



### Self-Appraisal System (SAS) for Teaching Faculty Summary Sheet

Academic Year

Name of the Faculty:

Department:

S.No.	Evaluation parameter	Max API Score	Minimum Score required	Self-Score	DFAC Score	IASC Score
1	Service in the College	40	----			
2	Curricular Activities	450	----			
3	Co-Curricular Activities	70	----			
4	Research & Development	120	30			
5.	Administrative and Extra-curricular activities	70	----			
Total		750	400			

Signature of faculty			
Signature(s) DFAC members	1	2	3
Signature(s) of IASC members	1	2	3

#### Notes

- Each item should have supporting document submitted by the faculty.
1. API score is the Appraisal Performance Indicator score obtained from the Self-Appraisal formats in Part – A and Part – B of the SAS.
  2. Minimum Score: This is the minimum score required to enable the DFAC to recommend for annual increment and /or promotion. An overall **Score of 400** is taken as the minimum cutoff mark.
  3. DFAC Score is given by the Chairman, DFAC, based on the **Departmental Faculty Assessment committee (DFAC)** assessment, constituted by the Principal.
  4. DFAC report along with Summary Sheet should be signed by all the members and forwarded to the Principal.
  5. Principal generally concurs with the DFAC committee's API score unless there is an obvious, abnormal and deliberate hike or lowering of API score or they receive a representation from the faculty member seeking justice.
  6. The SAS formats are forwarded by the DFAC to **the Institutional Assessment Screening Committee (IASC)** along with summary sheets and are scrutinized meticulously by the IASC comprising of three senior faculty and submitted to the Principal.

**PART - A**  
**Service in the College**

**Maximum API Score:: 40**

**1 Personal Details:**

1.	Name	
2.	Present Designation	
3.	Name of the Department	
4.	College level administrative post (if any)	
5.	Employee Identification Number	
6.	Date of Appointment to the present post	
7.	Date of birth	
8.	Address	
9.	Contact details	E-mail : Telephone : Mobile :

**2 Educational qualifications (starting from degree):**

S.No	Programme	Period of study	University	Marks/CGPA	Class obtained

**3 Experience (starting from present position):**

S.No.	Designation	Institution	From	To	Total Exp	Points
					<b>Total</b>	

Points: 5 points for every year of experience in the college and 2.5 points for experience outside the college, subject to a maximum of 40 marks.

For example, if a person has 5 years 4 months of experience in the college and 2 years 4 months of experience outside, then the computation is as follows:

$$(5.3 \times 5) + (2.3 \times 2.5) = 22.25$$

**PART-B**  
**PART I – Curriculum Activities**

**Maximum API Score: 450**

Note: Curriculum teaching learning process file is required to be maintained by each faculty to include proofs for every activity in part-1

If a faculty member is on maternity /medical leave in a semester exceeding 1 month, marks obtained in the other semester are to be entered in the total column instead of calculating the average of the two semesters. For new entrants also the same is applicable. This clause is applicable throughout the PBAS format for all parts.

Overall score should be computed for maximum of 750 only.

**1.1. Teaching weekly load allotted by the department as per time table**

Semester-I		Semester-II		Total load	Average of weekly load
Name of the course	Weekly Load	Name of the course	Weekly Load		
Total load					

Note: Courses includes theory, laboratory, tutorial, term paper, mini project, major project, seminar & any other given in the curriculum only. 'Any other' can be included duly authorized by the Principal.

21 periods per week are taken as maximum work load for Assistant Professor.

15 periods per week are taken as maximum work load for Associate Professor.

12 periods per week are taken as maximum work load for Professor.

Ex: Assistant Professor Score = (Total load / 21)\*50

Score details for	Maximum score	Self-score	DFAC score	IASC score
<b>1.1</b>	50			

**1.2. Total lecture periods taken in the previous two semesters**

Semester-I			Semester-II		
Name of the course	T/P	Score	Name of the course	T/P	Score
Average score of semester-I			Average score of semester-II		
Final score = Average score of two semesters					

T: Number of lectures taken as per concerned course attendance register

P: Number of lectures proposed in the concerned course lesson plan

Score = T/P \* 20

Score details for	Maximum score	Self-score	DFAC score	IASC score
<b>1.2</b>	20			

### 1.3. Course files (All the claimed contents should be available in the course file)

S.No	Contents of course file	Weightage points per course per semester	Maximum points per semester	Semester-I		Semester-II	
				Course Name	Course Name	Course Name	Course Name
1	Syllabus page	0.5	2				
2	Lesson plan	1	4				
3	Lecture Notes	3	12				
4	Question bank (Unit wise)	2	8				
5	Internal examination question papers with CO mapping	1	4				
6	Internal examination marks copy	0.5	2				
7	Internal examination CO, PO assessment	2	8				
8	End Semester results copy with Analysis	1	4				
9	End semester examination CO, PO assessment	2	8				
10	Improvements to be brought in next time course delivery	1	4				
11	Assignment questions with CO mapping	1	4				
12	Course End Survey evaluation	1	4				
13	Scheme of evaluation for end semester examination	3	12				
14	NPTL Videos	1	4				
Maximum points		20	80				
Total of Semester-I & Semester-II							
Average of Semester-I & Semester-II							

Score details for	Maximum score	Self-score	DFAC score	IASC score
1.3	80			

### 1.4. Use of innovative teaching methodologies

Teaching methodology	Number of points per course per semester	Max. points per semester	Semester-I points	Semester-II points	Average points of two semesters
Power point presentations with own annotations and minimum 10 slides per course per semester	5	10			

Visuals (Topic Related own video/simulation created)	5	10			
Entire course content uploaded in MOODLE server	10	20			
Total points					

Note: All teaching methodology works should be recorded in the teaching diary of concerned course attendance register and proofs should be authorized by HoD.

<b>Score details for 1.4</b>	Maximum score	Self-score	DFAC score	IASC score
	40			

### 1.5. Remedial classes / Bridge Courses / Content beyond syllabus / Etc.

Details of item	Semester – I			Semester - II			Average of semester-I & II points
	Name of the course	No. of classes taken	Semester – I points	Name of the course	No. of classes taken	Semester – II points	
Remedial classes							
Bridge courses							
Content Beyond Syllabus							
Additional experiments designed and conducted beyond curriculum							
Job oriented Certificate Courses							
Total points							

Details of item	Minimum classes required	Points per class	Maximum points
Remedial classes	5	2	10
Bridge courses	5	2	10
Content Beyond Syllabus	5 concepts	2	10
Additional experiments designed and conducted beyond curriculum	2 experiments	5	10
Job oriented Certificate Courses	10	2	20

<b>Score details for 1.5</b>	Maximum score	Self-score	DFAC score	IASC score
	40			

### 1.6. Mentoring with proper records

Item	Semester I	Semester II	Total No. of sessions taken	Points per session	Total score
No. of counseling sessions done				5	

Note: Mentoring record should be in faculty hand writing only. Otherwise don't consider.

Score details for 1.6	Maximum score	Self-score	DFAC score	IASC score
	30			

### 1.7 Percentage of passes

Semester – I			Semester - II		
Name of the course	Percentage of pass	Points per course	Name of the course	Percentage of pass	Points per course
Average points of semester-I			Average points of semester-II		
Total points = Average of semester I & II points =					

Note: Don't include laboratory courses here.

Percentage of pass	<55%	55-64.99%	65-74.99%	75-85%	>85%
points	10	20	30	40	50

Score details for 1.7	Maximum score	Self-score	DFAC score	IASC score
	50			

### 1.8. Student feedback on teaching

Semester – I			Semester - II		
Name of the course	Feedback obtained	Points per course	Name of the course	Feedback obtained	Points per course
Average points of semester-I			Average points of semester-II		
Total points = Average of semester I & II points =					

Note: Feedback for laboratory courses also can be included here

Feedback	<3	3 to 3.49	3.5 to 3.99	4 to 4.49	4.5 to 5
points	10	15	20	30	40

Score details for 1.8	Maximum score	Self-score	DFAC score	IASC score
	40			

### 1.9 Project Guidance (Mini project/Major project/Seminar/Term paper)

Semester – I&II					
Batch – 1			Batch - 2		
Title of Project:			Title of Project:		
Register no's of students	Grade	Score	Register no's of students	Grade	Score
Average score of Batch-1			Average score of Batch-2		
Batch – 3			Batch - 4		
Title of Project:			Title of Project:		
Register no's of students	Grade	Score	Register no's of students	Grade	Score
Average score of Batch-3			Average score of Batch-4		
Overall score = (S1+S2+S3+S4)+P =					

P = 20 points if paper (journal / conference) published from the work of the project (This publication should not be shown under Part – 3)

Project Grade	O	S	A	B
Points	30	25	20	15

Score details for 1.9	Maximum score	Self-score	DFAC score	IASC score
	(30+20)=50			

### 1.10. NPTEL/MIT/COURSERA/edx/UDACITY courses completed

Title of the course	Offered by	Duration of course with dates	Percentage of marks obtained	Points obtained	Average points of one semester	Average points of two semesters
Semester = I						
Semester = II						

Note: Full course of at least 6 weeks duration only to considered.

Points for a course with exam: 30\*Percentage of marks obtained

Points for a course without exam: 15

Score details for 1.10	Maximum score	Self-score	DFAC score	IASC score
	30			

### 1.11 MOU's / Student Internships

Name & Regd, no. of student received internship through your guidance	Organization name	Duration of Internship	Amount received by student for Internship	Points
Total points				

Online Internship (including internshala): 5 points per student (Max.: 20 points)

Industry internship (offline): 20 points per student (Max.: 20 points)

Details of MOU	Validity of MOU (Mention date(s))	Internships received through MOU	Amount received by student (paid internship) for internship through MOU	Points
Total points				

Each functional MOU: 10 points

Internship received through MOU: 10 points/student (paid internship only)

Internship received through MOU: 5 points/student (non-paid internship)

Score details for 1.11	Maximum score	Self-score	DFAC score	IASC score
	20			

### Total score of part – I

Item no.	Maximum score	Self-score	DFAC score	IASC score
1.1	50			
1.2	20			
1.3	80			
1.4	40			
1.5	40			
1.6	30			
1.7	50			
1.8	40			
1.9	50			
1.10	30			
1.11	20			
Total score of part-1	450			

## Part - II Co-Curricular Activities

**Max. Score: 70**

### 2.1 Membership of professional societies

Membership offered professional society	Membership number	National / International	Points
Total points			

Note: International membership=10; National membership=5 points, Don't include online free memberships.

Score details for 2.1	Maximum score	Self-score	DFAC score	IASC score
	10			

### 2.2 Attending or organizing various activities:

Conferences / Seminars / workshops/ FDPs / Webinars/Guest Lectures/skill development course / certificate courses / industry training and other similar items

Attended / Organized	Dates		No of Days	Title, Place, Month & year details	Points
	From	To			
Total points					

Points for attending various events at

- (i) Foreign Countries: 20 points,
- (ii) At premier institutions such as NITs/IITs/IIITs/R&D organizations/ Training in Industry: 1- 3 Days – 5 points ; 4-6 days – 10 points; 7-10 days – 15points; >10 days – 20 points
- (iii) At Universities and other affiliated/autonomous institutions: 1-3 Days – 2.5 points; 4-6 days – 05 points; 7-10 days – 10 points; >10 days – 15 points
- (iv) Within college or proximity: 1-3 days - 2.5 points; 4-6 days – 5points ; 7-10 days – 7.5 points ; > 10 days – 10 points
- (v) In online mode: 1-3 days - 2.5 points; 4-6 days – 5points ; 7-10 days – 7.5 points ; > 10 days – 10 points

Points for organizing various events at BCET (Coordinator=100% points; others = 50% points)

- (i) Conferences : National – 15; International - 30
- (ii) FDPs/STC/Sem/WS/Skill Dev/certificate courses etc.: 1-3 Days – 05 points; 4-6 days – 10 points; 7-10 days – 15 points; >10 days – 20 points
- (iii) Training industry personnel 1-3 Days – 2.5 points; 4-6 days – 5 points; 7-10 days – 10 points; >10 days – 15 points

Score details for 2.2	Maximum score	Self-score	DFAC score	IASC score
	30			

### 2.3 Accompanied students on industrial tours

Date(s)	Places visited	No. of days	Points
Total points			

One day trip: 5 points; More than one day trip: 10 points

<b>Score details for 2.3</b>	Maximum score	Self-score	DFAC score	IASC score
	10			

#### **2.4 Student technical events organized**

Name of the event	Date(s)	Role	Points

Role(s): Department coordinator: 10 points, Event coordinator: 5 points, Others: 2.5 points

<b>Score details for 2.4</b>	Maximum score	Self-score	DFAC score	IASC score
	10			

#### **2.5 Consultancy**

Name of the company to which consultancy provided	Amount earned	Points

< Rs. 25000/- 2.5 points ; 25000 to 50000 – 5 points ; 50000 to 100000 – 7.5 points ; > 100000 – 10 points

<b>Score details for 2.5</b>	Maximum score	Self-score	DFAC score	IASC score
	10			

#### **Total score of part - II**

Item no.	Maximum score	Self-score	DFAC score	IASC score
2.1	10			
2.2	30			
2.3	10			
2.4	10			
2.5	10			
<b>Total score of part-II</b>	<b>70</b>			

**Part – III R &D Related Contributions**

**Max. Score: 150 (Min. score required: 30)**

**3.1 Research Publications**

**Book / Book chapter (Indexed by SCIE / Scopus / UGC only will be considered)**

S.No.	Details of Paper		Indexed by SCIE / Scopus / UGC	Points
1	Author(s) names			
	Name of the book / book chapter			
	Publisher details			
	ISBN no.			
	Page no(s), Month & Year of publication			

Points: Book: 30

Points: Book chapter: 30

**Paper publication(s) in journals (Indexed by SCIE / Scopus / UGC only will be considered)**

S.No.	Details of Paper		Indexed by SCIE / Scopus / UGC	Points
1	Author(s) names			
	Name of the paper			
	Publisher details			
	ISSN no.			
	Page no(s), Month & Year of publication			

Note: Paper/Book will be considered if the applicant name was mentioned as “Visakha Institute of Engineering & Technology”. Then only it is eligible to be entered here

Points: SCIE – 30, Scopus: 20, UGC: 10

*1<sup>st</sup> author = 100% points, 2<sup>nd</sup> author = 50% points, 3<sup>rd</sup> author = 25% points. From 4<sup>th</sup> author onwards: No points*

- If first, second, third authors are B.Tech., M.Tech., Ph.D. students and the faculty appearing thereafter as a guide then 100% points
- Joint Authorship with outside institutions will carry 100% points for 2<sup>nd</sup> and 3<sup>rd</sup> Authors (Proof for collaborative research activity with outside authors (mail correspondences, other activities) has to be verified by DFAC & IASC. If failed to submit proofs, then consider 2<sup>nd</sup> author = 50% points, 3<sup>rd</sup> author = 25% points)

Score details for 3.1	Maximum score	Self-score	DFAC score	IASC score
	50			

### 3.2 Sponsored Research projects

Details of investigators	Name of the project	Sanctioning agency	Amount sanctioned / applied	Date of application	Project sanctioned / result awaited	Points
Total points						

Project amount	Sanctioned (points)	Result awaiting (points)	No. of investigators allowed
More than Rs.20 Lakhs	30	16	5
Rs.10 Lakhs – 20 Lakhs	25	12	4
Rs.5 Lakhs -10 Lakhs	20	08	2
< Rs.5.0 Lakhs	10	04	2
SAGTE projects	10	--	2

Note: Project proposals should be duly forwarded by HOD and screened by R&D Committee and Principal's approval should be obtained. Then only it is eligible to be entered here. Score obtained in this section (3.2) under result awaiting category should not be considered while calculating minimum score

Score details for 3.2	Maximum score	Self-score	DFAC score	IASC score
	30			

### 3.3 Conferences / symposia papers presented

Conference proceedings (Indexed by SCIE / Scopus, UGC only will be considered)

S.No.	Details of Paper		Indexed by SCIE / Scopus / UGC	Points
1	Author(s) names			
	Name of the paper			
	Conference details			
	Month & Year of conference			

Note: Paper will be considered if the applicant name was mentioned as “Visakha Institute of Engineering & Technology”. Then only it is eligible to be entered here  
 Key note speaker (for a conference): Outside India: 20 points, Within India: 10 points  
 Paper presented abroad (physical presence required): 20 points per paper,  
 Paper presented with-in India (online / offline): 10 points per paper  
*1<sup>st</sup> author =100% points, 2<sup>nd</sup> author = 50% points, 3<sup>rd</sup> author = 25% points. From 4<sup>th</sup> author onwards: No points*

- If first, second, third authors are B.Tech., M.Tech., Ph.D. students and the faculty appearing thereafter as a guide then 100% points
- Joint Authorship with outside institutions will carry 100% points for 2<sup>nd</sup> and 3<sup>rd</sup> Authors (Proof for collaborative research activity with outside authors (mail correspondences, other activities) has to be verified by DFAC & IASC. If failed to submit proofs, then consider 2<sup>nd</sup> author = 50% points, 3<sup>rd</sup> author = 25% points)

Score details for 3.3	Maximum score	Self-score	DFAC score	IASC score
	15			

### 3.4 Patents

Details of inventors	Title of the patent	Patent registering agency	Month and year of patent	Published / Granted	Points
Total points					

Note: Patent will be considered if the applicant name was mentioned as “Visakha Institute of Engineering & Technology”. Then only it is eligible to be entered here

Each Patent obtained= 20 points; Each Patent published=10 points

First Author – 100%; Second Author – 50%; Third Author – 25% of the above marks

Score details for 3.4	Maximum score	Self-score	DFAC score	IASC score
	15			

### 3.5 Incubation center established

Details of incubation center	Month & Year of establishment	Points

Max points: 10; Principal coordinator: 100%; others (with active participation) = 80%

Active Participation as certified by Coordinator and HOD

Score details for 3.5	Maximum score	Self-score	DFAC score	IASC score
	10*			

\* This section 3.5 can be neglected if you are getting 60 points in section 3.1

### 3.6 Centre of Excellence established

Details of centre of excellence	Month & Year of establishment	Points

Max points: 10; Principal coordinator: 100%; others (with active participation) = 80%

Active Participation as certified by Coordinator and HOD

Score details for 3.6	Maximum score	Self-score	DFAC score	IASC score
	10			

\* This section 3.6 can be neglected if you are getting 60 points in section 3.1

### 3.7 Ph.D related activities

- 1) Ph.D. Registered (only for the year in which registered) 2.5 points
- 2) Ph.D. Thesis submission (only for the year in which submitted) 5 points
- 3) Ph.D. Thesis Awarded (only for the year of award) 7.5 points

4) If thesis submission and award occur in the same academic year 10 points  
Tick relevant number

Score details for 3.7	Maximum score	Self-score	DFAC score	IASC score
	10			

### **Total score of part - III**

Item no.	Maximum score	Self-score	DFAC score	IASC score
3.1	50			
3.2	30			
3.3	15			
3.4	15			
3.5	10*			
3.6	10*			
3.7	10			
Total score of part-III	120			

Section(s) 3.5 & 3.6 can be neglected if you are getting 60 points in section 3.1

### **PART-IV Administrative and Extra-curricular activities**

**Max. Score: 70**

#### **4.1 Departmental Administration**

S.No.	Activity	SEM-I	SEM-II	Total points
1.	In-charge of time tables (10 /sem)			
2.	Attendance in-charge(10/sem)			
3.	Internal marks in-charge(10/sem)			
4.	Mini / Major Project Coordinator/Review Members			
5.	Exams In-charge (10)			
6.	Library in-charge			
7.	Lab In-charge			
8.	Discipline(class teacher)			
9.	Professional Society Related Coordinators (Based on the events conducted)/Department Association			
10.	Module / Course Coordinator			
11.	Departmental R&D Coordinator			
12.	Media Coordinator			
13.	Departmental News Letter Editor/Members			
14.	ISO (Coordinator)			
15.	TEQIP Coordinator			
16.	Alumni Coordinator			
17.	NBA/NAAC Participation(10 /sem)			
18.	Grievance cell			
19.	Anti-ragging Committee			
20.	Vigilance			
21	Programme Coordinator(15 /sem)*			
22	Answer script in-charge			
23	Induction day			

24	Farewell day			
25	Any Other - authorized by chairman CAS standing committee with the approval of Principal			
Total points				

Each activity = 5 points per year; 2.5 points per sem; Coordinator =100%; others = 50%

Score details for 4.1	Maximum score	Self-score	DFAC score	IASC score
	20			

#### 4.2 Institutional level administration

S.No.	Activity	SEM-I	SEM-II	Total points
1.	NBA Participation(NBA Common Criteria Preparation Coordinators)			
2.	NAAC			
3.	Autonomous/Examination Section			
4.	TEQIP Nodal Officers			
5.	R&D Committee Member/Paper Incentive Member			
6.	Maintenance of Central facilities (telephone, internet, electrical, water works, hostel, Sports etc.)			
7.	Career Guidance Cell			
8.	Grievance cell anti ragging			
9.	ISO Co-ordinator			
10.	Any other such as Hostel Warden etc.,			
Total points				

Each activity/sem = 5 points; Coordinator=100%; others=50%

Score details for 4.2	Maximum score	Self-score	DFAC score	IASC score
	10			

#### 4.3 Institutional Events Organization members, Sports Participants

S.No.	Activity	SEM-I	SEM-II	Total points
1.	Annual day			
2.	Cultural activities			
3.	Sports participation			
4.	Any Other as approved by IASC and by Principal approved			
Total points				

Each activity = 5 Points/sem;

Score details for 4.3	Maximum score	Self-score	DFAC score	IASC score
	20			

#### 4.4 NSS / NCC / Other Service activities

S.No.	Activity	SEM-I	SEM-II	Total points
1.	NCC / NSS activities			
2.	NSS/ NCC Coordinator(10)			
3.	Women grievance cell activities			
4.	Health & Blood camps			
5.	Service to Poor & Disabled			
6.	Charity camps etc.			
7.	Any Other as approved by IASC and by Principal approved			
Total points				

Each activity = 5 points/sem

Score details for 4.4	Maximum score	Self-score	DFAC score	IASC score
	10			

#### 4.5 Training & other Misc. activities

S.No.	Activity	SEM-I	SEM-II	Points
1.	Training and placements- Departmental T&P Coordinator=20 points; others = 10 points			
2.	Institute Newsletter Editorial board: 10 points; ArticleContributors:5 points(From Dept);			
3.	Material contribution to newsletter/Annual Day Report/House Journal from Department ArticleContributors:5 points (From Dept)			
4.	Any Other as approved by IASC and by Principal approved			
Total points				

Score details for 4.5	Maximum score	Self-score	DFAC score	IASC score
	10			

#### Total score of part - IV

Item no.	Maximum score	Self-score	DFAC score	IASC score
4.1	20			
4.2	10			
4.3	20			
4.4	10			
4.5	10			
Total score of part-IV	70			

I hereby declare that the information given above is true to the best of my knowledge and brief

Name and Signature of the Faculty

Date: