



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

PERFORMANCE APPRAISAL SCORING SYSTEM (PASS)

🏠: RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA
☎: +91-141-5160400, 2752165, 2759609 | 📠 : 0141-2759555
✉: info@skit.ac.in | 🌐: www.skit.ac.in

**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 ending 31st May. 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 75	Excellent
2.	Greater than or equal to 65 and less than 75	Very Good
3.	Greater than or equal to 55 and less than 65	Good
4.	Greater than or equal to 45 and less than 55	Fair
5.	Less than 45	Unsatisfactory

Any faculty member getting less than 45 Credit Points during any academic year will not be considered for award of annual increment.

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 five components which are given below:

S. No.	Category	Max. Credit Points
I	Academic Activities 1. Teaching 2. Related Development Activities	35
II	Research Activities 1. Academic Research 2. Sponsored Research 3. Research Publications	25
III	Extension Activities 1. Consultancy project 2. Developmental Testing Services	15

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

	<ol style="list-style-type: none"> 3. Organizing conferences/seminars/workshops/symposia/webinar/ Hackathone etc. 4. Attending conferences/seminars/workshops/symposia etc. and presenting a paper. 5. Organizing refresher/orientation/summer school/winter school/FDPs/training/soft skill development programme/methodology workshops etc. 6. Attending refresher/orientation/summer school/winter school/FDPs/training/soft skill development programme/methodology workshops etc. 7. Extension lectures delivered 8. Organizing certificate course 	
IV	<p>Administrative Activities</p> <ol style="list-style-type: none"> 1. Student counsellor 2. Batch Counsellor 3. Chief Proctor/Proctor 4. Laboratory Incharge 5. Coordinator Professional Society 6. Coordinator incubation cell 7. Dy. HOD 8. Advisors SKIT Research Journal 9. Editor SKIT Research Journal 10. Editor-in-chief SKIT Times 11. Editor SKIT Times 	15
V	<p>Extra Curricular Activities</p> <ol style="list-style-type: none"> 1. Chief Coordinator Extra Curricular Activities 2. Chief Coordinator 'Pravah' 3. Coordinator Sports & Games 4. Coordinator NSS 5. Club Coordinators 6. Coordinator Blood Donation Camp 7. Coordinator News & Media 	10

I Academic Activities (35)

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. Student feedback in theory courses taught

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

b. 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

c. Publication of a new book/book chapter

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

d. Development of laboratory manual

Laboratory Manual	Credit Points
Development of full laboratory manual	4
Revision of laboratory manual	2

e. Awards, Honours and any other Academic Distinction received

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

f. 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

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

h. 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

i. Preparation of course file and uploading on D-Space: 2

j. Recording of quality video lectures

No. of Video Lectures	Credit Points
10 and more	8
Between 5 and 9	5
Between 2 and 4	2

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

k. 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 / Corcera not having equivalent FDP only 50% Credit Points shall be awarded.

l. Active participation in NBA/NAAC accreditation activities: **4**
(To be awarded by the respective HOD)

m. For developing on-line courses for SWYAM

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

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

II Research Activities (25)

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	1
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.	Project outcome (Patent/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	8	4

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

Journals (Ratings Q ₃ & Q 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 (15)

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	3/day/activity
	b. As Member	1/activity
	<i>50% Credit Points for state and college level Additional Credit Points 2, if proceedings are published</i>	
iv.	Conferences/seminars/workshops/symposia etc. attended and presented a paper at IITs, NITs, Universities of Repute	4
v	Refresher/Orientation/Summer School/Winter School/ FDPs/ Training/soft skill development programme/methodology workshops organized	
	a. As Coordinator/convener (2 week duration)	6
	b. As Coordinator/Convener (1 week duration)	3
vi	Refresher/orientation/summer school / winter school / FDPs/ Training / soft skill development programme / methodology workshop attended	
	a. Duration 2 week	4
	b. Duration 1 week	2
vii	Extension Lecture delivered at any other Institute	2
viii	Organizing certificate course for working people (More than 6 participants)	4

IV Administrative Activities (15)

S.No.	Activities	Credit Points
i	Departmental Dy HOD	4
ii	Member Examination Cell	2
iii	Chief Proctor/Coordinator student feedback cell	4
iv	Proctors	2
v	Laboratory Incharge	2
vi	Student Counsellor	2
vii	Batch Counsellor	2

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

viii	Advisor SKIT Research Journal	4
ix	Editors SKIT Research Journal	2
x	Editor-in-Chief SKIT Times	4
xi	Editors SKIT Times	2
xii	Coordinator Professional Society	2
xiii	Coordinator E-Cell	2
xiv	Coordinator Alumni Association	2
xv	MOOCs Coordinator/Mentors	2
xvi	NPTEL Certified Top Performing Mentors	4
xvii	NPTEL Star Certificate Holders	
	a. NPTEL super star	4
	b. NPTEL Evangelist	2
xviii	Participation in admission activities	2
xix	Nodal Coordinator virtual lab	4
xx	Coordinator virtual lab	2
xxi	Coordinator FOSS Local Chapter	4
xxii	Industrial Tour Incharge	2
xxiii	Invigilation duties as per norms	2
xxiv	Placement Mentor	2
xxv	Local Industrial visits 2 & more	2
xxvi	Members Departmental IQAC	2
xxvii	Member incubation cell	2
xxviii	Coordinator NIRF	2
xxix	Coordinator AISHE	2
xxx	Coordinator Time Table	2
xxxi	Coordinator ERP	2

V Extra Curricular activities (10)

S.No.	Activities	Credit Points
i	Coordinator Sports & Games	4
ii	Chief Coordinator Pravah	4
iii	Chief Coordinator Extra Curricular Activities	4
iv	Coordinator various clubs	3
v	Coordinator NSS	3
vi	Chief Coordinator Blood Donation Camp & Coordinator	3
vii	Coordinator Media & News	2
viii	Activities related with Gramothan, clean Bharat (Swachh Bharat) etc.	2

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.

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

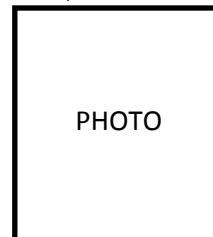
**Application form for Performance Appraisal Scoring System (PASS) for
Members of Faculty**

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/						

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

MBA/ M.Sc.						
M.Phil						
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						

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

Other					
-------	--	--	--	--	--

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. Student feedback in theory and laboratory courses taught

S. No.	UG/PG	Theory/Laboratory course taught	Students average feedback	Credit Points
1				
2				
3				
4				
Average Credit Points				

b. Qualification added

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

c. Publication of a new book/book chapter

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

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

d. Development of full laboratory manual

Revision of laboratory manual

S. No.	UG/PG	Semester	Name of laboratory	New / revision	Credit Points
Average Credit Points					

e. Awards, Honours and any other academic distinction received

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

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

Name of statutory body

Name of University

Credit Points

g. Foreign visit undertaken as a visiting member

Name of country and Institute visited

Duration and purpose of visit

Credit Points

h. Invited lectures and chairmanship at conference

Name of place / state/country

Details of conference

Credit Points

i. Preparation of course file and uploading on D-space

Title of course

Uploading on D-space Yes/No

Credit Points

j. Recording of video lectures

S. No.	Title of video lectures	Lecture duration
1		
2		
Credit Points		

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

k. Certified courses from MOOCs

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

l. Active participation in NBA/NAAC accreditation activities

Mention briefly about the role played in NBA/NAAC.....

.....

.....

.....

Credit Points

m. Development SWYAM courses

Course title -----

Course Duration -----

Credit Points.....

n. 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

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

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

Credit Points

ii. Sponsored Project ongoing/competed

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

Credit Points

iii. Project outcome (Patent/technology transfer/product /Process)

Submit details.....
.....
.....

Credit Points

c. Research publication

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

Total Credit Points

II. Total Credit Points Earned under Research Activities

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

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

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 (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 (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

vii. Extension Lecture delivered at other institute

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

Total Credit Points ...

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

viii. *Organizing certificate course for working people*

S. No	Title of course	Duration of course	Level of course	No. of attendees	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

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

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

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:

Place:

Signature of the faculty:

Name:

Current Designation:

Department:

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

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 Shri/Smt./Kumari/Dr..... and the credit parts entered by him/her are also correct.

Other Remarks if any:

Date:

Place:

Signature of the Reporting Officer:

Name:

Designation:

**PERFORMANCE EVALUATION FORM
(FOR NON-TEACHING STAFF)
SESSION- 20 20**

Part A: To be filled by the staff members

1. Name of the staff
2. Designation
3. Department
4. Date of Joining
5. Date of last promotion
6. Current salary
7. Qualifications
8. Qualification upgraded if any during the current session
9. Details of any staff development programme attended
10. Skill upgraded if any during the current session

Date

Place

Signature of the staff

Name:

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

Part B: To be filled by the Reporting Officer

(Laboratory in-charge or other officer nominated by Head of the Department)

1	Whether the staff member is regular in attendance	YES/NO
2	Does the staff sincere to his/her work	YES/NO
3	Is he/she courteous and helpful to students	YES/NO
4	Knowledge of staff member about his/her job	Good/Average/Poor
5	Does the staff member take initiative in the job assigned	YES/NO
6	Aptitude of the staff member in upgrading his/her knowledge in his/her domain area	Good/Average/Poor
7	Whether the staff member has taken +ive initiative to upgrade his/her qualification	YES/NO
8	Does he/she take keen interest in the repair and maintenance of the laboratory	YES/NO
9	Has he/she attended any staff development programme to enhance his/her skill	YES/NO
10	If yes, has he/she improved after training	YES/NO
11	Has he/she introduced any innovative idea at any time during the session	YES/NO
12	How is the staff member's inter-personal relationship with his/her	
	1. Superiors – Faculty members	Good/Average/poor
	2. Colleagues	Good/Average/poor

Any other contribution worthy of mentioning:

.....

.....

.....

.....

.....

.....

.....

**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

Certified that I have personally verified all the information provided in Part A by Shri/Smt./Kumari/ and the remarks and the statements entered by me in Part B are true to the best of my knowledge and belief.

Date	Signature of the Reporting Officer
Place	Name
Countersigned by the Head of Development Concerned	Designation
Date	Signature of the HOD
Place	Name