CAS-PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS)

Professors

(2019-20)

Department :

Faculty Name :

Designation :

Mobile No :

10-04-2020

**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: 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	75	----			
2	Curricular	350	210			
3	Co-Curricular	150	----			
4	R&D	300	60			
5.	Administrative and Extra-curricular activities	125	----			
	Total	1000	550			

All scores inside should be entered in ink only.

Signatures:

S.NO	Name of the Member	Signature of the Member

Chairman

Part V is Mandatory

Each item should have supporting document submitted by the faculty.

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

1. API score is the **Appraisal Performance Indicator** score obtained from the Self Appraisal formats in Part – A and Part – B of the PBAS.
2. Minimum Score: This is the minimum score required to enable the DFAC to recommend for annual increment and /or promotion. For the year **2019-20**, an overall <u>**score of 550**</u> 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: 75

1.0   **Personal Details:**

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

2.0   **Educational qualifications (starting from degree):**

Programme	Period of study	University	Points/CGPA	Class obtained

3.0   **Experience:**

S.No.	Designation	Institution	From	To	Service in Years

Points: 5 points for every year of experience in the college *and 2.5 points for experience outside the college*, **subject to a maximum of 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:

(5.3×5) + (2.3×2.5) =22.25

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

PART-B
PART I – CURRICULUM- TEACHING & 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 and MCA, DFAC will give scores as per guide lines given to them and apply necessary scaling factors.
Overall scores should be computed for maximum of 1000 only.
DFAC score has to be entered for each item.

Item No		Item					Max Score	
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) - 24** **1.1(b) - 16**	
			Sem-I		Sem-II			Average of weekly load
			Subjects Title	Weekly Load*	Subjects Title	Weekly Load	Total	
	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 CAS standing committee with the approval of Principal *DFAC Score =(Grand Average Load/12)*40 ----- Round off to the nearest integer *No of Periods						
		[ ] **DFAC**						
1.2	Lectures actually taken as fraction of lectures allocated. How many total lecture periods have been taken in the previous two semesters (Enter Number)?						**Max Score 20**	

	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 20 (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

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*	*3.5 points per course per sem(Max 14 Points)*				
4	Question bank (**Unit wise**)	*2 points per course (Max 8 points)*				
5	*Internal Assessment Question Papers consistent with the COs*	*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 *(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 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	**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					

Note: The above course file includes Theory only.   **DFAC**

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

- **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.** *'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.**
- 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** | |

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

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

| 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 10** | |

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 repoints 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 (20) (ii)Visuals(Topic Related Video/simulation for Lecture demo) (10) (iii) MOODLE Usage - per subject per sem 10 points (20) *Lecture Demo with aid of downloaded videos or CDs to be certified by HoD and included in the course file. Without proof =0 points					50
	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	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= *5 points*			Max Score 20		

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				

* Minimum duration of 5 periods /course.

**Minimum duration of 10 periods in any one semester beyond college hours – Each period -2

		points 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 CAS standing committee with the approval of Principal				
1.8	Counseling with proper records.					**Max Score 30**	

S. No.	Item	Semester I (No)	Semester II(No)	Total No. of sessions taken	Score		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						

						DFAC

1.9	Percentage of passes: *(<55%=10, 56-65%=15, 66-75%=20, 76-85%=25, >85%=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=10, 3.0-3.5=15, 3.5-4.0=20, 4.0-4.5=25, 4.5-5.0=30 points)*				Max. Score 30	

Subject Name	Feedback Point in Sem I	Subject Name	Feedback points in Sem II
Subject 1		Subject 1	
Subject 2		Subject 2	
Subject 3		Subject 3	
Lab 1		Lab 1	
Lab 2		Lab 2	
Average points		Average points	
Grand Average points			

Round off to the nearest integer.   **DFAC**

| 1.11 | (a)Project Guidance(Mini project/major project/seminar/term paper)
If Project work results in a paper publication, Score = 50 points *(This publication should not be shown under Part - 3)*
Project score in final exam >90% or Excellent = 30;   81-90% or A+ = 25; 70 – 80% or A = 20; < 70% = 15 points
Add 5 points for every additional project batch handled subject to a maximum of 3 projects | | **Max Score 50** | |

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

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

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

1.13   **NPTEL/MIT/COURSERA/edx/UDACITY) lectures   (30)**
        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 points 100% with a minimum of 75% attendance = 30 points;

- If less points reduce points   proportionately and rounded off.

        For Courses in Teleconference mode or Courses without exam

- With 75% attendance a maximum of 15 points may be given.

- Add both sem scores if applicable and take average.   DFAC

1.14   Involvement of Faculty in syllabus framing   **(30)**

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

Note: 1. All Co-Curricular activities given below have to be supported by proof certified and authenticated by HOD and filed in a separate file neatly.
Note 2:   S.No. 7 and S.No. 9 are Mandatory.

S.No		Max Score		Score-DFAc
1	Membership of professional societies (Mention) (Each Membership=10 points) International=5; National=5 points **IEEE/ASME/ASCE membership -15 points** a) b) c)	**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 CAS 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: 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 – 40 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 – 30 points	**Max Score 50**

iii) Within college or proximity
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/skill dev/certificate courses etc: Trainin industry personnel (Participation as organizing committee member)**
- Conferences :: National – 20/ International - 30
- STC/Sem/WS/Skill Dev/certificate courses :
  1-3 Days – 5 points; 4-6 days – 10 points; 7-10 days –15 points; >10 days – 25 points
- Training industry personnel
  1-3 Days – 10 points; 4-6 days – 15 points; 7-10 days – 20 points; >10 days – 30 points

With sponsorship from Industry/Funding agencies – 10 points extra for all the above 3 activities
Proof to be attached in detail with title and dates duly attested by HOD.
Coordinator=100%;   Others = 50%;

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

					SCORE-DFAc
				Max Score	
4	Guest Lectures attended or delivered / product Demos attended and student activities each 10 points :			**40**	
	a) Guest Lectures Attended - 3 points/Lecture b) Guest Lectures Organized - 6 points/Lecture c) Guest Lectures Delivered - 20 points/Lecture At premiere instns & 10 points at private(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**	

	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)*		**10**		

	Date	Place	Local/Outside	

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

			Number	**Score – DFAC**

	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 20**	
	*As defined by Chairman, CAS committee and approved by the Principal		**Score – DFAC**

			Max Score	
7	**Student innovations; Guidance (Mandatory)**		**30**	
	(a)Participation in State/National/IIT/NIT/BITS events with models(Participation -10 points, First 3 Prizes winning – 30 points; other Prizes – 15 points) (b)Motivating Students **10 points** (i)Organize Student innovation sessions -3 points each session with participation of at least 10 students with record signed by students and authenticated by HOD leading to to application of atleast 2 Minor/Major projects or one Patent application within the Academic year. OR (ii)Brain teasing / Brain storming Sessions - 3 points each session with participation of at least 10 students with the participation of HoD and with record authenticated by HOD leading to application of atleast 2 Minor/Major projects or one Patent application within the Academic year. **Give details with dates below:**			**Score – DFAC**
8.	**Consultancy** **40 max** (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			
9	**Arranging Internships for students with proof (Mandatory)** At Industry/ R & D Organisations per each student = 5 points Identification of New Industry / Company / R&D Lab with sending of at least 1 batch of students=10 points per industry	**30**		**Score – DFAC**

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**

PART-3
R &D RELATED CONTRIBUTIONS
MAX.   API SCORE: 300   MIN. API SCORE: 60
(Over previous two semesters)
Note: Open an R&D file and all proofs should be filed neatly in this file

Without Proof No points are given

Item No	Item	Max Score	
1.	Publications: (Mention no. Of books)	**80**	
	a) Whole Book solo = 50 points; Joint author=30 points *b) Book chapter= 20 points (LAMBERT Excluded);* Books with ISBN/ISDN only		
	a) Conference proceedings published as a book – Author of a paper *Scopus/Sci indexed/Springer/Elsivier/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 = 40 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 books	No. of chapters
			Score-DFAC
	b) Refereed Journals (SCOPUS / SCI indexed/ IEEE/ACM/ASME/ASCE) **International/National paper Publications/Reviewer of Paper** Score 1. IEEE Transactions or equivalent=70 2. SCI indexed/ IEEE/ACM/ASME/ASCE =60; 3. SCOPUS =30 S .No | Authors, Title, Journal name, Year- Include papers in your R&D file | Impact factor | **Note: If Reviewer of Paper,** **40% (28 points)of the above points for IEEE/ACM/ASME/ASCE/ SCI** **20% (8 points) for Scopus unpaid only** *(i)1st author =100% points, 2nd author = 50% points, 3rd author = 30% points. Others=10% points* • If first, second, third authors are students and the faculty appearing thereafter is a guide 100% points; For paper publications students should be the first author and guide should be the last. • Joint Authorship with outside institutions/Departments will carry 50% points for 2nd and 3rd Authors • Joint author With International authors – outside country – 100% points. With IITs or NITs or National Institutions=80% to all		
		(a)+(b)=	**Score-DFAC**

15

2.	Sponsored Research projects **a) sanctioned (Insert Number) (Attach Proof –** **(per Project score is given below)** **Active Participation as certified by PI and HOD**	**Max Score 100**
	(i)More than Rs.20 Lakhs= 100 Points	
	(ii)Rs.10 Lakhs – 20 Lakhs =70 points	
	(iii)Rs.5 Lakhs -10 Lakhs.= 50 Points	
	(iv) < Rs.5.0 Lakhs = 35 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 **Project proposal restrictions : (At proposal stage only)** 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 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. PI --- Principal Investigator; CO-PI ---- Co-Principal Investigator; **Applicable to 2(a) and 2(b)** • Participation by key members who actually contribute significantly as certified by HOD:100% of the above points; • Non active participants =0 Points • Include proof in your R&D file Specify names and designation as given in the proposal here; submit proof to DFAC	
	d) Joint collaborative projects (i) Joint Collaborative Projects with inter institutional submitted to National Institutions/Ministries add- 30% more points (ii) Inter departmental submitted to National Institutions/Ministries – add 20% more points (iii) Joint Collaborative Projects Sanctioned – 40% more Give all details here and include it in your R&D File to show to DFAC	

			SCORE-DFAC (a+b+c)
3(a)	Conferences/ symposia Papers presented/ *resource person Outside India** Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported)	**Max Score 50**	
	• **Papers Presented as Author** **International** outside country each=30 points (if presented paper in person) (**outside country**, Reputed such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported, Top 500 Universities) **Give Paper title etc. Follow IEEE format here itself.**		
3(b)	Conferences/ symposia Papers presented/ *resource person With in India** **Reputed** such as IEEE, IEE, ASME, ASCE, SCI, Scopus Supported).		
	International 15 points **National** 10 points		
	*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		
3(c)	• **Chairing sessions on invitation** • Abroad(IEEE, IEE, ASME, ASCE, SCI, Scopus Supported) – 50 points ; • India(IIT/NIT/National institutions) - 20 points; • Others – 10 points • **Invited speaker on invitation** • Abroad – 50 points ; • India(IIT/NIT/National institutions) - 30 points; • Others – 20 points • *Key Note Speaker* • International (abroad) – 30 points • With in India-national/international conference- 20 points		
	3(a)+3(b)+3(c)		**SCORE-DFAC**
4.	Patents each (participation) **Max Score 100** Each Patent obtained= 100 points Each Patent filed with Number allotted=50 points Each patent First Examination Report response filed=70 points Each patent Hearing/post hearing=80 points **Active Participation as certified by PI and HOD**		Score-DFAC
5	Incubation centre established: **Active Participation as certified by Coordinator and HOD**	**Max.Points: 50 Points**	Score-DFAC

	Principal coordinator: 100% Others if active participation=80% of the above		
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.Points: 50 Points**	**Score-DFAC**

7	Ph. D guidance
	 (i) Each scholar part time 30 points (Max)
	         (Applicable for year of registration)
	         10 points / scholar
	 (ii) Each scholar full time 40 points (Max)
	         (Applicable for year of registration)
	         20 points / scholar
	 (iii) Thesis submission completed / scholar 30 points
	 (iv) Ph. D awarded / scholar 40 points
	 (v) Thesis submitted and awarded / scholar 50 points
	      in the same academic year
		Max.Points: 50 Points	**Score-DFAC**

8	Project guidance to PG students, Jointly with other department faculty and students leading to patents / publications in Scopus/Sci Journals. Both HODs should certify. International/National paper Publications/Reviewer of Paper 1. SCI indexed/ IEEE/ACM/ASME/ASCE =70; 2. SCOPUS =40 3. Patent application – 60 points	**Max Points 70**	**Score DFAC**

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

PART-4
Academic Administration, Institutional duties and extracurricular activities
And social responsibility.
Maximum API Score: 125
(Over previous two semesters)

Item No	Item	Max Score
1	Department al Administration	**40**

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

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

*As per defined Duties and Responsibilities

Score-DFAC

2 Institutional level administration (Tick)(Each activity/sem = 5 points)   **Max Score**
80
Coordinator=100%; others=50% (Tick)

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			

Score- DFAc

3 *Institutional Events Organization members, Sports Participants*   **Max Score**
50
(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.	Any Other as approved by Chairman CAS and by Principal approved			
7.	Total			

*Coordinator = 30 points; Others = 15

Score- DFAC

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

S.No.	Activity	SEM-I	SEM-II	Total number
1.	NCC / NSS activities			
2.	*NSS/ NCC Coordinator(20)*			
3.	Women grievance cell activities			
4.	Health camps			

5.	Blood camps			
6.	Service to poor			
7.	Service to Disabled			
8.	Charity camps etc.			
9.	Any Other as approved by Chairman CAS and by Principal approved			
10.	Total			

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

Score- DFAC

5 **Training & other Misc. activities: Max Score 30**

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			

Score- DFAC

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

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

Tick appropriate box;   Maximum Points = 200

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

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

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