SREYAS

INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi | Affiliated to JNTUH, Hyderabad | Accredited by NAAC)
Hyderabad | PIN: 500068

Appraisal Form for Professor, Associate Professor &Assistant Professor

Academic Year	
Name of the Staff	
Department	

CATEGORY-1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities(b) Domain knowledge(c)Participation in Examination and Evaluation (d) Contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75.Theself assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self-Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, contact hours undertaken taken percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course	20		
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts)	25		
	Total Score	**125**		
	Minimum API Score Required	**75**		

(Signature of Staff)

Note:
Supporting documents to be attached.

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CATEGORY-2 CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category-2 API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15.A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self-Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field-based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement	20		
2	Contributionto Corporate life management of the department institution through participation in and administrative committees responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category 3 below)	15		
	Minimum API Score Required	**15**		

(Signature of Staff)

Note:
Supporting documents to be attached.

Academic Year	
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CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/Agriculture e/Veterinary Science/Sciences/Medi cal Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for and college teacher position	Self Assess-ment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research	Refereed Journals *	Refereed Journals*	15 / publication		
	recognized and reputable journals and periodicals, having ISBN/ISSN numbers.		Non-refereed but recognized and reputable Journals periodicals having ISBN/ISSN numbers.	10 / Publication		
	Conference proceedings as full papers, etc.(Abstracts not to be included)		Conference proceedings as full papers, etc.(Abstracts not to be included)	10 / Publication		
III (B)	Research Publications(books), chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book		
	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in edited books		
	Subject Books by other local publishers with ISBN/ISSN numbers.		Subject Books by other local publishers with ISBN/ISSN numbers.	15/author, and 3 chapter edited books		
	Chapters contributed to edited knowledge- based volumes published by International Publishers		Chapters contributed to edited knowledge- based volumes published by International Publishers	10/Chapter		
	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter		

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III (C)	**RESEARCH PROJECTS**					
III (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		
		(c) Minor Projects (Amount m o b i l i z e d grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs.	10/each Project		
III (C) (ii)	Consultancy Projects out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs and	10 per every Rs.2.0 lakhs, respectively		
III (C) (iii)	Completed projects : Quality Evaluation	Completed Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International		
III (D)	**RESEARCH GUIDANCE**					
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
III(E)	**TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS**					
III(E) (i)	Refresher	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each		
			(b) One-week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation Presentation of papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a) International conference	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

(contd)

*Wherever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows:

(i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

(Signature of Staff)

Note: Supporting documents to be attached

NON-TEACHING APPRAISAL FORM (TECHNICAL)

Academic Year	
Name of the Staff	
Department	

S.NO	NATURE OF ACTIVITY	MAX SCORE	SELF ASSESSEMENT SCORE	HOD REMARKS
	Lab in charge responsibility taken up (Name of the lab):			
1	Whether the staff is regular to the duty	25		
2	Maintaining all equipment's in working condition, Entering into Annual Maintenance charges (AMC) with in time & Conducting Preventive Check-ups, Calibrations & in house Maintenance.	20		
3	Ensuring all students in Laboratory with Proper Dress Code, Discipline & Punctual.	10		
4	Maintaining the laboratory neat and clean.	10		
5	Ensured that all Safety precautions, regulations are scrupulously followed and safety precautions are clearly displayed inside the lab.	05		
6	Proper maintenance & Updating of stock register and student log in register	10		
7	Submitting all reports in time as needed by department Admin I/Cs.	20		
	TOTAL SCORE	100		

(Signature of Staff)

Supporting documents to be attached.

NON-TEACHING APPRAISAL FORM (ADMIN)

Academic Year	
Name of the Staff	
Department	

	NATURE OF ACTIVITY	MAX SCORE	SELF ASSESSEMENT SCORE	A.O REMARKS
1	Whether the staff member is regular to the duty.	10		
2	Does the staff sincere to his / her work.	15		
3	Is he / she courteous and helpful to the students.	10		
4	Knowledge of staff member in his/her job.	15		
5	Aptitude of the staff member in upgrading his/her knowledge, in his/her domain area.	15		
6	Performance level of staff member in the job assigned.	15		
7	How is the staff member's inter-personal relationship with his/her i) superiors ii) colleagues iii) subordinates	15		
8	Any other qualitative narrative report.	05		
	Total	100		

(Signature of Staff)

Supporting documents to be attached.