

**PERFORMANCE BASED APPRAISAL SYSTEM  
(PBAS)**

**Assistant 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 Assistant Professors (PBAS)

(As per UGC Guidelines 2010)

Academic Year: 2022-23

### Summary Sheet

S.No.	Evaluation parameter	Max API Score	Minimum Score <sup>2</sup> required	DFAC score <sup>3</sup>	Assessment screening Committee	Faculty Assessment Board
1	Service in the College	50	----			
2	Curricular	600	360			
3	Co-Curricular	100	----			
4	R&D *	150	30/40**			
5.	Administrative and Extra-curricular activities	100	----			
	Total*	1000	550			

**\*will be revised based on the mandatory requirement of R & D**

**\*\*40** points (Min.) for Ph.D. Holders; **30** points (Min.) for Non-Ph.D. Holders for the AY **2021-22 only**

**\*\*40** points (Min.) for both Ph.D. Holders & Non-Ph.D. Holders from the AY 2022-23

**Signatures:**

S.NO	Name of the Member	Signature of the Member

**Chairman**

## **Part V is Mandatory**

**Each item submitted by the faculty should have supporting document.**

**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:**

- a. Asst. Professors with Ph.D Qualification and Asst. professors pursuing Ph.D should publish one in unpaid Scopus/SCI journals as 1<sup>st</sup> / 2<sup>nd</sup> author and one in Scopus indexed conferences as 1<sup>st</sup> / 2<sup>nd</sup> author.
- b. Other Assistant Professors should publish one paper in Scopus as 1st author or immediate author after students

**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.**

**PART - A**  
**General**  
**API Score Max: 50**

**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):**

Program	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 50 points 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 against each item by the applicants, along with details.**

**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 and 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 and MCA, DFAC will give scores as per guide lines given to them and apply necessary scaling factors.**

Item No	Item					Max Score 70		
1.1	Teaching weekly load allotted by Department as per curricular time table <ul style="list-style-type: none"> <li>A minimum of 16 periods per week is mandatory as per UGC guidelines 2018.</li> <li>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.</li> </ul>					1.1(a) - 40 1.1(b) – 30		
		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.Any other**						
	Grand Average Load							
	<i>Note: Includes Theory(1,2), Lab(3), Tutorial(4), Term Paper(1), Mini Project (2)&amp; Major Project(3) given in the curriculum only. 'Any other' can be included duly authorized by the Principal. 16 periods are taken as maximum.</i> Any Other** - authorized by chairman PBAS standing committee with the approval of Principal DFAC Score =(Grand Average Load/21)*70 ----- Round off to the nearest integer *No of Periods							
		<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 30		

		<table border="1"> <tr> <td></td> <td colspan="2">Sem-I</td> <td colspan="2">Sem-II</td> <td colspan="2">Total of Two Semesters</td> </tr> <tr> <td></td> <td>Subjects</td> <td>Lectures taken/ Lectures proposed</td> <td>Subjects</td> <td>Lectures taken/ Lectures proposed</td> <td>Lectures Taken</td> <td>Lectures proposed</td> </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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		<div style="text-align: right;"><b>Score- DFAC</b></div> <div style="border: 1px solid black; width: 50px; height: 20px; margin-left: auto;"></div>																																																													
<b>1.3</b>	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.				<b>Max Score</b>	<b>80</b>																																																									
	<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 (Syllabus with COs, Mapping with POs, e references)</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 (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> <tr> <td>6</td> <td>Course Assessment • Internal QP- CO Assessment • Improvements to be brought in next time course delivery • End Semester results End Semester CO assessment Results (with Analysis)</td> <td>4 points per course per sem (max 16)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Home Assignment</td> <td>1 point per course per</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 (Syllabus with COs, Mapping with POs, e references)	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 (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)					6	Course Assessment • 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	1 point per course per				
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		8	Points Sheet copy from web(IT) (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 sem end exam	3 point per course/sem																																				
		11	Remedial classes	1 point/course per sem																																				
		12	Content Beyond Syllabus(With topics, e-resources/books and CO's)	1 point/course per sem																																				
			Total of Sem-I &Sem-II( DFAC)																																					
			Average of Sem I &Sem II																																					
		<p>Note: The above course file includes Theory only. DFAC</p> <p>*Present year first sem and last year second sem data to be taken.</p> <ul style="list-style-type: none"> <li>Course file should have page numbering and table of contents and should be neatly filed.</li> <li>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</li> <li>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.</li> <li>Remedial courses are mandatory and HODs have to incorporate the same in curriculum schedule within or outside college hours.</li> <li>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.</li> <li>Any Other - authorized by chairman PBAS standing committee with the approval of Principal</li> </ul>																																						
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 Member</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Mini Project– Internal Member</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. Major Project – Internal Member</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6. EPICS Eval./Term Paper</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7. Any Other</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 Member				4. Mini Project– Internal Member				5. Major Project – Internal Member				6. EPICS Eval./Term Paper				7. 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, sessional 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 Repoints received from DFAC/COE*			
	*Attach proof and reprints if any							
								Score- DFAC
1.6	Use of innovating teaching methodologies				Sem 1 Score	Sem2 Score	Total Score	Max 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 (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 <u>Teaching Methods [Teacher-Centered]:</u> Direct Instruction (Low Tech) , Flipped Classrooms (High Tech), Kinesthetic Learning (Low Tech) <u>Teaching Methods [Student-Centered]:</u> Differentiated Instruction (Low Tech) , Inquiry-Based Learning (High Tech) Expeditionary Learning (Low Tech) , Personalized Learning (High Tech), Game-Based Learning (High Tech) <u>Blended Learning Models:</u> 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							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.							Score- DFAC
1.7	Bridge Courses /Design of new Experiments in the lab related to course outcomes For each activity per sem= 5 points/(for 10 M items): 10points/(for 20 M items):					Max Score 50		
	S. No	Item	Semester I	Score	Semester II	Score		
	1	Bridge* (Max – 10M)	-do-		-do-			
	2	Career oriented** (Max – 20M)	-do-		-do-			



		3	Additional experiments beyond curriculum (any two experiments) (Max –10M)		-do-		-do-																												
		4	Job oriented Certificate Courses*** (Value Added Courses) (Max – 20M)																																
		5	Any Other																																
		Total																																	
		<p>* 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</p>																																	
1.8	Counseling with proper records.							Max Score30																											
	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																																	
	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 <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%=10 Points, 76-85%=30 Points, 86-90%=50 Points, >90% = 70 Points.							Max Score 70																											
		<table><tr><th colspan="2">Semester I</th><th colspan="2">Semester II</th><th>Avg. % of Passes</th></tr><tr><td>Subjects</td><td>% pass</td><td>Subjects</td><td>% pass</td><td></td></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 = Nil,<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																																

	<table><tr><td>Subject 3</td><td></td><td>Subject 3</td><td></td></tr><tr><td>Lab 1</td><td></td><td>Lab 1</td><td></td></tr><tr><td>Lab 2</td><td></td><td>Lab 2</td><td></td></tr><tr><td>Average Points</td><td></td><td>Average points</td><td></td></tr><tr><td colspan="2">Grand Average points</td><td colspan="2"></td></tr></table>	Subject 3		Subject 3		Lab 1		Lab 1		Lab 2		Lab 2		Average Points		Average points		Grand Average points												
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	Round off to the nearest integer.						DFAC <div></div>																							
1.11	<p>(a) Project Guidance (Major project UG and PG)</p> <p>(b)Project Guidance(Mini project/Term paper/ EPICS)</p> <p>1. Project score in final exam &gt;90% or Excellent = 15 Points; 81-90% or A+ = 10 Points; 70 – 80% or A = 7.5 Points; &lt; 70% = 5 points. (Maximum marks – 30)</p> <p><u>Note:</u> Add 5 points for every additional project beyond 2 projects, subject to a maximum of 4 projects</p> <p>Additional points will be given if the Project leads</p> <p>2.Model/Design/Software Development/Industry Problem- -20 points/Project (or)</p> <p>3.Paper Publication (Free Scopus) - 30 points (or)</p> <p>4.Scopus indexed conference Paper Presentation /Publication – 20 points</p> <p><b>(This publication is not considered in Part - 3)</b> (If resulted in publication in a Scopus journal/Conference attach proof)</p>				Max Score 50																									
	<table><tr><td>S.No.</td><td>Project Score in Sem</td><td>Average Score in a batch</td><td>Project Score in Sem II</td><td>Average Score in a batch</td></tr><tr><td>1</td><td>Batch-I</td><td></td><td>Batch-I</td><td></td></tr><tr><td>2</td><td>Batch-II</td><td></td><td>Batch-II</td><td></td></tr><tr><td>3</td><td>Batch-III</td><td></td><td>Batch-III</td><td></td></tr><tr><td></td><td>Average of allotted batches</td><td></td><td>Average of allotted batches</td><td></td></tr></table> <div>Average score of both semesters - points =</div> <p>(If resulted in publication in a reputed journal attach proof)</p>	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					
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3	Batch-III		Batch-III																											
	Average of allotted batches		Average of allotted batches																											
	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 the normal distribution gradation formula																													
1.12	Feedback from students on project guidance after the Project Internal Evaluation (Max 10)																													
	Student feed back on prjct 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)																													
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**Minimum API SCORE:**

**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, in addition to the above.	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 &amp; 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	a) Attending Conf/ Seminars/ workshops/ FDPs/skill dev/ STC/ certificate courses/Industrial training and other similar items etc.: (Provide details) Proof to be attached in detail with title and dates duly attested by HOD. Foreign Countries: 30 points   																		

	<p>Impact of participation (outcome) from the above programs (10 Marks will be given satisfying Conditions 1 and 2 below )</p> <p style="text-align: right;"><b>– 10 Marks</b></p> <p><u>Note:</u></p> <p>1. Participation must be relevant to faculty specialization – Research/course handling/project guidance</p> <p>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="251 426 1133 598"> <tr> <th colspan="2">Dates</th> <th>No of Days</th> <th>Title, Place, Month &amp; year</th> </tr> <tr> <td>From</td> <td>To</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> </table> <p><b>b) Organizing (at VRSEC) Conf / Seminars/ workshops/ FDPs/ skill dev/ certificate courses etc/ Training industry personnel (Participation as organizing committee member)</b></p> <p>Conferences :: National – 20/ International - 40 Points</p> <p>STC/ Sem/ WS/ Skill Dev/ certificate courses :</p> <p>National- 1-2days – 10, 3-5 Days – 15 points; &gt; 5days -20 points</p> <p>International- 2 x National</p> <p><b>Training industry personnel/ Corporate Training</b></p> <p>3-5 Days – 10 points; 6-10 days – 20 points; 10-15 days – 25 points; &gt;15 days – 30 points</p> <p>With sponsorship from Industry/Funding agencies –double the above points</p> <p>Proof to be attached in detail with title and dates duly attested by HOD.</p> <p>Coordinator=100%; Others = 50%; Offline=100%, Online=50%</p> <table border="1" data-bbox="251 1066 1239 1207"> <tr> <th colspan="2">Dates</th> <th>No of Days</th> <th>Title, Place, Month &amp; year</th> </tr> <tr> <td>From</td> <td>To</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> </table> <p>If knowledge gained is introduced into your class room lecture/Lab add 10 points to the above</p> <p><b>c)</b> Lecture material to be shown attested by HOD</p> <p><b>d)</b> Lecture given in college to colleagues : PPT to be shown attested by HOD</p> <p><b>e)</b> 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											
Dates		No of Days	Title, Place, Month & year																															
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Dates		No of Days	Title, Place, Month & year																															
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				<p><b>SCORE-</b></p> <div data-bbox="1372 1375 1490 1438" style="border: 1px solid black; height: 30px; width: 73px;"></div>																														
		<b>Max Score</b>																																
<b>4</b>	Guest Lectures attended or delivered / product Demos attended and student activities each 10 points :	<b>30</b>																																
	<p>Guest Lectures Attended - 3 points/Lecture</p> <p>Guest Lectures Organized - 8 points/Lecture</p> <p><b>Note : for above parameters Maximum Marks – 15</b></p> <p>Guest Lectures Delivered - 20points/Lecture</p> <p>At premiere institutions within NIRF Ranking 150</p> <p>10 points at private(local) institutions</p> <p>Invited lecture at IEEE/ASME/ASCE/Sci/Scopus supported :</p>	<b>Number</b>	<b>Points</b>	<div data-bbox="1372 1648 1490 1711" style="border: 1px solid black; height: 30px; width: 73px;"></div>																														

	Abroad – 20 points ; within country – 15 points <b>Certified by HoD</b> for each lecture,												
5	Accompanied students on industrial tours - only industry related over previous two semesters : <b>10 points each( one day trip) and 15 points each(more than 1 daytrip )</b>	15											
	<table><tr><th>Date</th><th>Place</th><th>Local/Outside</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Date	Place	Local/Outside									
Date	Place	Local/Outside											
	<b>Add 10 points for tours of duration equal to or more than 7 days.</b>												
		Max Score											
6	<b>Student innovations; Guidance (Mandatory)</b>	40											
	(a)Participation in State/National/IIT/NIT/BITS events with models(Participation -15 points, First Prize-40 Points, 2 <sup>nd</sup> and 3 <sup>rd</sup> Prizes winning – 30 points; other Prizes – 15 points) (b)Motivating Students <b>10 points</b> (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 atleast 2 Minor/Major projects <b>Give details with dates below:</b>			Score – DFAC									
7	<b>Consultancy</b> (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 – 30 points; 5,00,000 to 7,00,000 – 35 points; 7,00,000-10,00,000 -40 points; > 10,00,000 – 50 points	50											
8	<b>Arranging Internships for students with proof (Mandatory)</b> 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 <div></div>									
9	<b>Knowledge sharing with other departments:</b> Short term training courses both theoretical and experimental for faculty and students of other departments in our college: 3-5 Days – 15 points; 6-10 days – 20 points;>10days – 30 points. <b>Student/faculty feedback to be taken:</b> (<3.5=0, 3.5-4.0=50%, 4.0-4.5=75%, 4.5-5.0=100% of the above points points) <b>HOD to certify</b>	30		Score – DFAC <div></div>									

**PART-3**

**R & D RELATED CONTRIBUTIONS**

**MAX. API SCORE: 150      MIN. API SCORE: 40/30**

**(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**

***40 points (Min.) for Ph.D. Holders; 30 points (Min.) for Non-Ph.D. Holders for the AY 2021-22 only***

***40 points (Min.) for both Ph.D. Holders & Non-Ph.D. Holders from the AY 2022-23***

Item No	Item	Max Score	Scores																																								
<b>3 (A) Metrics for minimum score (1 to 10)</b>																																											
<b>1.</b>	<b>Publications of Books / Book chapters / lecture notes</b>	<b>Max Score 100</b>	<b>Score- SELF:  Score-DFAC:</b>																																								
<b>a)</b>	a) Whole Book solo = <b>50</b> points; b) Joint author= <b>30</b> points; c) Book chapter/ Lecture Notes = <b>20</b> points ( <b>LAMBERT Excluded</b> ); Books with ISBN/ISDN only (Elsevier/springer/IEEE/Wiley etc.,)	No. of books :  No. of chapters:																																									
<b>b)</b>	<b>Journals</b> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="3">Publications</td><td>Score</td></tr><tr><td colspan="3">1.IEEE transactions/ ASME/ASCE = <b>70</b> Points;</td><td></td></tr><tr><td colspan="3">2.SCI /SCIE indexed/ACM journals = <b>60</b> Points;</td><td></td></tr><tr><td colspan="3">3.Scopus indexed(unpaid) = <b>40</b> Points;</td><td></td></tr><tr><td colspan="3">4.Web of Science=<b>20</b> Points;</td><td></td></tr><tr><td colspan="4">(Details of publications are mandatory as per the table below)</td></tr><tr><td>S .No</td><td>Authors, Title, Journal name, Year- Include papers in your R&amp;D file</td><td>Impact factor</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></table> <ul style="list-style-type: none"><li>• <b>Faculty of our Institute</b> - 1<sup>st</sup> author =100% points, 2<sup>nd</sup> author = 50% points, 3<sup>rd</sup> author = 30% for SCI/SCIE/Scopus.</li><li>• <b>Joint authorship</b> within parent department or with other departments of the college in the case of outcome of <b>sponsored / funded</b> research project - 100% points for 1<sup>st</sup> author, 60% points for 2<sup>nd</sup> author and 40% for 3<sup>rd</sup> author.</li><li>• <b>Joint authorship</b> with <b>outside institutions</b> with NIRF ranking less than 200 will carry 100% points for 1<sup>st</sup> author, 50% points for 2<sup>nd</sup> and 30% points for 3<sup>rd</sup> author of our Institute. (outside author must be within four authors)</li><li>• Faculty acting as <b>Guide / Co-guide</b> for outside Research Scholars for their <b>PhD</b> will carry 50% points.</li></ul>	Publications			Score	1.IEEE transactions/ ASME/ASCE = <b>70</b> Points;				2.SCI /SCIE indexed/ACM journals = <b>60</b> Points;				3.Scopus indexed(unpaid) = <b>40</b> Points;				4.Web of Science= <b>20</b> Points;				(Details of publications are mandatory as per the table below)				S .No	Authors, Title, Journal name, Year- Include papers in your R&D file	Impact factor															
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S .No	Authors, Title, Journal name, Year- Include papers in your R&D file	Impact factor																																									
<b>2.</b>	<b>Papers presented in Conferences/ Symposia &amp; published in Journals</b>	<b>Max Score 80</b>	<b>Score- SELF:</b>																																								

	<p><b>1. Papers presented in Conferences in India</b> IEEE, ASME, ASCE, SCI, Scopus Supported</p> <p><b>a) Without Student</b>- In IITS/ NITS / Institutes less than NIRF 100 and offline presentation- <b>10</b> points</p> <p><b>b) With Student</b>-</p> <p>(i) NIRF <math>\leq</math> 200- <b>10</b> points,</p> <p>(ii) If IIT/NIT/NIRF <math>\leq</math> 100- <b>15</b> points.</p> <p>(iii) Either in less than NIRF 200 or Scopus supported- <b>10</b> points (in the case of student only)</p> <p>(offline -100% ; online -50% with student only)</p> <p><b>2. Paper Published:</b></p> <p>With/without Student- IEEE, ASME, ASCE, Scopus Supported- <b>30</b> points.</p> <p><b>3. Papers Presented outside the Country</b></p> <p>Top 500 Universities &amp; reputed such as IEEE, ASME, ASCE, SCI, Scopus Supported Conferences.</p> <p><b>a) Without Student</b>- <b>30</b> points (offline only)</p> <p>Either Top 500 Universities or Scopus supported- <b>20</b> points (offline only)</p> <p><b>b) With Student</b>- <b>30</b> points (Offline-100% / Online-50%)</p> <p>Either Top 500 Universities or Scopus supported- <b>20</b> points</p> <p>(Offline-100%, Online-50% , along with student)</p> <p><b>4. Paper Published:</b></p> <p>With/without Student- IEEE, ASME, ASCE, Scopus Supported- <b>30</b> points</p> <p><i>Note: Faculty author immediately after a PG student / 3 or 4 UG students will be considered as 1<sup>st</sup> author.</i></p> <p><i>When students are guided by two faculties in the same dept. 100% of points will be given to 1<sup>st</sup> author, no points for 2<sup>nd</sup> author, in the case of UG students.</i></p> <p><i>When students are guided by two faculty from different depts. 1<sup>st</sup> author will be given 100% of points and 2<sup>nd</sup> author will be given 50% of points, in the case of both PG &amp; UG students.</i></p>		<p><b>Score-DFAC:</b></p> <p>Score- SELF:</p> <p>Score-DFAC:</p> <p>Score- SELF:</p> <p>Score-DFAC:</p> <p>Score- SELF:</p> <p>Score-DFAC:</p> <p>Score- SELF:</p> <p>Score-DFAC:</p>
<b>3</b>	<p><b>Project guidance to PG students, Jointly with other department faculty of the Institution and leading to publications in Scopus or SCI Journals / patents.</b> (Both HODs should certify). One faculty from each dept. will be considered.. 1st author will be given 100% of points and 2nd author will be given 50% points.</p> <p>( points distribution guidelines are same as 1 (b) &amp; 5 )</p>	<b>Max points: 60</b>	Score- SELF: Score-DFAC:
<b>4</b>	<b>Sponsored Research projects</b>	<b>Max Score 80</b>	Score- SELF: Score-DFAC:
<b>a)</b>	<p>Sanctioned - Attach Proof</p> <p>Active Participation as certified by PI and HOD</p> <p>(i) More than Rs.20 Lakhs- <b>80</b> Points</p>		



	(ii) >Rs.10.0 Lakhs – 20 Lakhs - <b>60</b> Points (iii) >Rs.5.0 Lakhs -10 Lakhs- <b>40</b> Points (iv) >Rs.2.0 Lakhs - Rs.5.0 Lakhs - <b>25</b> Points (v) >Rs.1.0 - 2Lakhs - <b>15</b> Points (vi) Rs. 0.50- 1.0 Lakh - <b>10</b> Points <b>Note: 1<sup>st</sup> year – 100%, 2<sup>nd</sup> &amp; 3<sup>rd</sup> years -50%. (max 3 years)</b> 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.)		
<b>(b)</b>	<b>Joint Collaborative Projects Sanctioned (with IITs, NITs &amp; NIRF less than 200) -20% more</b>		
<b>5.</b>	<b>Patents</b> (Indian / International – standard patents only) <i>(Innovative patents are not considered)</i> Each Patent Granted = <b>60</b> points Each patent First Examination Report response filed= <b>50</b> points Each patent Hearing/post hearing= <b>40</b> points Each Patent filed with Number allotted= <b>30</b> points.	<b>Max Score 60</b>	Score- SELF: Score-DFAC:
<b>6</b>	<b>Start-ups</b> (attach proof) Start-up Registered = <b>10</b> points Registered with Start-up India Registration and MSME = <b>15</b> points Start-up Successfully launched & turnover < Rs 2 Lakhs = <b>20</b> points Start-up Successfully launched & turnover Rs.2.1 – 5.0 Lakhs = <b>30</b> points Start-up Successfully launched & turnover more than Rs. 5Lakhs = <b>40</b> points	<b>Max Score 40</b>	Score- SELF: Score-DFAC:
<b>7</b>	<b>Ph.D – Registration &amp; pursuing</b> <ul style="list-style-type: none"> <li>Registration of Ph.D (Part time/full time) -<b>20</b> points</li> <li>Thesis submitted - <b>30</b> points</li> <li>Ph.D. Awarded - <b>20</b> points</li> <li>Thesis submitted &amp; awarded (in the same academic year) - <b>50</b> points</li> </ul> <b>(Applicable for year of registration / submission / award)</b>	<b>Max Score 50</b>	Score- SELF: Score-DFAC:
<b>8</b>	<b>National/ International fellowship for advanced research – 20 Points</b> <b>Note: Attested by Principal will be only considered.</b>	<b>Max Score 20</b>	Score- SELF: Score-DFAC:
<b>9</b>	<b>Incubation Centre established - 40 Points</b> <b>For physical establishment only</b>	<b>Max Score 40</b>	Score- SELF: Score-DFAC:
<b>10</b>	<b>Centre of Excellence established- 40 Points</b> <b>For physical establishment only</b>	<b>Max Score 40</b>	Score- SELF: Score-DFAC:
<b>3(B) Metrics not in minimum score (11 to 15)</b> (The following Metrics are not included in minimum score of R&D)			
<b>11</b>	<b>Reviewer of Journal paper</b> IEEE /ACM /ASME /ASCE /SCI / SCIE Jr papers - 20% of Jr points  Unpaid Scopus papers - 10% of Jr points	<b>Max Score 15</b>	Score- SELF: Score-DFAC:
<b>12</b>	<b>Sponsored Research projects</b>	<b>Max Score</b>	Score- SELF: Score-DFAC:

a)	<p><b>I) Applied but awaiting sanction</b> - 20 % of 4(a) for AICTE/UGC/DST projects</p> <p><b>II) DRDO/ISRO/National R&amp;D institutions</b> - 30 % of 4(a) 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> : (At proposal stage only) For any project -- 100% points for PI &amp; 50% points for CO-PI or one Key Contributor will be considered Project proposals should be duly certified by head of the Institution</p>	40	
b)	<p><b>Joint collaborative projects – applied</b></p> <p>i) Joint Collaborative Projects with other Institutions/ Industries submitted to National Institutions /Ministries - add 25% more points over 12(a)</p> <p>ii) Joint Investigators with other departments of VRSEC submitted to National Institutions / Ministries – add 10% more points over 12(a)</p>		
13	<p><b>Chairing sessions on invitation/ Invited speaker / Key Note Speaker / resource person</b> (Not more than two invitations will be considered)</p> <ul style="list-style-type: none"> <li>Abroad (IEEE, IEE, ASME, ASCE, SCI, Scopus Supported) - <b>30</b> points</li> <li>India(IIT/NITs/Institutions with NIRF ranking within 100) - <b>20</b> points</li> <li>Within the state with NIRF ranking within 200 - <b>10</b> points</li> </ul> <p>Note: If it is online = 50% of above points</p>	Max Score 30	Score- SELF: Score-DFAC:
14	<p><b>Ph. D guidance</b></p> <ul style="list-style-type: none"> <li>Each scholar - part time or full time / scholar - <b>10</b> Points</li> <li>Thesis submission completed / scholar - <b>30</b> Points</li> <li>Ph. D awarded / scholar - <b>10</b> Points</li> <li>Thesis submitted and awarded / scholar in the same academic year - <b>40</b> Points</li> </ul> <p>(Applicable for year of registration / submission / award)</p>	Max Score 40	Score- SELF: Score-DFAC:
15	<p><b>Editor for Book / Conference proceeding – 20</b> Points</p>	Max Score 20	Score- SELF: Score-DFAC:

#### **PART-4**

#### **Academic Administration, Institutional duties and extracurricular activities**

**And social responsibility.**

**Maximum API Score: 100(Over previous two semesters)**

**1 Department al Administration**

**Max Score**

**50**

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**

**30**

S.No.	Activity	SEM-I	SEM-II	Total number
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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**

**Max Score  
20**

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

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

9.	Total			
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**\*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.**

DFAC Score

- 5 Training & other Misc. activities: Max Score 40**

Coordinator =100%; others = 50%

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; ArticleContributors:5 points(From Dept);			
3.	Material contribution to news letter/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 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							

- Quantitative conversion of qualitative parameters is done to help categorize faculty. These points do not add to the PBAS parts 1 -4.
- 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.
- 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**



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