AWARD OF POINTS FOR FACULTY SELF APPRAISAL

Faculty self-appraisal is for 400 points. The faculty performance in the areas of teaching, research and other administrative support will be considered. They are expected to achieve the following points for the sanction of yearly increment and additional incentive increments (if any) based on the performance.

Name of the faculty: **Designation:**

Department: **Qualifications:**

Experience in this institute: **Total experience:**

Mobile: **Email Id:**

S. No	Grade	Points to achieve		
		Professors	**Associate professors**	**Assistant professors**
1	Outstanding	>=300	>=260	>=220
2	Very Good	260-299	220-259	180-219
3	Good	220-259	180-219	140-179
4	Average	180-219	140-179	100-139
5	Poor	<180	<140	<100

The focus of the faculty evaluation in teaching and learning/ research/ extension activities / involvement/ etc. during the year starting from 1st July, 2019 to 30th June, 2020(one academic year) is based on the following criteria from C1 to C18.

Criteria	Description	Points
C1	Loss of pay (1st July 2017 to 30th June 2018) For "N "number of Loss of pays in an academic year Points = $5 - N*0.5$ If number of loss of pays is more than 10 then negative points will be awarded Proof: report from CMS	5 (max)
C2	Involvement in the departmental (faculty)/ Institution level activities (HODs and Deans) **Enclosure of proof required:** A letter of recommendation from HOD/ Principal Format to be uploaded (Minimum 50% of marks are to be scored)	40 (max)
	Institutional activities (Faculty) - by Principal	20 (max)

C3	Result Analysis	20
	I semester - 10 points (max) II semester – 10 points (max) If more than two subjects are taken average is considered.	points (max)
	Points will be calculated as per the table -1	

Table 1:

S. No	Non-Engineering course		Engineering courses	
	Result Analysis (%)	Points awarded	Result Analysis (%)	Points awarded
1	>90	10	> 80	10
2	>80 -<=90	8	>70 -< =80	8
3	>70 -<= 80	6	>60 -<=70	6
4	>60 - <=70	4	>50- <=60	4
5	<60	0	<50	0

Enclosure of proof required: Result analysis and follow up statement signed by HOD for each course separately.

C4:	Lecture Notes, Lab Manuals, Complete Course File	Max 10 points

As teacher is expected to teach one theory course in the odd semester and one course in even semester, the distribution of points can be 5 points for each course taught with lecture notes provided to the students, along with course file In case, if a teacher is allotted two courses in each semester, the points distribution may vary.

Lecture notes should be neatly typed / Hand written.

Enclosure of proof required: Lecture notes in PDF format for each of the course taught.

Imp note: If the Lecture notes is neatly hand written and available in spiral binding carries more weightage. (if the notes is prepared by more than one faculty, points will be shared)

Dean Academics & HOD 's authentication is required

Semester	Number of Courses	Distribution of points
Odd Semester	1	15 max
Even Semester	1	15 max

C5	Students' feedback on teaching	20 Points Max

Students' perception of learning experience in class is sometimes the most direct way to weigh the effectiveness of teaching methods. What students perceive and experience in class directly determines how effectively they are learning. The award of points is as follows:

S. No	Semester	Number of Courses	Distribution of points
1	Odd Semester	1	10
2	Even Semester	1	10

Award of Points		
S. No	Student Feedback (%)	Points awarded
1	91 — 100	10
2	81– 90	8
3	71– 80	6
4	60 - 70	4
5	0-59	0

Note:

1. Enclosure of proof required: Feedback analysis (Minimum 60% feedback is essential in order to validate other points i.e. all other points will be nullified if feedback is less than 60%).

2. If a faculty teaches more than one theory subject in a semester, average is considered.

3. If a faculty is not given any theory subjects and only labs are given, HOD can assign points based on his regularity to the laboratory, continuous evaluation, helping the students in the lab, knowledge / command over the subject related to the lab.

C6:   Research Publications (50 points).

Faculty are encouraged to publish research papers in reputed peer reviewed Journals and / or Conferences i.e. SCI / Scopus indexed / web of Science/ICI. The weightage for the journal publication is 25 points and for conference is 15 points. In order to maintain standard in publications, certain stipulations are fixed as detailed below:

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S.No	Description	Max Points	Marks for the first/main author 60%	Marks for co-authors The remaining 40 % marks are equally distributed
1	IEEE xplore / Scopus indexed / Association of Civil Engg/ Mechanical Engineering/ Spinger / Conference	15	9	If two co-authors points will be distributed like 3+3 or if only one co-author 6 points
2	SCI/Scopus/ WoS / Extended SCI Journal	25	15	If two co-authors 5+5 or if only one co-author 10 points
3	Citations (Calendar Year : 2017)	10	1 point per citation (Only Scopus citations will be considered) Scopus author citation page is to be enclosed	

Total points will be subjected to a maximum of 50

C7 participation in Seminars, workshops and faculty development programs: (1 points max)

Description	Duration	Points
Participation in STTPs	**Two weeks**	**10 points /each**
Participation in FDP	**One week**	**3 points /each**
Participation in workshop /seminar	**Less than one week**	**2 points (maximum) each**

Enclosure of proof required: Participation certificates or prize winning certificates issued by the competent authority.

C8: Coordinator for FDPs/ Workshop (organizing members cannot claim any

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points) (30 points max) or Workshops / seminars conducted for the students

Description	Duration	Points
For STTPS	Two weeks	20 points /each
FDP	One week	10 points /each
For workshop /seminar	Less than one week Each day carries upto one point	5 points (maximum) each

C9: Invited talks/ awards: (maximum points: 10)

Description	Level	Points
Invited talks given / Award for seminars/ conferences/ symposia / chairing sessions / Guest lecture	International	20 points /each
	National level	10 points /each
	College level	5 points each

C10: Student counseling (20 points)/ Effective ness of the counseling If all the students cleared all the subjects till now = 20 points Otherwise prorate basis. (HOD should give authentication)

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<u>Mentoring</u>

Name of the department   :
Name of the faculty   :
Details of the students   :

S.No	Roll No	Name of the student	Number of Backlogs till now

Marks awarded by the HoD: (Max=20)
HoD can assign points based on how regular the faculty is in counselling
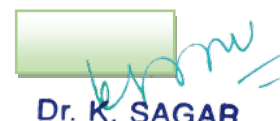
HoD Signature

~~5.0 points per student~~

Additional student projects / Products can claim 5 points each subjected to maximum of 10 (if main project is not given)

C13: Ph.D guidance: (5 points) (only once – in the year of allotment)

C14: Books Publication: (Maximum 15 points)

International Publishers:	**10 points**
National:	**3 points per book**
Local publisher:	**2 Points per book**

(if there are more than one author: points will be shared among all authors equally)

C15: Patent filing: (20 points) (if more than one investigator, points will be shared equally)

C16: **Certifications :(10 points)** (NPTEL/ MOOCs like COURSERA/EDX etc) (certification should be in this academic year only)

C17: Consultancy (max 20 points): Up to Rs 2,00, 000/- 10 points can be claimed (points will be shared all the faculty, if more than one PI involve in consultancy)

C18: Professional body membership: 15 points (max)

IEEE (10 points)/ISTE (10 points) /IETE (5 points)/ASME (10 points) /CSI (10 points) /ASCE (10 points)
/IE (I) (5 points) / ACM (10 points)

Deductions (these points will be deducted from the above total): 20 points will be deducted for every memo received with regard to Examination duties / Evaluation / Indiscipline / not honoring the duties assigned. **HOD recommendation is to be enclosed.**

Any other relevant information not covered above

S. No	Information

Coordinator, IQAC   **PRINCIPAL**
Date:

ACADEMIC PERFORMANCE INDICATORS (API) SCORESHEET FOR PROFESSOR AND ASSOCIATE PROFESSOR

Note: The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.

CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS

S. No.	APIs	Faculties of Engineering/Sciences	Faculties Languages/Arts/ Humanities/Social Sciences/ Library/Management	Maximum points	Self-Assessment Score
III (A)	Research Papers published in:	Refereed Journals*	Refereed Journals*	15 / publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and 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 edited books	
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author; 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 / sole author; 3 / chapter in 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	

S. No.	APIs	Faculties of Engineering/Sciences	Faculties Languages/Arts/ Humanities/Social Sciences/ Library/Management	Maximum points	Self-Assessment Score
III (C)	**RESEARCH PROJECTS**				
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above ` 30.00 lakhs	(a) Major Projects amount mobilized with grants above ` 5.00 lakhs	20 / each Project	
		(b) Major Projects amount mobilized with grants above ` 5.00 lakhs up to ` 30.00 lakhs	(b) Major Projects amount mobilized with minimum of ` 3.00 lakhs up to ` 5.00 lakhs	15 / each Project	
		(c) Minor Projects (Amount mobilized with grants above ` 50,000 up to ` 5.00 lakhs)	(c) Minor Projects (Amount mobilized with grants above ` 25,000 up to ` 3.00 lakhs)	10 / each Project	
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of ` 10.00 lakhs	Amount mobilized with minimum of ` 2.00 lakhs	10 per every ` 10.00 lakhs and ` 2.00 lakhs, respectively	
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by 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 International level output or patent	
III (D)	**RESEARCH GUIDANCE**				
III (D) (i)	M.Tech	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 courses, Methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each	
		(b) One week duration	(b) One week duration	10 / each	

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	Skills development Programmes, Faculty Development Programmes *(Max: 30 points)*				
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.**	Participation and Presentation of research 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 level	d) Local-University/ College level	3 / each	
III (E) (iv)	Invited lectures or presentations for conferences/ symposia	a) International level	a) International level	10 / each	
		b) National level	b) National level	5 / each	

	Associate Professor	Professor
Minimum API Scores	Consolidated API score requirement of 300 points from Category III of APIs	Consolidated API score requirement of 400 points from Category III of APIs
Total Self-Assessment Score by Applicant		
Score by the Screening/Selection Comt.		

∗ Wherever relevant to any specific discipline, the API score for paper in refereed 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.

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