

# Appraisal for A.Y. \_\_\_\_\_

## **Performance Based Appraisal System**

**For**

**Assistant Professors, Associate Professors, and Professors**



**Sir C.R. Reddy College of Engineering, Eluru**

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**Performance Based Appraisal System (PBAS)**

**Academic Year:**

<b>Department</b>	
<b>Name of the Faculty</b>	
<b>Designation</b>	

**Summary Sheet**

Part	Evaluation parameter	Max API Score	Score Awarded			Comments
			Self	External	HoD	
1	Teaching, Learning, and Evaluation	400				
2	Co-Curricular Activities	75				
3	Research and Development	75				
4	Administration Responsibilities and Extracurricular Activities	50				
	<b>Total</b>	<b>600</b>				

**Notes**

1. API score is the Appraisal Performance Indicator score obtained from the self-appraisal formats of the PBAS.
2. Minimum score required for a Professor/ Associate professor/ Assistant Professor will be decided by **Academic Advisory Committee**
3. Final score is calculated by the HoD by averaging the three evaluations given above and forwarded to the Principal.
4. Faculty members are required to produce evidence for the scores claimed at the time during the evaluation process.
5. **Faculty members are required to carryout fair self evaluation process. Abnormal deviation of API scores between Self and External/ HoD will be referred to Academic Advisory committee to take final decision..**

## General Information

### 1.0 Personal Details:

1.	Name	
2.	Designation	
3.	Department	
4.	Date of Joining the Institute	
5.	Employee Identification Number	
6.	PF Number	
7.	Date of birth	
8.	Address	D. No.:                      Street:
		Area:
		City:                                      Pin Code:
9.	Contact details	Mobile:
		Landline:
		E-mail:

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

Name of the Examination	University	Year of Passing	Class

### 3.0 Experience (Teaching, Industrial & Research)

S.No.	Teaching/Industrial/Research	Designation	Institution	From	To

**PART 1**  
**Teaching, Learning, and Evaluation**  
**(Maximum API Score: 400)**

S. No.	Nature of Activity	Score			
		API Score Maximum	Self	External	HoD
1.	<p><b>Work Load</b>            Work load includes lectures, seminars, tutorials, laboratory practical hours and project contact hours.</p> <p>(a) Lectures taken as percentage of lecture hours allocated (100% compliance = 70 points):            (i) Total number of lecture hours taken for all subjects handled as per attendance registers in both semesters (T) =            (ii) Total number of lecture hours allocated as per academic calendar and time table in both semesters(A) =            Points scored = 70x T/A</p> <p>(b) Other - Seminars, tutorials, practical, project contact hours undertaken as percentage of those actual allocated (100% compliance = 30 points):            (i) Total number of contact hours taken in both semesters(T1) =            (ii) Total number of contact hours allocated in both semesters(A1) =            Points scored = 70x T1/A1</p> <p>(c) Bonus points for each extra subject taken in addition to regular Load = 20 points  <b>Note: Evidence in of the above cases must be verified &amp; certified by TWO senior faculty members nominated by HoD.</b></p>	Max. 100			
2.	<p><b>Course File</b>            Compliance of course file(s) as per standard format including but not limited to the following –            Preparation of Course Outcomes(COs), Program outcomes(POs), Lesson plan, Lecture notes, daily delivery report, bridging of gaps, content beyond syllabus, COs attainment, etc.</p> <p>100 % compliance of the above = 60 points  <b>Note: Evidence in of the above cases must be verified &amp; certified by TWO senior faculty members nominated by HoD.</b></p>	70			
3.	<p><b>Examination Duties</b>            Examination duties - includes internal and external invigilation duties, spot evaluation duties, skilled assistant duties in labs, etc. as per allotment.</p> <p>( i ) 100 % compliance of the above = 20 points            ( ii ) Bonus points for special invigilator duties, squad duties = 5 points</p>	Max. 20			

	<b>Note: Details must be produced on Demand</b>				
4.	<b>Assessment and Evaluation</b> Question paper setting in line with Course Outcomes, scheme of evaluation for assessment and adherence to evaluation of answer scripts. 100 % compliance of the above = 30 points <b>Note: Evidences must be verified &amp; certified by TWO senior faculty members nominated by HoD.</b>	40			
5.	<b>Teaching Aids and Innovative Teaching-learning Methodologies</b> (a) Use of teaching aids such as OHP, power point, web content, video lectures from NPTEL, SONET, etc.  Use of one or more than one teaching aid = Maximum 10 points  (b) Innovations include but not limited to use of application software, development of e-content, learning modules etc.  Use of any one of above = Maximum 10 points  (c) Use of Teaching-learning Methodology  Use of any TLM = 5 bonus points <b>Note: Details must be produced on Demand</b>	Max. 20			
6.	<b>Pass Percentage</b> Average percentage of pass for all theory subjects handled is considered and points allotted as given below: <= 55% = 0; 56% - 65% = 20; 66-75% = 30; 76 – 85% = 40; >85% = 50 points In case the result of a particular subject is poor in the university/ other sections, points may be decided in consultation with HOD by considering the results of the peer.	50			
7.	<b>Student Feedback</b> Average student feedback on teaching in percentage for all theory subjects handled is considered and points allotted as given below: < 60 = 0; 60 – 65 =10; 65 - 75 =20; 75-80=30; 80 - 85=40; above 85=50 points	50			
8.	<b>Project Guidance</b> Guidance in project work with design and analysis/ simulation/ working model evaluated by departmental committee 100 % compliance of the above = 30 points  If the project work leads to good journal publication = 10 bonus points If the project work leads to conference proceedings = 5 bonus points	Max. 30			
9.	<b>Teaching/Industrial/Research Experience</b> Includes teaching as well as industrial & research experience.  Number of Points = 2 x Number of years of total experience	Max. 20			
<b>Total</b>		<b>400</b>			



**PART 2**  
**Co-curricular Activities**  
**(Maximum API Score: 75)**

S.No.	Nature of Activity	Score			
		API Score Maximum	Self	External	HoD
1	<b>Professional Memberships</b> Membership of Professional Societies; Each membership 5 points each  Points scored = 5 x Number of memberships	Max. 10			
2	<b>Development of Facilities</b> Lab/ class room/library/common student facilities development; for every new equipment / software procured/ facility installed / practice;  Principal participant = 10 points Other participant = 5 Points	Max. 10			
3	<b>Student Co-curricular Activities</b> Accompanying students on industrial visits:10 points; Student events at college level like Tech Fest, Cultural fest etc., and department level activities like technical quiz, mock GATE, etc through student chapters  Institutional coordinator/convener = 20 points Institutional co-coordinator/co- convener = 15 points Departmental Coordinator = 10 Points Other committee members = 5 Points	Max. 20			
4	<b>Student innovation &amp; guidance</b> Each innovation with working model/ simulation/software/apps, etc. evaluated by departmental committee : 5 Points each Points Scored = 5 x Number	Max. 10			
5	<b>Student Counseling</b> Student counseling activities  100 % compliance = 25 points <b>Note: Details must be produced on Demand</b>	25			
<b>Total</b>		<b>75</b>			

**PART 3**  
**Research & Development**  
**(Maximum API Score: 75)**

S.No.	Nature of Activity	Score			
		API Score Maximum	Self	External	HoD
1.	<p><b>Publications</b></p> <p>(a) Books with ISBN/ISDN :</p> <p style="padding-left: 20px;">I. Book A. International publisher = 40 points  B National Publisher = 30 points  c. Local Publisher = 20 points</p> <p style="padding-left: 20px;">II. Chapter = 20 points</p> <p style="padding-left: 20px;">III. Revision of book =20 points</p> <p>(b) Refereed journals – International with impact factor and indexed by Web of Science, Scopus, INSPEC ,Science Citation Index and Indian Citation Index  = 40 points for first author and 20 points for remaining authors for each publication.</p> <p>(c) Refereed journals - International with Impact factor and indexed by Scopus and others  = 30 points for first author and 15 points for remaining authors for each publication.</p> <p>(d) Others (Including non-refereed journals, open journals, monographs, book reviews, article reviews, course material publication, etc.)  = 20 points for first author and 10 for remaining Authors for each publication.</p> <p>Note: In case the publication is resulting is from student’s project, supervisor may be given score as per the above criteria.</p>	Max. 75			
2.	<p><b>Sponsored Research Projects/Research Guidance</b></p> <p>(a) Research project-Principle investigator: 25 points(ongoing)  Assisting the principle investigator officially = 15 points</p> <p>(b) MODROBS, Seminar grants, FDP, etc. = 15 points</p> <p>(c) Research proposal submitted = 10 points</p> <p>(d) Ph.D. Guidance = 50 points for each Ph.D. produced in that academic year.</p>	Max. 75			



3.	<p><b>Conferences / Symposia / Workshops /Seminars/ (organization / resource person /paper presentation / participant)</b></p> <p>( a) Organization  Institutional coordinator/convener = 25 points  Institutional co-coordinator/co- convener = 15 points  Organizing committee members = 5Points</p> <p>( b) Resource person  ( I ) International = 25 points each  (outside Country, reputed such as IEEE supported)  ( ii ) International = 20 points each  ( within country , reputed such as IEEE supported)  ( iii ) Other International and National = 15 points</p> <p>( c ) Presentation of paper (National or International)  ( I ) International = 20 points each  (outside Country, reputed such as IEEE supported)  ( ii ) International = 15 points each  ( within country , reputed such as IEEE supported)  ( iii ) Other International and National = 10 points</p> <p>( d) Participation only(National or International)  Attended as participant = 5 points each</p>	Max. 75			
4.	<p><b>Participation in learning programs</b></p> <p>Participation in learning programs such as FDPs, STTP, refresher courses, orientation courses etc.</p> <p>i. One day program = 2 points each  ii. Two to four days program = 5 points each  iii. Five days or more than five days program = 10 points each</p>	Max. 20			
5.	<p><b>Consultancy Services</b></p> <p>i. &lt; Rs. 1 lakh = 5points;  ii. &gt;Rs. 1 Lakh = 10 points for every Rs 1 lakh</p>	Max. 75			
6.	<p><b>Patents</b></p> <p>i. 50 points for each patent</p>	Max. 75			
	Total	75			

**PART 4**  
**Administrative Responsibilities and Extracurricular Activities**  
**(Maximum API Score: 50)**

S.No.	Activity	Score			
		API Score Maximum	Self	External	HoD
1.	<b>Institutional Level Administration Duties</b> Institutional level in charges of Examinations, Hostels, Maintenance, APSSDC, Anti ragging, Transport, AICTE and related works, NBA, NAAC, etc., and coordinators of any cell such as Robotics Club, etc. at institutional level which has yearlong activities i. coordinator / convener = 30 points each ii. co-coordinator / co-convener = 20 points each	Max 50			
2.	<b>Department Level Administration Duties</b> In-charges of Labs, Time table, Attendance, Exams, Library, Discipline, student associations, NBA, NAAC etc., , and coordinator of any department level cell which has yearlong activities i. coordinator /convener = 20 points each ii. co-coordinator / co-convener = 15 points each	Max 50			
3.	<b>Duties of faculty members other than coordinators, conveners, co coordinators and co conveners</b> Faculty members other than coordinator / convener and co-coordinator / co-convener participating at college and department level in yearlong activities = 10 points each	Max 50			
4.	<b>Extracurricular Activities</b> Activities related to sports day, college day, etc. i. Faculty members who are coordinator / convener participating at college and department level other than yearlong activities such as sports day = 15 points each ii. Faculty members other than co-coordinator / co-convener participating at college and department level other than yearlong activities such as sports day = 10 points each iii. Faculty members other than coordinator / convener and co-coordinator / co-convener participating at college and department level in other than yearlong activities = 5 points each	Max 50			
<b>Total</b>		<b>50</b>			