

REVISED GUIDELINES ON PERFORMANCE APPRAISAL SCORING SYSTEM

(PASS)

FOR

MEMBERS OF FACULTY

I. OBJECTIVE

The main objective of introducing performance appraisal scoring system (PASS) is to introduce a transparent system to motivate each member of faculty to perform better and better in delivering quality education and research in SKIT. The results of this assessment shall be used for the following purposes.

1. Award of annual increment in the pay bands.
2. Award of career advancement/promotion
3. Monitoring and recording of the regular growth of each member of faculty for ready reference.

The assessment shall be carried out every academic year after completion of the academic year. The overall performance of a faculty member during an academic year will be judged on the basis of the Credit Points earned as given below:

S. No.	Range of Credit Points Earned	Grade Description
1.	Greater than or equal to 80	Excellent
2.	Greater than or equal to 70 and less than 80	Very Good
3.	Greater than or equal to 60 and less than 70	Good
4.	Greater than or equal to 50 and less than 60	Fair
5.	Less than 50	Unsatisfactory

Annual increment may be withheld for faculty member getting less than 50 credit points during any academic year.

The performance appraisal system report comprises two parts. The Part A is ‘**Self-Appraisal**’ to be filled by the faculty member and Part B is ‘**Remarks of the Reporting Officer**’ to be filled by the respective HOD or Officer nominated by the Head of the Institute.

II. Components of Assessment and Performance of Faculty Member

The job responsibilities of a faculty member can be broadly classified into six components which are given below:

S. No.	Category	Max. Credit Points
I	Academic Activities	30
II	Research Activities	30
III	Extension Activities	10
IV	Administrative Activities	15
V	Extra-Curricular Activities	5
VI	Credit Points by HoD	10

I Academic Activities (30)

1. Teaching

Performance of students in the theory courses taught:

Semesters	Pass Percentage	Credit Points
B. Tech. I & II	More than 60	16
	Between 50 & 60	08
	Less than 50	0
B. Tech. III & IV	More than 80	16
	Between 70 & 80	8
	Less than 70	0
B. Tech. V & VI	More than 90	16
	Between 80 & 90	8
	Less than 80	0
B. Tech. VII & VIII	More than 95	16
	Between 85 & 95	8
	Less than 85	0
MBA	More than 70	16
	Between 60 & 70	8
	Less than 60	0
M. Tech.	More than 70	16
	Between 60 & 70	8
	Less than 60	0

*Additional Credit Points 4 will be awarded if **Grade Point Average** of all the students taught ≥ 6.0*

*Additional Credit Points 2 will be awarded if **Grade Point Average** of all the students taught ≥ 5.0 but < 6.0*

2. Related Development Activities

a. Qualification Added

Qualification	Credit Points
Ph. D. from NIT/IIT/CU/CSIR	14
Ph. D. from RTU (SKIT)/ State Universities/IIT	12
Ph. D. from RTU (other Institutes)	10
Ph. D. from other private Universities	7

b. Publication of a new book/book chapter

Publisher	Credit Points	
	Main Author	Co-Author
Book Publication by International Publisher	8	6
Book Publication by National Publisher	4	3
Book Publication by Regional/State Publisher	3	2
Book Chapter	2	1

c. Awards, Honours and any other Academic Distinction received

Award	Credit Points
International Award	10
National Award	7
Local Award	2

d. Member of any Statutory Body of RTU or any other University

Membership	Credit Points
Board of Governors	4
Academic Council	3
Board of Studies	2

e. Foreign visit related with academic work as a visiting member: **10**

f. Invited lectures and Chairmanship at International/National Conference

International/National Conference	Credit Points
International conference outside India	10
International conference outside state	8
National Conference outside state	5
International/National Conference within state	2

g. Recording of quality video lectures (one full course) **4**

h. Certification in MOOCs (SWYAM-NPTEL): Courses which are equivalent to FDP as per AICTE

Course Duration	Credit Points*			
	Topper	Gold	Silver	Successful
12 week course	12	8	6	4
8 week course	8	6	4	2

***On completion of courses from MOOCs not having equivalent FDP only 50% Credit Points shall be awarded.**

i. For developing on-line courses for SWYAM

Course duration (weeks)	Credit Points
12	12
8	8
4	4

j. For adding new experiment under Virtual Lab at National Level: **10**

II Research Activities (30)

a. Academic Research :Research Guidance (degree awarded)

Degree	Credit Points
Ph.D.	8 per candidate
M. Tech.	3 per candidate
B. Tech. (Project)	2 per group

b. Sponsored Research

S.No	Sponsored Research	Credit Points
i.	Preparation and submission of each project proposal to funding Agency	2
ii.	Sponsored ongoing project	
	For each major project (Rs. 3.0 lakh & above)	5
	For each minor project (Rs. 0.15 lakh above)	3
iii.	For each complete major project on submission and approval of final report by funding agency	10
iv.	Patent Publication	2
v	Project outcome (Patent Granted / Technology/ Product/ Process)	10

c. Research Publication

Journal Type	Credit Points	
	Author	Co-Author
For each paper in SCI Journal (Ratings Q ₁ , Q ₂)	10	5
For each paper in UGC CARE LIST II and SCI Journals (Ratings Q ₃ & Q ₄)	8	4
For each paper in UGC CARE LIST I and SKIT Research Journal	6	3
Other Journals having ISBN/ISSN & DoI Numbers and Conference Proceedings	3	2

III Extension Activities (10)

S.No.	Activities	Credit Points
i.	Consultancy Project Carried out/ongoing (Amount mobilized for every 0.5 lakh)	4
ii.	Carrying Routine and Developmental (Testing services as per standards for every 0.15 lakh)	2
iii.	Conferences/seminars/workshops/symposia etc. organized for International/National Level	
	a. As Coordinator/Convener (for more than 1, credit points will equally divide)	2/day (Max.5)
	b. As Organizing Secretary	1/day (Max.3)
	c. As Organizing Committee Members	0.5/day
	<i>50% Credit Points for state and college level (Publication of proceedings with ISBN No./Special Issue of Journal is mandatory for awarding credit points to convener and Organizing Secretary)</i>	

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iv.	Conferences/seminars/workshops/symposia etc. attended and presented a paper at IITs/NITs / BITS/Central University/ State University/IITs	3
	Conferences/seminars/workshops/symposia etc. attended and presented a paper at institutes other than above	2
v	Refresher/Orientation/Summer School/Winter School/ FDPs/ Training/soft skill development programme/methodology workshops organized	
	1. Two Week Duration	
	a. As Coordinator/convener	5
	b. As Organizing Secretary	3
	c. As Organizing Committee Member	2
	2. One Week Duration	
	a. As Coordinator/Convener	3
	b. As Organizing Secretary	2
vi	Refresher/orientation/summer school / winter school / FDPs/ Training / soft skill development programme / methodology workshop attended at IITs/NITs Central University/ State University/IITs/BITS	
	a. Duration 2 week	4
	b. Duration 1 week	2
	Refresher/orientation/summer school / winter school / FDPs/ Training / soft skill development programme / methodology workshop attended at Institute other than above	
	a. Duration 2 week	2
	b. Duration 1 week	1
vii	Extension Lecture delivered at any other Institute	2
viii	Hackathon organized	
	a. As Coordinator/convener	3
	b. As Organizing committee members	2

IV Administrative Activities (15)

S.No.	Activities	Credit Points
i	Departmental Dy. HOD	4
ii	Dy. Incharge Examination Cell	4
iii	UG/PG Examination Cell Coordinator	3
iv	Member Examination Cell	2
v	Chief Proctor	4
vi	Proctors	2
vii	Laboratory Incharge	2
viii	Member-Office of Student Affairs	2
ix	Member-Office of Faculty Affairs	2
x	Chief Counsellor (Department)	2
xi	Batch Counsellor	2
xii	Advisor SKIT Research Journal	4
xiii	Editors SKIT Research Journal	2
xiv	Editor-in-Chief SKIT Times	4
xv	Editors SKIT Times	2
xvi	Chief Coordinator Professional Society/Student Chapter	3

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xvii	Coordinator Professional Society/Student Chapter	2
xviii	Coordinator E-Cell	2
xix	Chief Coordinator Alumni Association	3
xx	Coordinator Alumni Association (Department)	2
xxi	MOOCs Coordinator/Mentors	1-4 (To be awarded by Director (Academics))
xxii	NPTEL Certified Top Performing Mentors	
xxiii	NPTEL Star Certificate Holders	
xxiv	Chief Coordinator Admission & Counselling Cell	4
xxv	Member Admission & Counselling Cell	2
xxvi	Nodal Coordinator virtual lab	2
xxvii	Coordinator virtual lab	2
xxviii	Coordinator FOSS Local Chapter	2
xxix	Industrial Tour Incharge	2
xxx	Placement Mentor	2
xxxi	Members DPAQIC	2
xxxii	Convener-Institution's Innovation Council/Incubation Cell	5
xxxiii	Member incubation cell	2
xxxiv	Coordinator NIRF	2
xxxv	Coordinator AISHE	2
xxxvi	Coordinator Time Table	2
xxxvii	Coordinator ERP	2
xxxviii	NAAC Core Team Members (To be awarded by NAAC Coordinator/Dean)	3-5
xxxix	NBA Coordinator (Institute Level)	4
xl	SPOC (AICTE/DST)	2
xli	Coordinator-IPR Cell	3
xlii	Member-IPR Cell	2
xliii	Coordinator-UHV & EC	3
xliv	Member-UHV & EC	2
xlv	PG (M.Tech/PhD) Program Coordinator (Central)	3
xlvi	PG (Department) Coordinator	2
xlvii	Nodal Officer NITTT	2
xlviii	Coordinator-AICTE 360 Degree Feedback	3
xlix	Coordinator -Institute Website (Institute level)	3
l	Coordinator -Institute Website (Department level)	2
li	Coordinator-REVAMP	3
lii	Hospitality Committee Member	2
liii	Coordinator Women Cell	3
liv	Coordinator Skill Development Cell	3
lv	Coordinator BIS Cell	3
lvi	Parakh/Vidyanjali/other Nodal Officer AICTE/DST	2

V Extra-Curricular activities (5)

S.No.	Activities	Credit Points
i	Coordinator Sports & Games	3
ii	Chief Coordinator Pravah	5
iii	Members Core Committee Pravah (To be awarded by Pravah Chief Coordinator)	0-2
iv	Chief Coordinator Extra Curricular Activities	3
v	Coordinator various clubs	2

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vi	Coordinator NSS	2
vii	Chief Coordinator/ Coordinator Blood Donation Camp	2
viii	Coordinator Media & News	3

All the Chief and other coordinators of extracurricular activities will have to submit detailed report of the activities organized during the academic year latest by 31st March failing which Award Points will not be granted.

VI Credit Points by HoD (10)

a. Student feedback in theory courses taught(ERP)

Feedback	Credit Points
Excellent	5
Very Good	4
Good	3
Average	2

- b. Participation in NBA/NAAC accreditation activities (at Department level):* **0-4**
- c. Organizing certificate course for working people (More than 6 participants):* **4**
- d. Coordination with colleagues in departmental activities* **0-2**
- e. Participation in departmental activities other than NBA/NAAC* **0-2**
- f. Contribution towards the overall growth of department* **0-2**
- g. Contribution in course designing* **0-2**
- h. Punctuality in discharging duties* **0-2**

Important Note:

Criteria **I, II, III & VI** are to be verified by respective HoD

Criteria **IV** is to be verified by OFA

Criteria **V** is to be verified by OSA

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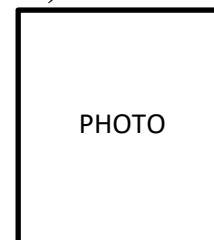
**Application form for Performance Appraisal Scoring System (PASS) for
Members of Faculty**

Academic Year

Part A: Self-Appraisal

PART-A

(Please attach proof in support of your statements)



Faculty Information

1.	Name of the Faculty	:					
2.	Present Designation	:					
3.	Department	:					
4.	Field of Specialization	:					
5.	Date of Birth	:					
6.	Date of Joining at this Institute	:					
7.	No. of years served at this Institute	:	Years		Months		
8.	No. of years served at present designation at this Institute	:	Years		Months		
9.	No. of Promotion Achieved from this Institute	:					
10.	Details of Experience:						
	Teaching	:	Years		Months		
	Industry	:	Years		Months		
	Research	:	Years		Months		
	Any Other	:	Years		Months		
11.	Gross Salary per month	:	Basic	DA	PF	Other	Total Rs.
		:					
12.	Membership/ Fellowship of Professional/Academic Body. Mention membership number	:					
13.	Academic Qualifications:						
	Exam. Passed	Name of the Board/ University	Year of Passing	Subject/ Specialization	Mode of Degree	Percentage of Marks	Division/ Class
	10 th						
	10+2						
	BE/ B.Tech/ B.Sc/ B.A./ B.Com.						
	ME/ M.Tech/ MBA/ M.Sc.						
	M.Phil						

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Ph.D						
Other						
14.	Details of Qualifying Examination (JRF-NET/ SLET/ GATE etc):					
Name of the Test	Organized by	Year of Passing	Roll No.	Subject	Score, If any	
15.	Appointment held prior to joining this Institute:					
Items	Post-I	Post-II	Post-III	Post-IV	Post-V	
Designation						
Institution/ Organization						
Type of Experience (Teaching/ Research/ Industry)						
Date of Joining						
Date for Leaving						
Experience (in Years)						
Scale of Pay/ Pay Band, If Applicable						
Temporary/ Regular/ Contract/ Ad-hoc etc.						
Nature of Duties/ Responsibility						
16.	Posts/ Designations held after appointment at this Institute:					
Items	At time of Appointment	Promotion-I	Promotion-II	Promotion-III	Promotion-IV	
Designation						
Department						
Date of Joining/ Promotion						
Total Period (in Years)						
Scale of Pay/ Pay Band						
Additional increments given, If any						
Nature of Duties/ Responsibility						
Other						

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I. Academic Activities

1. Teaching

Performance of students in the theory courses taught (odd semesters of CAY and even semester of CAY m₁)

S. No.	UG/PG	Semester	Theory course taught	Pass percentage	Credit Points
Average Credit Points					
Grade Point Average of all theory courses taught.....			Additional Credit Point (if any)-----	Total Credit Points.....	

2. Related development activities

a. Qualification added

S. No	Degree	Name of the institute and university	Credit Points

b. Publication of a new book/book chapter

S.No.	Book title/chapter	Publisher main/co author	Credit Points
Total Credit Points			

c. Awards, Honours and any other academic distinction received

S. No.	Name of Awards/Honours/Academic Distinction received	Name of organization	Credit Points

d. Member of any statutory body of RTU/any other university

Name of statutory body

Name of University

Credit Points

e. Foreign visit undertaken as a visiting member

Name of country and Institute visited.....

Duration and purpose of visit.....

Credit Points

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f. *Invited lectures and chairmanship at conference*

Name of place / state/country.....

Details of conference.....

Credit Points

g. *Recording of video lectures (one full course)*

S. No.	Program and Semester	Title of course	Total No. of video lectures
1			
			Credit Points

h. *Certified courses from MOOCs*

S. No.	Course Title	Duration	Equivalent FDP As per AICTE	Certificate Type
				Credit Points

Credit Points

i. *Development SWYAM courses*

Course title -----

Course Duration -----

Credit Points.....

j. *New Experiment under Virtual Lab at National Level*

Title of Experiment.....

Date of acceptance.....

Credit Points

I. Total Credit Points Earned Under Teaching Activities

II. Research activities

a. Academic research

Research Guidance (degree awarded)

S. No.	Research Scholar PG/UG	Sem.	Name	Title of Thesis/ Dissertation/Project	Credit Points

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b. Sponsored Research

i. Preparation and submission of project proposal to funding Agency

S. No.	Project Title	Funding Agency	Date of Submission	Funds credited Rs.	Major/Minor Project

Credit Points

ii. Sponsored Project ongoing

S. No.	Project Title	Major/Minor	Funding Agency	Date of submission

Credit Points

iii. Sponsored Project competed

S. No.	Project Title	Major/Minor	Funding Agency	Date of submission

Credit Points

iv. Patent Publication

Submit details.....

Credit Points

v. Project outcome (Patent Granted/technology transfer/product /Process)

Submit details.....

Credit Points

c. Research publication

S. No.	Title of paper	Journal Name & Publisher	Author/ Coauthor	Indexed in SCI/UGC/SKIT Research Journal/Other	Journal Quartile	Credit Points

Total Credit Points

II. Total Credit Points Earned under Research Activities

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III. Extension Activities

i. Consultancy Project

S. No.	Project	Name organization	Date of Commencement	Date of Completion		Credit Points
1						
2						
3						

Total Credit Points

ii. Developmental Testing Services

S. No.	Organization	Date of acceptance	Date of Completion	Amount Mobilized	Credit Points

Total Credit Points

iii. Conferences/seminars/workshops/symposia etc. organized

S. No.	Title of the program	Sponsoring Agency	Role/Responsibility	International/National/State/College level	Duration	Credit Points

Total Credits points.....

iv. Conferences/seminars/workshops/symposia etc attended and presented a paper

S. No	Title of the Programme	Conference/Seminar/workshop	Organized by	International/national/state/college level	Duration	Title of paper	Credit Points

Total Credit Points

v. Refresher/orientation/summer school/winter school / FDPs Training/soft skill development programme / methodology/ Workshops organized (Equal or more than 1 week)

S. No	Title of the programme	Role/Responsibility	National/State/college level	Dates	No. of days	Credit Points

Total Credit Points

vi. Refresher/orientation/summer school/winter school/FDPs Training/soft skill development programme/methodology Workshops attended (Equal or more than 1 week)

S. No	Title of the programme	Role/Responsibility	National/State/college level	Dates	No. of days	Credit Points

Total Credit Points

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vii. Extension Lecture delivered at other institute

S. No	Title of lecture	Name of Institute	Date	Credit Points

Total Credit Points ...

viii. Hackathon Organized

S. No	Title of the program	Sponsoring Agency	Role/Responsibility	International/National/State/College level	Duration	Credit Points

Total Credit Points ...

III. Total Credit Points Earned Under Extension Activities

IV. Administrative Activities

S.NO.	Name of Activity	Roll Played	Duration	Remark if any	Credit Points

Total Credit Points....

IV. Total Credit Points Earned Under Administrative Activities

V. Extra-Curricular Activities

S.NO.	Name of Activity	Roll Played	Dates	Duration	Remark Submitted	Credit Points

Total Credit Points ...

V. Total Credit Points Earned under Extra Curricular Activities

VI. Credit Point by HoD

(It is mandatory to fill credit point by respective HoD against each activity)

S.NO.	Name of Activity	Credit Points
i	Student feedback in theory courses taught (ERP)	
ii	Participation in NBA/NAAC accreditation activities at Department level	
iii	Organizing certificate course for working people (More than 6 participants)	
iv	Coordination with colleagues in departmental activities	
v	Participation in departmental activities other than NBA/NAAC	
vi	Contribution towards the overall growth of department	
vii	Contribution in course designing	
viii	Punctuality in discharging duties	

VI. Total Credit Points Awarded by Head of Department

Mention briefly any other relevant information not covered in the PASS:

Declaration

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this performance appraisal scoring system form are true to the best of my knowledge and belief. I understand that **competent** authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date:

Signature of the faculty:

Place:

Name:

Current Designation:

Department:

Part B- Remarks of Reporting Officer

(* HOD or other officer nominated by Head of the Institute)

Verification of Information

Certified that I have personally verified all the information, facts and documents provided in part A by Mr./Ms./Dr.....of(Department) and the credit parts entered by him/her are also correct.

Employee ID of Faculty Member:.....

Sr. No.	Category (MCPs)	Credit Points		Reporting Officer	Signature of Reporting Officer
		Actual	Awarded		
I	Academic Activities (30)			HoD	
II	Research Activities (30)			HoD	
III	Extension Activities (10)			HoD	
IV	Administrative Activities(15)			Head, OFA	
V	Extra-Curricular Activities(5)			Head, OSA	
VI	Credit Points by HoD (10)			HoD	
Total (100)					

Name and Signature of Faculty Member: