CAS-PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS)

Professors

(2022-23)

Department :

Faculty Name :

Designation :

Mobile No :

V. R. Siddhartha Engineering College
Kanuru, Vijayawada

V. R. Siddhartha Engineering College

Kanuru, Vijayawada

Performance Based Appraisal System for Professors (PBAS)
(As per UGC Guidelines 2010)
Academic Year: 2022-23
Summary Sheet

S.No.	Evaluation parameter	Max API Score	Minimum Score[2] required	DFAC score[3]	Assessment screening Committee	Faculty Assessment Board
1	Curricular	350	210			
2	Co-Curricular	150	----			
3	R&D *	300	75*			
4	Administrative and Extra-curricular activities	200	----			
	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. Also an overall **score of 550** is taken as the minimum cutoff mark.
   Minimum cutoff points should be attained for Teaching and Learning Processes (Part-1) and R&D (Part -3).

Papers Publication – Desirable requirement:

For Professors & Associate Professors- They Should Publish minimum two papers in SCI/ unpaid Scopus Journals. (At least one in SCI/SCIE)
Further, it is suggested to publish in Q1, Q2 and Q3 Journals to avoid uncertainty of Scopus indexing

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**.
9. **Overall scores should be computed for maximum of 1000 only.**
10. **DFAC score has to be entered for each item.**
    .

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

SELF SCORES should be entered in ink by the side of the DFAC score against each item by the applicants, along with details.

PART I – CURRICULUM- TEACHING & LEARNNG PROCESSES
MAXIMUM API SCORE: 350   MINIMUM API SCORE: 210
(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.

Item No		Item						Max Score 30
1.1		Teaching weekly load allotted by Department as per **curricular** time table • 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) - 18** **1.1(b) - 12**
				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						
		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. Any Other** - authorized by chairman PBAS standing committee with the approval of Principal *DFAC Score =(Grand Average Load/14)*30 ----- Round off to the nearest integer* **No of Periods*						
							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 10**
			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							

		*(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					

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**	

S.No	Course file points	Weightages/Course/sem	Sem –I		Sem –II	
			Section 1	Section 2	Section 1	Section 2
1	Syllabus page, COs *(Syllabus with COs, Mapping with POs, e references*	*1 points per course per sem (Max 4 Points)*				
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 COs and Cognitive Levels*	*1 point per course (Max 4 points)*				
6	Course Assessment • *Internal QP- CO Assessment* • *Improvements to be brought in next time course delivery* • 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	*3 point per*				

			internal and sem end exam	course/sem					
		11	Remedial classes	1 point/course per sem					
		12	Content Beyond Syllabus (With topics, resources/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.

*Present year first sem and last year second sem data to be taken.

DFAC

- 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; How many times this duty has been performed in the previous two semesters – please enter number -- Lab, seminar, mini and major projects.*		**Max Score 15**	

Nature of the Duty Performed	Sem-I (Mention Number)	Sem-II (Mention Number)	Total No of duties performed
1. External Evaluation			
2. Lab – Internal Member			
3. Seminar- – Internal Member			
4. Mini Project– Internal Member			
5. Major Project – Internal Member			
6. EPICS Eval./Term Paper			
7. Any Other			

Any Other - authorized by chairman PBAS standing committee with the approval of Principal

1.5	Internal exam / Evaluation duties for continuous assessment	**Max Score 10**	
	Each duty = 1 point /invigilation duty. Each internal evaluation = 1 point each of Assignment test, home assignment test, sessionals and exams.		

S. No	Number of Evaluations carried out in Sem I and Sem 2	Any Repoints received from DFAC/COE*

		*Attach proof and reports if any				

						Score- DFAC

			Sem1 Score	Sem2 Score	Total Score	Max Score 50
1.6	Use of innovating teaching methodologies					
	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 (5) (ii) Visuals (Topic Related Video/simulation for Lecture demo) (5) (iii) Innovative/New Delivery Methods with documentations (10) ***** At least one from each category shall use for some of the topics in the course delivery** **Teaching Methods [Teacher-Centered]:** Direct Instruction (Low Tech) , Flipped Classrooms (High Tech), Kinesthetic Learning (Low Tech) **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) **Blended Learning Models:** Face-to-Face Driver Model, Rotation Model, Flex Model, Online Lab Model, Self-Blend Model, Online Driver Model etc., (Uploading of lecture Videos in YouTube/ College website -5/video 30 Max Video Guidelines: (v) MOODLE Usage - per subject per sem 5 points 10 max Moodle guidelines:) 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

				Max Score 30		
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):* *5 points//(for 10 M items):*					

	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 20	

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						**Counseling record should be in faculty hand writing only. Otherwise not to be considered**

Note: Maximum 14 sessions per semester

(a statement on progress of student after counseling)

>75% of counselling sessions	– full points
50%- 75% Counselling Sessions	– 10 points
<50% counselling Sessions	– Zero points

Note : To check the students regularity Counselling records must be counter signed by HoD twice in a Semester

DFAC

1.9	Pass Percentage (<65%=Nil, 65-75%=15, 76-85%=20, 86-90%=25, >90%=30 points)	Max Score 30	

	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 = Nil, <3.0-3.5=5, 3.5-4.0=10, 4.0-4.5=15, 4.5-5.0=20 points)	Max. Score 20	

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

| 1.11 | (a)Project Guidance(Major project UG and PG) | **Max Score 50** |

(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

(Maximum marks-30)

<u>Note:</u>

Add 5 points for every additional project beyond 2 projects, subject to a maximum of 4 projects

Additional points will be given if the Project leads
2.Model/Design/Software Development/Industry Problem   - 20 points/Project

(or)
3.Paper Publication (Free Scopus)   - 30 points
(or)
4.Scopus indexed conference Paper Presentation /Publication – 20 point

(This publication should not be shown under Part – 3
   (If resulted in publication in a Scopus journal/Conference attach proof)

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	
	Average of allotted batches		Average of allotted batches	

Average score of both semesters -   points =

	The points 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		DFAC

| 1.12 | | *Feedback from students on project guidance after the Project Internal Evaluation* **(Max 10)** |

Student feed back on prject guidance (subject wise and semester wise)
(<3.5 = Nil, 3.5-4.0=2.5, 4.0-4.5=5, 4.5-5.0=10 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   (30)

Global Professional Certification /exam which leads to students career oriented/job oriented /project guidance/Own research: 30 points

(Example : Domain Specific Certifications

For CSE/IT : CCNA/JAVA/Oracle /Salesforce/AWS/ Certified Scrum Master/ Certified Ethical Hacker/VMware/Microsoft/Redhat etc,.) 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% = 20 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 20 points may be given.

Add both sem scores if applicable and take average. DFAC[   ]

1.14   Involvement of Faculty in syllabus framing   (20)
        i. New course   - 20 points
        ii. 20% - 50% changes in existing course   - 10 points
        iii. Minor changes   - 5 points

Proof: Certified by HOD

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. 6 and S.No. 8 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/CSI/ membership -10 points a) b) Activities conducted through Professional Society/Membership - 5 marks for each activity	20		
	*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 ;)			

	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		

				SCORE-DFAC
3	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: 30 points **i) At premier institutions such as NITs/IITs/IIITs/R&D organizations/ Training in Industry** 3- 5 Days – 5 points ; 6-10days – 10 points; 10-15 days – 15points; >15 days – 20 points **ii) At Universities and other affiliated/autonomous institutions (below 150 NIRF Rank)** 3-5 Days – 2.5 points; 6-10 days – 5 points; 10-15 days – 10 points; >15 days – 15 points **iii) Within college or colleges with NAAC 'A' and above grade** 3-5 days - 2.5 points; 6-10 days – 5 points ; 10-15 days – 7.5 points ; > 15 days – 10 points. **Impact of participation (outcome) from above points – 10 Marks** **(10 Marks will be given satisfying points 1 and 2)**			**Max Score 30 (Both a) and b))**

Note:
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.

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

b) **Organizing Conf/Seminars/workshops/ FDPs/skill dev/certificate courses etc: Trainin industry personnel (Participation as organizing committee member)**
　　Conferences :: National – 10/ International - 20
　　STC/Sem/WS/Skill Dev/certificate courses :
　　3-5 Days – 2.5 points; 6-10 days – 5 points; 10-15 days –10 points; >15 days – 15 points
　　Training industry personnel
　　3-5 Days – 5 points; 6-10 days – 10 points; 10-15 days – 15 points; >15 days – 20 points
　　With sponsorship from Industry/Funding agencies – Double the above points
　　　Proof to be attached in detail with title and dates duly attested by HOD.
　　　Coordinator=100%;   Others = 50%;　　　　　　　Offline-100%; Online-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
a) Lecture material to be shown attested by HOD
b) Lecture given in college to colleagues : PPT to be shown attested by HOD
c) Introduced in practice attested by HOD

				SCORE-DFAc
			Max Score	
4	Guest Lectures attended or delivered / product Demos attended and student activities each 10 points :		**20**	
	Guest Lectures Attended 　　　- 　2 points/Lecture Guest Lectures Organized 　　　　　　　　- 　5 points/Lecture **Note : for above parameters Maximum Marks – 15** Guest Lectures Delivered 　　- 　15 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**	

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		

	Date	Place	Local/Outside	

Add 10 points for tours of duration equal to or more than 7 days.

		Max Score		
6	**Student innovations; Guidance (Mandatory)**	20		
	(a)Participation in State/National/IIT/NIT/BITS events with models(Participation -10 points, First 3 Prizes winning – 20 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 application of at least 2 Minor/Major projects or one Patent application within the Academic year. OR (ii) 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 at least 2 Minor/Major projects. **Give details with dates below:**			**Score – DFAC**
7.	**Consultancy** (participation) Give details with dates below authenticated by HOD. <Rs. 50,000/- 10 points ; 50,000 to 1,00,000 – 15 points ; 1,00,000 to 3,00,000 – 20 points ; 3,00,000 to 5,00,000 – 25 points; 5,00,000 to 7,00,000 – 30 points; 7,00,000-10,00,000 -35 points; > 10,00,000 – 40 points	40		**Score – DFAC**
8	**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 =15 points per industry	30		**Score – DFAC**
9	**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 – 2.5 points; 6-10 days – 5 points; >10days – 10 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**	10		**Score – DFAC**

PART-3
R &D RELATED CONTRIBUTIONS
MAX.   API SCORE: 300   MIN. API SCORE: 75
(Over previous two semesters)
Without Proof No points are given

3(A) Metrics for minimum score (1 to 9)

Item No	Item	Max Score	
1.	**Publications of Books / Book Chapters / Journal papers:**	**100**	
a)	*a) Whole Book solo = 50 points; Joint author=30 points* *b) Book chapter/ Lecture Notes= 20 points* (LAMBERT Excluded); Books with ISBN/ISDN only(Elsevier/springer/IEEE/Wiley etc.,)	Self Score:	DFAC Score:
b)	Publications **in Journals** <table><tr><td>1. **IEEE Transactions/ ASME/ASCE = 70** 2. **SCI / SCIE ACM / IEEE Journals =60** 3. **SCOPUS indexed (Unpaid) =40** (*Note: Papers should be published in* **Q1/Q2/Q3** *Journals only but not in paid journals.*</td><td>**Score**</td></tr><tr><td>S .No / Author, Title, Journal name, Year- Include papers in your R&D file / Impact factor</td><td></td></tr></table> • *1st author =100% points, 2nd author = 50% points, 3rd author = 30% points in the case of SCI /SCIE; 1st author =100% points, 2nd author = 30% points in the case of Scopus, for faculty of our Institute.* • Joint authorship within parent department or with other departments of the college in the case of outcome of sponsored / funded research project, will carry 100% points for 1st author and 60% points for 2nd author. • Joint authorship with outside institutions with NIRF ranking less than 200 will carry 100% points for 2nd and 50% points for 3rd author of our Institute. (outside author must be within three authors) • Faculty acting as Guide / Co-guide for outside Research Scholars for their PhD will carry 50% points to Guide / Co-guide. • With International authors – outside country top 500 universities Abroad – will carry 100% points for 2nd and 3rd authors. • Faculty acting as Guide for UG/PG students of our Institute will carry 100% points to Guide (one faculty only will be considered). • All publications with VR Siddhartha affiliation only will be considered. * *For paper publications with students, student/students should be the first author/authors and guide should be the last.* *Month and Year of publication represents the very first instance of public dissemination of content.*	Self Score:	DFAC Score:
	1(a)+1(b) =	Self Score:	Score DFAC:
2	**Papers presented in Conferences/ Symposia & published in Journals**	**Max Score**	

			80	
	Papers presented in International Conferences/ Symposia outside the country in Top 500 Universities & reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported **or** **Papers presented in National/International Conferences/ Symposia with in the country** *in National institutions and Universities with NIRF Ranking less than 200* & reputed such as IEEE, IEE, ASME, ASCE/ SCI, Scopus Supported Conferences	Self Score:	SCORE DFAC:
a)	**1.Papers presented in Conferences & published in Jr** - SCI / SCIE = 50 points, Scopus indexed = 30 points. (Guidelines of 1 (b) are applicable for assessment) **2.Presentation by faculty in person:** **(a) If the Paper is presented by faculty <u>in person</u> outside the country** (Top 500 Universities & reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported conferences) = 20 points (In addition to Jr paper points) **(b) If the Paper is presented by Faculty <u>in person</u> in IITs/ NITs / Institutes less than NIRF 100** (With in the Country) & reputed such as IEEE, IEE, ASME, ASCE/ SCI, Scopus Supported Conferences = 10 points (In addition to Jr paper points) (**The above two cases are valid if paper is published**) **Note:** When the presentation is made by student in the above two cases, No points are awarded to faculty)		
b)	**Paper Presented by Student, in the case of student project:** If Paper is presented in other* conferences by <u>students</u> only = 10 points *****(either in top 500 universities or Scopus supported; either in less than NIRF 200 Institutes or Scopus supported) (Not more than **three Conferences** will be considered) If it is **online** presentation (Student presentation only) = 50% of above points		
	2(a)+2(b)	Self Score:	SCORE DFAC:
	Note: Faculty author immediately after a PG student / 3 or 4 UG students will be considered as 1st author. *When students are guided by two faculties in the same dept. 100% of points will be given to 1st author, no points for 2nd author, in the case of UG students.* *When students are guided by two faculty from different depts. 1st author will be given 100% of points and 2nd author will be given 50% of points, in the case of both PG & UG students.*		
3.	**Project guidance to PG students, Jointly with other department faculty of VRSEC and leading to publications in Scopus or SCI Journals / patents.** (Both HODs should certify). One faculty from each dept of two depts. will be considered. Following the guidelines of 1) & 2) in the case of publications; 5) in the case of patents.	**Max Points 60** Self Score:	Score DFAC:

4. a)	**Sponsored Research projects** (from outside funding agencies only) sanctioned - Attach Proof Active Participation as certified by PI and HOD (Same points will be considered every year from the **sanction to submission**)		**Max Score 80**	
	(i) More than Rs.20 Lakhs= 80 Points (ii) >Rs.10.0 Lakhs – 20 Lakhs =60 points (iii) >Rs.5.0 Lakhs -10 Lakhs.= 40 Points (iv) >Rs.2.0 Lakhs - Rs.5.0 Lakhs = 25 points (v) >Rs.1.0 - 2Lakhs = 15 points (vi) Rs. 0.50- 1.0 Lakh = 10 points (1st year – 100%, 2nd & 3rd years – 50%, 4th year no points will be considered) For any project -- 100% points for PI, 75% points for CO-PI. 50% points will be equally distributed in the case of Key Contributors. (Key contributors should be duly certified by HOD.)		Self Score:	Score DFAC:
b)	Joint Collaborative Projects Sanctioned – 20% more (IITs, NITs & NIRF less than 100) Give all details here and include it in your R&D File to show to DFAC		Self Score:	Score- DFAC:
	4(a) +4(b)		Self Score:	Score- DFAC:
5.	**Patents each (participation)** Each Patent Granted = 60 points Each patent First Examination Report response filed= 50 points Each patent Hearing/post hearing= 40 points Each Patent filed with Number allotted= 30 points *1st claimant =100% points, 2nd claimant = 50% points, 3rd claimant = 30% points.* Active Participation as certified by PI and HOD		**Max.Points 60** Self Score:	Score- DFAC:
6	**Start-ups (attach proof)** Start-up Registered = 10 points Registered with Start-up India Registration and MSME = 15 points Start-up Successfully launched & turnover < Rs 2 Lakhs = 20 points Start-up Successfully launched & turnover Rs.2.1 – 5.0 Lakhs = 30 points Start-up Successfully launched & turnover more than Rs. 5Lakhs = 40 points		**Max.Points 40** Self Score:	Score DFAC:
7	•**National/ International fellowship for advanced research** State / National/ International Government 20 points •Others – prominent only will be considered (Certified by Head of the Institution) 10 points		**Max.Points 20** Self Score:	Score DFAC:
8	**Incubation center established**: Active Participation as certified by Coordinator and HOD Principal coordinator = 100% Others if active participation = 50%		**Max.Points 20** Self Score:	Score- DFAC:
9	**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 20** Self Score:	Score- DFAC:

3(B) Metrics not in minimum score (10 to 14)

(The following Metrics will not be considered to calculate minimum score in R&D)

10.	**Reviewer of Journal paper** 15% of IEEE/ACM/ASME/ASCE/SCI / SCIE Jr. papers 10% of unpaid Scopus papers	**Max points 15** Self Score:	Score-DFAC:
11. a)	**i)Applied but awaiting sanction = 20 % of - 4(a) - points for AICTE/UGC/DST projects** **II) 25% 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 **Project proposal restrictions : (At proposal stage only)** For any project -- 100% points for PI & 50% points for CO-PI /1 Key Contributor will be considered Project proposals should be duly certified by head of the Institution	**Max points 40** Self Score:	Score-DFAC:
b)	**Joint collaborative projects - applied** i) Joint Collaborative Projects with other Institutions/ Industries submitted to National Institutions /Ministries add- 20% more points ii) Joint Investigators with other departments of VRSEC submitted to National Institutions / Ministries – add 10% more points	Self Score:	Score-DFAC:
	11(a) + 11(b) =		
12	**Chairing sessions on invitation/ Invited speaker** / *Key Note Speaker / resource person* **(Not more than two invitations will be considered)** • Abroad(IEEE, IEE, ASME, ASCE, SCI, Scopus Supported) – 30 points ; • India(IIT/NITs/Institutions with NIRF ranking within 100) - 10 points; • Within the state with NIRF ranking within 200 – 5 points If it is online presentation = 50% of above points	**Max points 30** Self Score:	Score-DFAC:
13	**Ph. D guidance** • Each scholar - part time or full time / scholar 10 points • Thesis submission completed / scholar 20 points • Ph. D awarded / scholar 10 points • Thesis submitted and awarded / scholar 30 points in the same academic year (Applicable for year of registration / submission / award)	**Max. Points 30** Self Score:	Score-DFAC
14	**Editor for Book / Conference proceeding(** IEEE, IEE, ASME, ASCE, SCI, Scopus Supported)	**Max Marks 20** Self Score:	Score-DFAC

PART-4
Academic Administration, Institutional duties and extracurricular activities
And social responsibility.
Maximum API Score: 200
(Over previous two semesters)

1   Department al Administration

Max Score 40

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

S.No.	Activity	SEM-I	SEM-II	Total number
1.	In-charge of time tables (5 /sem)			
2.	Attendance in-charge(5/sem)			
3.	Mini / Major Project Coordinator/Review Members(5/sem)			
4.	Exams In-charge (10/sem)			
5.	Library in-charge- 2.5/sem			
6.	Lab In-charge – 5/sem			
7.	Discipline*(class teacher)* – 5/sem			
8.	*Professional Society Related Coordinators (Based on the events conducted)/Department Association-10/sem*			
9.	*Module / Course Coordinator*- 5/sem*			
10.	*Departmental R&D Coordinator-5/sem*			
11.	*Media Coordinator-5/sem*			
12.	*Departmental News Letter Editor/Members-5/sem*			
13.	ISO *(Coordinator) -5/sem*			
14.	AFOSEC/Engineer'sDay Coordinator-5/Year			
15.	*Alumni Coordinator-5/sem*			
16.	*NBA/NAAC Participation*(10 /sem)			
17.	*Grievance cell-5/sem*			
18.	*Anti-ragging Committee -5/sem*			
19.	*Vigilance-5/sem*			
20	Programme Coordinator(15 /sem)*			
21	Answer script in-charge-*5/sem*			
22	Induction day-*5/year*			
23	Farewell day-*5/year*			
24	Any Other - authorized by chairman PBAS standing committee with the approval of Principal			
25	Total			

      *As per defined Duties and Responsibilities   **Score- DFAC**

2   Institutional level administration (Tick)   **Max Score**

S.No.	Activity	SEM-I	SEM-II	Total number
1.	*NBA Participation(NBA Common Criteria Preparation Coordinators) 10*			
2.	NAAC 10/sem			
3.	Autonomous/*Examination Section 10/sem*			
4.	R&D Committee Member/Paper Incentive Member 5/sem			
5.	*Maintenance of Central facilities (telephone, internet, electrical, water works, hostel, Sports etc.) 5/sem*			
6.	*Grievance cell anti ragging 5/sem*			
7.	*ISO Coordinator 10/sem*			
8.	*IIC coordinator 20/Year*			
9.	*NIRF coordinator 20/Year*			
10.	*EDC coordinator 5/sem*			
11.	*AQAR coordinator 20/Year*			
12.	*IQAC coordinator 20/Year*			
13.	*IPR coordinator 10/ sem*			
14.	*Alumini coordinator 10/sem*			
15.	Planning and Evaluation Committee-Coordinator-10/year			
16.	Grievance Redressal Committee-Coordinator-10/year			
17.	Examination Committee- Coordinator-10/year			
18.	Admissions Committee- Coordinator-10/year			
19.	Library Committee- Coordinator-10/year			
20.	Student Welfare Committee -Coordinator-10/year			
21.	Internal Complaint Committee (Sexual Harassment Committee Coordinator-10/year			
22.	Extra-Curricular Committee -Coordinator-10/year			
23.	Academic Audit Committee -Coordinator-10/year			
24.	Other Backward Classes cell (OBC) Coordinator-10/year			
25.	SC/ST Committee Coordinator-10/year			
26.	Minority Cell Coordinator-10/year			
27.	Anti-Ragging Committee Coordinator-10/year			
28.	Any other such as Hostel Warden etc.,			
29.	Total			

Note: *Committee coordinators should show the minutes along with ATR for a min. no of two meetings in a year* **Coordinator – 100%, Members-25%.**

Score-
DFAc

3   *Institutional Events Organization members, Sports Participants*   **Max Score**
                                                                                  30
(Each activity = 5 Points)

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.	1st year incharge 10/sem			
7.	Startup coordinator 5/sem			
8.	Any Other as approved by Chairman PBAS and by Principal approved			
9.	Total			

*Coordinator = 100% Points; Others = 50% Points

                                                                        Score-
                                                                        DFAC

4   NSS / NCC / Other Service activities   **Max Score 20**
          (Each activity = 5 points/sem for others) (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 PBAS 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* Newsletter Editorial board: 10 points; *Article*Contributors:5 points*(From Dept);*			
3.	*Material contribution to newsletter/Annual Day Report/House Journal from Department* *(5 points)*			
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

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**