIMUM API SCORE: 600****MINIMUM API SCORE: 360**

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, marks 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 and MCA, DFAC will give scores as per guide lines given to them and apply necessary scaling factors. Overall score should be computed for maximum of 1000 only.

DFAC score has to be entered for each item.

Item No	Item	Max Score																																																					
1.1	Teaching weekly load allotted by Department as per curricular time table <ul style="list-style-type: none"> A minimum of 16 periods per week is mandatory as per UGC guidelines 2010. <p><i>*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.</i></p>	1.1(a) – 40 1.1(b) - 30																																																					
1.1(a)	<table border="1"> <thead> <tr> <th colspan="2">Sem-I</th> <th colspan="2">Sem-II</th> <th rowspan="2">Total</th> <th rowspan="2">Average of weekly load</th> </tr> <tr> <th>Subjects Title</th> <th>Weekly Load*</th> <th>Subjects Title</th> <th>Weekly Load</th> </tr> </thead> <tbody> <tr><td>1.Theory</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></tr> <tr><td>3.Theory</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></tr> <tr><td>5.Lab</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.Lab</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></tr> </tbody> </table>	Sem-I		Sem-II		Total	Average of weekly load	Subjects Title	Weekly Load*	Subjects Title	Weekly Load	1.Theory						2. Theory						3.Theory						4.Lab						5.Lab						6.Lab						7.Tutorial							
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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 30																																																														
	<table border="1"> <thead> <tr> <th colspan="2">Sem-I</th> <th colspan="2">Sem-II</th> <th colspan="2">Total of Two Semesters</th> </tr> <tr> <th>Subjects</th> <th>Lectures taken/ Lectures proposed</th> <th>Subjects</th> <th>Lectures taken/ Lectures proposed</th> <th>Taken</th> <th>Allotted periods per year from 1.1 above</th> </tr> </thead> <tbody> <tr><td>1.Theory</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></tr> <tr><td>3.Theory</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></tr> <tr><td>5.Lab</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.Lab</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></tr> <tr><td>Total</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>*(Total lecturer periods taken over two previous semesters divided by allotted hours) x 30 (Exclude holidays, Bandh days, and other no class days as approved by DFAC) Any Other - authorized by chairman CAS 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	Taken	Allotted periods per year from 1.1 above	1.Theory						2. Theory						3.Theory						4.Lab						5.Lab						6.Lab						7.Tutorial						Total					
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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	80																																																													
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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 (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	Marks Sheet copy from web(IT) (Internal Marks)	0.5 points per course per sem (max 2)																				
		9	Course End Survey and Consolidation	1 point per course per sem (max 4)																				
		10	End Semester CO assessment Results*	2 points per course per sem (max 8)																				
		11	Scheme of evaluation sem end exam	3 point per course/sem																				
		12	Any Other	1 point/course per sem																				
			Total of Sem-I &Sem-II(DFAC)																					
			Average of Sem I &Sem II																					
		<p align="center">Note: The above course file includes Theory only.</p> <p align="right">Self Score <input type="text"/> DFAC <input type="text"/></p> <p>*Present year first sem and last year second sem data to be taken.</p> <ul style="list-style-type: none"> Course file should have page numbering and table of contents and should be neatly filed. Also, the above check list should be pasted or pinned to the file cover and included contents to be ticked. <i>'Any other' can be included duly authorized by the Principal</i> Course file and its contents should be checked and approved by HOD at the end of each semester. 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 Any Other - authorized by chairman CAS standing committee with the approval of Principal 																						
1.4	External College exam/ Evaluation duties: 5 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"> <thead> <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> </thead> <tbody> <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</td><td></td><td></td><td></td></tr> </tbody> </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			
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2. External Invigilation																								
3. Lab – Internal																								

		Member				
		4. Seminar- – Internal Member				
		5. Mini Project– Internal Member				
		6. Major Project – Internal Member				
		7. Term Paper Eval.				
		8. Any Other				
	Any Other - authorized by chairman CAS standing committee with the approval of Principal					
		Self Score				DFAC
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 40	
		S. No	Number of duties carried out in Sem I and 2	Evaluation done as per schedule or not?	Any Remarks received from DFAC/COE*	
	*Attach proof and remarks if any					
		Self Score				DFAC
1.6	Use of innovating teaching methodologies			Sem 1 Score	Sem2 Score	Total Score
	ICT based teaching methodology (Tick whichever is applicable) over two semesters. (i) PPT(with own annotations and assessment based on content & number of the slides) (20) (ii)Visuals(Topic Related Video/simulation for Lecture demo) (10) (iii) MOODLE Usage - per subject per sem 10 points (30) *Lecture Demo with aid of downloaded videos or CDs to be certified by HoD and included in the course file. Without proof =0 points					60
	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.			Self Score		DFAC
1.7	Remedial/Bridge Courses /Content beyond syllabus/Design of new Experiments in the lab related to course outcomes Any Two will do ; For each activity per sem= 12.5 points			Max Score 50		
	S. No	Item	Semester I	Score	Semester II	Score
	1	Remedial*	Course subject		Course subject	
	2	Bridge*	-do-		-do-	
	3	Career oriented*	-do-		-do-	
	4	Content Beyond Syllabus	-do-		-do-	

		5.	Additional experiments beyond curriculum (any two experiments)	-do-		-do-					
		6.	Job oriented Certificate Courses**								
		7.	Any Other								
				Details for 1 to 5 should be given below if the above space is inadequate		Details for 1 to 5 should be given below if the above space is inadequate					
		Total									
		<p>* Minimum duration of 5 periods /course.</p> <p>**Minimum duration of 10 periods in any one semester beyond college hours – Each period -2 points</p> <p>Remedial courses are mandatory and HODs have to incorporate the same in curriculum schedule within or outside college hours.</p> <p>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.</p> <p>Any Other - authorized by chairman CAS standing committee with the approval of Principal</p>									
		<div style="display: flex; justify-content: space-between;"> <div>Self Score</div> <div>DFAC</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> </div>									
1.8	Counseling with proper records.							Max Score 30			
	S. No.	Item	Semester I (No)	Semester II(No)	Total No. of sessions taken	Score		Counseling record should be in faculty hand writing only. Otherwise not to be considered			
	a)	How many counseling sessions done? For each Counseling session = 5 points									
								<div style="text-align: right;">DFAC</div> <input type="text"/>			

1.9	Percentage of passes: ($<55\%=10$, $56-65\%=30$, $66-75\%=40$, $76-85\%=60$, $>85\%=70$ points)					Max Score 70																											
	<table border="1"> <tr> <th colspan="2">Semester I</th> <th colspan="2">Semester II</th> <th>Avg. % of Passes</th> </tr> <tr> <th>Subjects</th> <th>% pass</th> <th>Subjects</th> <th>% pass</th> <th></th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Grand Average %</td> <td></td> </tr> </table>								Semester I		Semester II		Avg. % of Passes	Subjects	% pass	Subjects	% pass												Grand Average %				
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1.10	Student feedback on teaching(Subject wise and semester wise including Lab) ($<3.0=10$, $3.0-3.5=30$, $3.5-4.0=40$, $4.0-4.5=50$, $4.5-5.0=60$ points)					Max. Score 60																											
	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.				Self Score		DFAC																										
1.11	(a)Project Guidance(Mini project/major project/seminar/term paper) If Project work results in a paper publication, Score = 50 points(<i>This publication should not be shown under Part - 3</i>) <i>Project score in final exam $>90\%$ or Excellent = 40; 81-90% or A+ = 35; 70 – 80% or A = 30; $<70\%$ = 25 points</i> <i>Add 5 points for every additional project batch handled subject to a maximum of 3 projects.</i>					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 = <input type="text"/>																																
	(If resulted in publication in a reputed journal attach proof)																																
	The marks obtained by students in a batch should follow gradation and also that given in a department across all student batches should follow some gradation ; Otherwise DFAC to apply the normal distribution gradation formula.				Self Score		DFAC																										

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) (<3.0=0, 3.0-3.5=5, 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.				
				Self Score	DFAC
			<input type="text"/>	<input type="text"/>	

1.13 NPTEL/MIT/COURSERA/edx/UDACITY) lectures (60)
For course with online exam

- Full course of at least 40 periods and based on end course exam conducted for the faculty.
- End Course Exam marks 100% with a minimum of 75% attendance = 60 points;
- If less marks reduce points proportionately and rounded off.

For Courses in Teleconference mode or Courses without exam

- With 75% attendance a maximum of 30 points may be given.
- Add both sem scores if applicable and take average.

Self Score

DFAC

1.14 Involvement of Faculty in syllabus framing (30)
 (authorised by HoD)

Self Score

DFAC

PART-2**TEACHING & LEARNING PROCESSES****CO-CURRICULAR – Asst.Profs.****MAXIMUM API SCORE: 100 Minimum API Score: 40**

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

S.No				Max Score															
1.	Membership of professional societies (Mention) (Each Membership=5 points) International=10; National=5 points a) b) c)			15															
	*Online memberships –no weightage																		
		Self Score <input type="text"/>	DFAC <input type="text"/>																
2.	Departmental development of facilities over previous two semesters (Tick)			Max Score 20															
	Principal participant = 5 points; others = 2.5 points per semester (for each activity given below ;)																		
	<table border="1"> <thead> <tr> <th>Development of facilities</th><th>SEM - I</th><th>SEM – II</th></tr> </thead> <tbody> <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 CAS standing committee with the approval of Principal-Modernization of Labs</td><td></td><td></td></tr> </tbody> </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 CAS standing committee with the approval of Principal-Modernization of Labs					
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d) Any Other - authorized by chairman CAS standing committee with the approval of Principal-Modernization of Labs																			
	Total Score		Self Score <input type="text"/>	DFAC <input type="text"/>															
3.	<p>a) Attending: Conf/Seminars/workshops/FDPs/STC/skilldev/certificate courses/industry training and other similar items (Insert Number) Proof to be attached in detail with title and dates duly attested by HOD.</p> <p>i) Foreign Countries: 50 points i) At premier institutions such as NITs/IITs/IIITs/R&D organizations/ Training in Industry 1- 3 Days – 10 points ; 4-6 days – 20 points; 7-10 days – 25points; >10 days – 30 points. ii) At Universities and other affiliated/autonomous institutions 1-3 Days – 7.5 points; 4-6 days – 15 points; 7-10 days – 20 points; >10 days – 25 points iii) Within college or proximity</p>			Max Score 50															

1-3 days - 5 points; 4-6 days – 10points ; 7-10 days – 15 points ; > 10 days – 20 points.			
Dates		No of Days	Title, Place, Month & year
From	To		

b) **Organizing: Conf/Seminars/workshops/ FDPs/STC/skill dev/certificate courses : /Trainin industry personnel and other similar items(Participation as organizing committee member)**

- C onferences :: National – 25; International - 50
- FDPs/STC/Sem/WS/Skill Dev/certificate courses etc.:
1-3 Days – 10 points; 4-6 days – 20 points; 7-10 days – 25 points; >10 days – 30 points
- Training industry personnel
1-3 Days – 7.5 points; 4-6 days – 15 points; 7-10 days – 20 points; >10 days – 25 points

With sponsorship from reputed Industries/Funding agencies – 10 points extra for all the above 3 activities subject to max. marks.

Proof to be attached in detail with title and dates duly attested by HOD.

Coordinator=100%; Others = 50%;

Dates		No of Days	Title, Place, Month & year
From	To		

			If knowledge gained is introduced into your class room lecture/Lab add 10 points to the above (i) Lecture material to be shown attested by HOD (ii) Lecture given in college to colleagues : PPT to be shown attested by HOD (iii) Introduced in practice attested by HOD.		**Self Score**	**DFAC**
4.	Guest Lectures attended or delivered / product Demos attended :		**Max Score** **20**			
a) Guest Lectures Attended - 3 points/Lecture b) Guest Lectures Organized - 6 points/Lecture c) Guest Lectures Delivered - 20 points/Lecture At premiere instns & national level industries; 10 points at local instns d) Invited lecture at IEEE/ASME/ASCE/Sci/Scopus supported : Abroad – 40 points ; within country – 25 points Others : 10 points **Certified by HoD for each lecture**						
	Number Points					
		Self Score	**DFAC**			

5.	Accompanied students on industrial tours - only industry related (15 max) over previous two semesters : 10 points each(one day trip) and 15 points each(more than 1 daytrip)			Max Score 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> <p>Add 10 points for tours of duration equal to or more than 7 days.</p>				Date	Place	Local/Outside						
Date	Place	Local/Outside											
			Self Score <input type="text"/>	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 (20) ,Department coordinators(20), others (5), Event coordinators(10). Enclose details clearly certified and authenticated by HOD.(Put in your Co-Curricular file – see note above)			Max Score 20									
	*As defined by Chairman, CAS committee and approved by the Principal		Self Score <input type="text"/>	DFAC <input type="text"/>									
7.	Student innovations; Guidance			Max Score 20									
	<p>(a) Participation in state/national events with models(Participation -10 points, First 3 Prizes winning – 20 points; other Prizes – 15 points)</p> <p>(b) Motivating Students 10 Points</p> <p>(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.</p> <p style="text-align: center;">OR</p> <p>(ii)Brain teasing / Brain storming Sessions - 3 points each session with participation of at least 10 students with the participation of HoD and with record authenticated by HOD leading to application of atleast 2 Minor/Major projects or one Patent application within the Academic year.</p> <p>Give details with dates below:</p>		Self Score <input type="text"/>	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			Max Score 40									
			Self Score <input type="text"/>	DFAC <input type="text"/>									

9	Arranging Internships for students with proof At Industry/ R & D Organisations per each student = 5 points Identification of New Industry / Company / R&D Lab =10 points 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: 1-3 Days – 7.5 points; 4-6 days – 15 points; 7-10 days – 20 points; >10 days – 30 points. Student/faculty feedback to be taken: (<3.0=0, 3.0-3.5=50%, 3.6-4.0=70%, 4.0-4.5=90%, 4.5-5.0=100% of the above points points) HOD to certify	Max=30 points		Score – DFAC <input type="text"/>

PART-3**R & D RELATED CONTRIBUTIONS****MAX. API SCORE: 150****MIN. API SCORE: 30****(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)			50																																
	a) Whole Book solo = 50 points; Joint author=30 points b) Book chapter= 20 points; Books with ISBN/ISDN only	No. of books <input type="text"/>	No. of chapters <input type="text"/>																																	
	a) Conference proceedings published as a book – Author of a paper Scopus/Sci indexed/Springer/Elsevier/Other reputed publishers (As approved for specific cases by DFAC) = 30 points b) Papers published in proceedings supported by IEEE, ASME, ASCE, and top 500 universities abroad = 20 points; within country in National Institutions and in universities and colleges with NIRF ranking within 200 = 15 points; within country others=10 points.	No. of Papers <input type="text"/>																																		
				DFAC <input type="text"/>																																
	c) Refereed Journals – SCOPUS, SCI indexed <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3">International/National paper Publications/Reviewer of Paper</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td colspan="3">1. IEEE Transactions or equivalent=50</td> <td></td> </tr> <tr> <td colspan="3">2. SCI indexed/ IEEE/ACM/ASME/ASCE =40;</td> <td></td> </tr> <tr> <td colspan="3">3. SCOPUS indexed=30</td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <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> Note: If Reviewer of Paper, 50% of the above points for IEEE/ACM/ASME/ASCE/ SCI 30% for Scopus	International/National paper Publications/Reviewer of Paper			Score	1. IEEE Transactions or equivalent=50				2. SCI indexed/ IEEE/ACM/ASME/ASCE =40;				3. SCOPUS indexed=30				S.No	Authors, Title, Journal name, Year- Include papers in your R&D file	Impact factor/																DFAC <input type="text"/>
International/National paper Publications/Reviewer of Paper			Score																																	
1. IEEE Transactions or equivalent=50																																				
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3. SCOPUS indexed=30																																				
S.No	Authors, Title, Journal name, Year- Include papers in your R&D file	Impact factor/																																		
	(i) 1st author =100% points, 2nd author = 50% points, 3rd author = 30% points. Others=10% 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 institutions/Departments will carry 100% points for 2nd and 3rd Authors Also for joint papers, with IITs and National R&D institutions : add 20 points With International authors – outside country – add 30 points. For paper publications students should be the first author and guide should be the last. (d) Others(including Joint Author Papers with Outside Institutions) 15 points																																			

	(Applicable to Asst. Profs. with experience less than 2 years). 1st, 2nd, 3rd authors as above.			
				DFAC <input type="text"/>
	Score- DFAC Total of (a)+ (b)+ (c)+(d)		Self Score <input type="text"/>	DFAC <input type="text"/>
				Max Score
2.	Sponsored Research projects (a) Sanctioned (Insert Number) - Attach Proof - (per Project score is given below) Active Participation as certified by PI and HOD.			80
	(i) More than Rs.20 Lakhs= 80 Points	<input type="text"/>		
	(ii)Rs.10 Lakhs – 20 Lakhs =50 points	<input type="text"/>		
	(iii)Rs.5 Lakhs -10 Lakhs.40 Points	<input type="text"/>		
	(iv) < Rs.5.0 Lakhs = 30 points Sanctioned projects 100% of above points (b) Applied but awaiting sanction = 20 %of the above points for AICTE/UGC/DST projects and (c) 40% for DRDO/ISRO/National R&D institutions ; Valid for 1 year from date of application only. If more delay is there, seek Principal's approval in writing. <u>Project proposal restrictions</u> For projects costing < Rs.5.0 lakhs -- 1PI + 1 Key Contributor 5.1 – 10.0 Lakhs --- 1PI + 1 Key Contributor 10.1 – 20 Lakhs --- 1PI + 1CO-PI+2 Key Contributors 20.1 - 50.0 Lakhs --- 1PI + 1CO-PI+2 Key Contributors >50.0 Lakhs --- 1PI + 1 CO-PI+3Key contributors <ul style="list-style-type: none"> 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. If more number of key contributors are required at the proposal stage, PI will submit the same with justification to the Dean R&D duly recommended by HOD, for examination by R&D committee and subsequent approval by Principal. PI --- Principal Investigator; CO-PI ---- Co-Principal Investigator; <u>Applicable to 2(a) and 2(b)</u>	<input type="text"/>		
	<ul style="list-style-type: none"> Participation by Key Contributors who actually contribute significantly as certified by HOD: 100% of the above points. Non active participants =0 Points; 			
	<ul style="list-style-type: none"> Include proof in your R&D file 			

	Specify names and designation as given in the proposal here; submit proof to DFAC.			DFAC <input type="text"/>
	a) Joint Collaborative Projects with inter institutional collaboration, submitted to National Institutions/Ministries add– 20% more points,	<input type="text"/>		
	b) Inter departmental submitted to National Institutions/Ministries – add 25% more points	<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"/>		
			Self Score <input type="text"/>	DFAC <input type="text"/>
3(a)	Conferences/ symposia Papers presented/ resource person Outside India* Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported)			Max Score 40
	<ul style="list-style-type: none"> Papers Presented as Author International outside country each=40 points (if presented paper in person) (outside country, Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported, Top 500 Universities) Give Paper title etc. Follow IEEE format here itself.	<input type="text"/>		
3(b)	Conferences/ symposia Papers presented/ resource person With in India* Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported). International 20 points (each) National 10 points (each) *If paper is not presented, but accepted for publication in proceedings of the conference,70% of the above points 1st author =100% points, 2nd author with first author as Faculty = 50% points, 3rd author with first two as faculty = 30% points. Others=10% points ; If first, second and third authors are students, then also the first faculty member who is a guide appearing in the paper = 100% points.	<input type="text"/>		
3(c)	<ul style="list-style-type: none"> Chairing sessions on invitation <ul style="list-style-type: none"> Abroad(IEEE, IEE, ASME, ASCE, SCI, Scopus Supported) – 30 points ; India(IIT/NIT/National institutions) - 15 points; Others – 5 points Invited speaker on invitation <ul style="list-style-type: none"> Abroad –40 points ; India(IIT/NIT/National institutions) - 20 points; Others – 10 points Key Note Speaker <ul style="list-style-type: none"> International (abroad) – 20 points With in India-national/international conference- 10 points 	<input type="text"/>		
	3(a)+3(b)+3(c)		Self Score <input type="text"/>	DFAC <input type="text"/>

4.	Patents each (participation) Each Patent obtained= 50 points Each Patent filed with Number allotted=25 points Each patent First Examination Report response filed=35 points Each patent Hearing/post hearing=40 points Active Participation as certified by PI and HOD			Max Score 50
			Self Score <input type="text"/>	DFAC <input type="text"/>
5.	Incubation centre established: Active Participation as certified by Coordinator and HOD Principal coordinator: 100% Others if active participation=80% of the above			Max Score 50
			Self Score <input type="text"/>	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 80% of the above			Max Score 50
			Self Score <input type="text"/>	DFAC <input type="text"/>
7.	PH.D related activities: (i) Ph.D. Registered (only for the year in which registered) 15 points (ii) Ph.D. Thesis submission (only for the year in which submitted) 30 points Ph.D. Thesis Awarded (only for the year of award) 40 points If thesis submission and award occur in the same academic year 50 points			Max Score 50
			Self Score <input type="text"/>	DFAC <input type="text"/>
8	Project guidance to PG students of other departments , Jointly with other department faculty and students leading to patents / publications in Scopus/Sci Journals. HOD should certify. International/National paper Publications/Reviewer of Paper 1. SCI indexed/ IEEE/ACM/ASME/ASCE =70; 2. SCOPUS =40 3. Patent application – 60 points		Max Points 70	Score DFAC <input type="text"/>

PART-4**Academic Administration, Institutional duties and extracurricular activities****And social responsibility – Asst.Profs.****Maximum API Score: 100****(Over previous two semesters)**

Item No	Item	Max Score
1	Department al Administration	40

Each activity = 5 points : 2.5 points per sem; Coordinator =100%;
others = 50% All activities to be supported by documentary proof
certified by HOD.

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 marks 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 CAS standing committee with the approval of Principal			
26.	Total			

*As per defined Duties and Responsibilities

Self Score

DFAC

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

Max Score
20

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.	Any other such as Hostel Warden etc.,			
11.	Total			

Self Score

DFAC

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

Max Score
30

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 CAS and by Principal approved			
7.	Total			

*Coordinator = 30 points; Others = 15

Self 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.

Self Score

DFAC

5 Training & other Misc. activities: Max Score 20

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 CAS and by Principal approved			
5.	Total			

Self 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 marks							

1. Quantitative conversion of qualitative parameters is done to help categorize faculty. These points do not add to the CAS parts 1 -4.
2. Pen Picture of officer 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.
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.

Principal's Remarks: