

**Potti Sriramulu Chalavadi Mallikarjuna Rao College of Engineering and Technology****Kothapet, Vijayawada****Performance Based Appraisal System (PBAS)****As per UGC Guidelines 2010****Summary Sheet**

S. No	Evaluation parameter	Max API Score	Minimum Score required			Faculty Assessment Board (FAB)	HOD score	Assessment screening Principal
			Asst Prof	Assoc Prof	Prof			
1	Curricular	600	450	400	400			
2	Co-Curricular	170	125	110	90			
3	R&D	140	30	70	90			
4	Administrative and Extra-curricular activities	90	45	70	70			
	<b>Total</b>	1000	650	650	650			

**Note: Each item should have supporting document submitted by the faculty.**

**Important Points**

- Appraisal Performance Indicator (API)** Score obtained from the Self Appraisal formats in Part – I and Part – II of the PBAS.
- Minimum Score: This is the minimum score required to enable the HOD to recommend for annual increment. An overall **Score of 650** is taken as the minimum cutoff mark.
- The minimum cutoff points should be attained for all components in Part-I, 450 for Part-B, 125 for Part-C, 30 for Part-D, and 45 for Part-E for **Assistant Professor (AP)** as specified.
- Minimum cutoff mark which the **Associate Professor (ASP)** should obtain is, 400 for Part-B, 110 for Part - C, 70 for Part - D, and 70 for Part - E under Part - I.
- Minimum cutoff mark which the **Professor (P)** should obtain is, 400 for Part - B, 90 for Part - C, 90 for Part - D, and 70 for Part - E under Part - I.
- The Score is given by the HOD, and the report along with Summary Sheet should be signed and forwarded to the **Principal**.
- Faculty Assessment Board generally concur with the HOD's 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.
- Minimum scores indicated are provisional and will be decided by the FAB.
- The PBAS formats are scrutinized meticulously by the Faculty Assessment Board comprising of Management, The Principal and the HODs as members.
- Further, HOD has to send Part-II separately after discussing with the respective faculty to the Principal.

**PART - I**  
**PART - A**  
**General Information**

**1.0 Personal Details**

<b>1.</b>	<b>Name</b>	
<b>2.</b>	<b>Name of the Department</b>	
<b>3.</b>	<b>Designation</b>	
<b>4.</b>	<b>Date of Appointment to the present post</b>	
<b>5.</b>	<b>Contact Details</b>	
<b>6.</b>	<b>Educational Qualifications</b>	

**2.0 Experience**

S. No.	Designation	Institution	From	To

**PART - I**  
**PART - B**  
**CURRICULUM - TEACHING & LEARNING PROCESS**

Item No	Item				Self Score	HOD's Score		
1	<b>Max Score 50</b>							
	<b>Teaching Load</b> (weekly) allotted by Department A minimum of 14 periods per week is mandatory as per UGC guidelines 2010. (< 10 hrs = 0*; 10 - 13 hrs = 10; 14- 16 hrs = 20; 17 - 18 hrs = 30; 19 - 21 hrs = 40; > 21 = 50) Includes Theory, Lab, Tutorial, Term Paper, Mini Project & Major Project, Seminar							
	<b>Sem - I</b>		<b>Sem - II</b>				Total	Average weekly load
	Subjects	Weekly Load	Subjects	Weekly Load				
2	<b>Course file</b> (Prepared by the faculty only) (tick for compliance) <b>Max Score 200</b>				<b>Self Score</b>	<b>HOD's Score</b>		
	<b>S.No</b>	<b>Course File Item</b>	<b>Weightage</b>		<b>Sem -I</b>	<b>Sem -II</b>		
	1	Syllabus with COs, Mapping with POs, references, delivery methods	10 points per Course per Sem (Max 40 points)					
	2	Lesson plan (Lesson Plan that reflects the previous CO Attainment / Assessment Recommendations)	5 points per Course per Sem (Max 20 points)					
	3	Lecture Notes	5 points per Course per Sem (Max 20 points)					
	4	Question bank, Gate Questions	5 points per Course (Max 20 points)					
	5	Internal QPs consistent with the COs	5 points per Course (Max 20 points)					
	6	(Internal exam CO Assessment)	5 points per Course per Sem (Max 20 points)					
	7	(Assignment Questions consistent with the COs)	5 points per Course per Sem (Max 20 points)					
	8	Course End CO attainment analysis	5 points per Course per Sem (Max 20)					
9	End Semester results (with Analysis)	5 points per Course per Sem (Max 20)						
	Total of Sem-I & Sem-II							
	Average of Sem I & Sem II							
3	<b>Use of Innovative Teaching Methodologies</b> ICT based Teaching Methodology (Tick whichever is applicable) <b>Max Score 50</b>				<b>Self Score</b>	<b>HOD's Score</b>		
		(i) <b>PPTs</b> (At least 8-10 Periods with own annotations)			(15)			
		(ii) <b>Visuals</b> (Topic Related Video/simulation for Lecture demo)			(15)			
	(iii) <b>Video Lectures*</b> (NPTEL / MIT / COURSERA / edx / UDACITY / etc)			(20)				
	*Lecture Demo with aid of downloaded videos or CDs certified by HoD							

4	<b>Remedial / Bridge Courses</b> / (Job Oriented certificate Courses beyond college hours) Certificate Courses / Content beyond syllabus / Design of new Experiments in the lab related to Course Outcomes <b>Max Score 100</b>			<b>Self Score</b>	<b>HOD's Score</b>
	<b>S.No</b>	<b>Item</b>	<b>Semester I</b>	<b>Semester II</b>	
	1	Remedial* (15)			
	2	Bridge* (40)			
	3	Career* (30)			
	4	Content Beyond Syllabus* (15)			
*1. Minimum duration 10 periods. > = 0 points; *2 to 4: Minimum 4 periods					
5	<b>Counseling</b> (Per session means counseling one round of allotted students and Maximum of 4 rounds need to be conducted per semester and every week at least 12 students need to be counseled and 4 counseling rounds are mandatory per semester). (with Proper Records) <b>Max Score 50</b>			<b>Self Score</b>	<b>HOD Score</b>
	<b>S.No</b>	<b>Item</b>	<b>Semester I</b>	<b>Semester II</b>	<b>Total</b>
	1	No of Counseling Sessions conducted For each Counseling session - 5 points			
	2	Counseling Effectiveness (No. of students improved / No. of students allotted) 60% Improvement - 15 Points; Above 60% improvement - 30 Points			
6	<b>Results :</b> for Each Course (If same subject is delivered for 2 or more sections of same discipline consider average %) ( < 60% = 0, 61 - 65% = 5, 66 - 75% = 15, 76 - 85% = 25, 85% - 90% = 30, 90% - 95% = 40, > 95% - 50 Points) <b>Max Score 50</b>			<b>Self Score</b>	<b>HOD's Score</b>
	<b>Semester I</b>		<b>Semester II</b>		<b>Avg. % of Passes</b>
	<b>Subject</b>	<b>% Pass</b>	<b>Subject</b>	<b>% Pass</b>	
7	<b>Student Feedback</b> on Teaching (Subject wise and Semester wise) ( 3.0 - 3.5 = 20, 3.6 - 4.0 = 30, 4.1 - 4.5 = 40, 4.6 - 5.0 = 50 points) <b>Max. Score 50</b>			<b>Self Score</b>	<b>HOD's Score</b>
	<b>Semester I</b>		<b>Semester II</b>		
	<b>Subject</b>	<b>Feedback</b>	<b>Subject</b>	<b>Feedback</b>	
8	<b>(a) Project Guidance (Major project)</b> <b>Max Score 50</b>			<b>Self score</b>	<b>HOD's Score</b>
	If Project work results in a paper publication in a reputed journal or showcased in a product expo, Score = 50 points (This publication should not be shown under Part - 3)  Prepare students to do projects in the relevant subject and participate in competitions. (For 1 <sup>st</sup> Year faculty) Guide students to publish papers in reputed journals. (For MBA faculty) (This publication should not be shown under Part - 3)				

**PART - I**  
**PART - C**  
**CO-CURRICULAR – TEACHING & LEARNING PROCESSES**

S. No		Self Score	HOD Score	
1	<b>Membership of Professional Societies</b> (Each Membership for International=10; National=5 points) <b>Max Score 20</b>			
2	<b>Design &amp; Development of Facilities, activities / events, or any other relevant curricular activity.</b> Principal participant = 10 points; Others = 5 points (for each activity given in the table below ) <b>Max Score 20</b>	<b>Self Score</b>	<b>HOD Score</b>	
	Facilities	<b>Sem – I</b>	<b>Sem – II</b>	
	a) Laboratory infrastructure up gradation			
	b) New Laboratory setup			
	c) Addition of new facilities in teaching & learning process			
	d) Addition of new experiments (experimental setup)			
3	<b>Short term Courses / Conferences Participated / Organized.</b> They should be in IIT / NIT / IIM / State Universities and a Min of 5 days. <b>Max Score 60</b>	<b>Self Score</b>	<b>HOD's Score</b>	
	a) Short term Course / Seminar / Conference / Workshop participated (State Universities – 20)			
	b) Short term Course / Seminar / Conference / Workshop participated (IITs / NITs - 20)			
	c) Short term Course / Seminar / Conference / Workshop Organized (10)			
	d) Resource Person (10)			
		<b>Date</b>	<b>Title, Year, Place</b>	
4	<b>Guest Lectures Attended :</b> Guest Lectures Attended Certified by HoD Within the Institute = 5 points; Any Interaction with the Industry = 10 points; <b>Max Score 20</b>	<b>Self Score</b>	<b>HOD's Score</b>	
		<b>Date</b>	<b>Topic</b>	<b>Inside / Outside College</b>
5	<b>Accompanied Students on industrial Tours :</b> 20 points (per trip) <b>Max Score 20</b>	<b>Self Score</b>	<b>HOD's Score</b>	
		<b>Date</b>	<b>Place</b>	<b>Local / Outside</b>
6	<b>Participation in State / National Events with Models</b> (Participation -10 points, Prize winning – 20 points) <b>Max Score 30</b>	<b>Self Score</b>	<b>HOD's Score</b>	
		<b>Date</b>	<b>Place</b>	<b>Local / Outside</b>

**PART-I**  
**PART-D**  
**R & D RELATED CONTRIBUTIONS**

S. No				Self Score	HOD's Score
<b>1.</b>	<b>Publications: Max Score 75</b>				
	a) Paper Setting Scheme of Evaluation Books Chapter Examiner (Outside) Board of Studies (Each one = 20 Points, Complete Book = 30 Points (Conference Proceedings Published as a Book is included) Note: Books with ISBN / ISDN only		No. of books with details:  No. of chapters with details:		
	b) (i) <b>Refereed Journals</b> (with Impact Factor - Scopus, Thomson Reuters or SCI listed) (ii) <b>Joint / Collaborative Research</b> (Inter Departmental or Inter College or Joint Author Papers with Outside Institutions) <b>Max score: Each 30</b>				
	<b>S No</b>	<b>National / International</b>	<b>Journal Name</b>	<b>Impact Factor</b>	<b>Score</b>
	1 <sup>st</sup> Author =100% Points, 2 <sup>nd</sup> Author = 50% Points, 3 <sup>rd</sup> Author = 20% Points. For Joint / Collaborative Papers 100% points to all.				
	c) <b>Other Publication</b> (including other refereed journals with impact factor, open journals, Book reviews, Article reviews) <b>Each 10 Marks</b>				
<b>S No</b>	<b>Journal Name</b>		<b>Impact Factor</b>	<b>Score</b>	
1 <sup>st</sup> Author =100% Points, 2 <sup>nd</sup> Author = 50% Points, 3 <sup>rd</sup> Author = 20% Points. For Joint / Collaborative Papers 100% points to all.					
<b>2.</b>	<b>Sponsored Research Projects Max Score 65</b>			<b>Self Score</b>	<b>HOD's Score</b>
	a) <b>Sanctioned Projects</b> More than or equal to Rs.10 Lakhs (75) 5 - 10 Lakhs (50) < 5 Lakhs (25) Participation by key members who actually contribute significantly as certified by HOD : 100% of the above points; Others : 50 % of the above points				
b) <b>Proposals Submitted &amp; Sanction awaited</b> Participation by Key Members who actually contribute significantly as certified by HOD Key Member : 60% Others : 50% of the above points					

	<b>c) Joint Collaborative Projects (Inter Institutional &amp; Inter Departmental)</b> Submitted to National Institutions / Ministries	
	More than or equal to 10 Lakhs	(30)
	5-10 Lakhs	(20)
	< 5 Lakhs	(10)
	<b>d) Joint Collaborative Projects (Inter Disciplinary with different departments)</b> <b>Sanctioned</b>	
More than or equal to 10 Lakhs	(30)	
5-10 Lakhs	(20)	
< 5 Lakhs	(10)	
	<b>e) Patents</b>	
	Patent Submitted	(10)
	Patent Obtained	(20)
	<b>f) PhD Guidance</b>	
	No of Students Registered :	(10)
	No of Students Awarded :	(20)
	<b>g) Consultancy</b>	
	< 1 Lakh	(10)
	1 - 5 Lakhs	(25)
	5 - 10 Lakhs	(30)
	10 - 20 Lakhs	(50)
	> 20 Lakhs	(75)

**PART-I****PART-E**

**Academic Administration, Institutional duties and Extracurricular activities  
And Social responsibility**

Item No		Self Score	HOD's Score	
<b>1</b>	<b>Department Administration</b>	Each activity (10)		
	<b>Max Score 20</b>			
	<b>S.No.</b>	<b>Activity</b>	<b>SEM-I</b>	<b>SEM-II</b>
	1	In-charge of Time Tables		
	2	Attendance In-charge		
	3	Internal marks In-charge		
	4	Mini / Major Project Coordinator / Review Members		
	5	Examination In-charge		
	6	Library In charge		
	7	Lab In-charge		
	8	Discipline (Class In-charge)		
	9	Infrastructure Maintenance		
	10	Professional Society Related Coordinators (Based on the events conducted)		
	11	Module / Course Coordinator		
	12	Departmental R&D Coordinator		
	13	Media Coordinator		
	14	Institutional / Departmental News Letter Editor / Members		
	15	NBA / NAAC / ISO Coordinator		
	16	Alumni Coordinator		
17	NBA / NAAC Criteria Coordinator			
18	Department T & P Coordinator			

		<b>Total</b>			
<b>2</b>	<b>Institutional Level Administration</b> (Tick) Each activity (30)		<b>Self Score</b>		<b>HOD's Score</b>
	Coordinator=100%; Others=50%				
	<b>Max Score 50</b>				
	<b>S.No.</b>	<b>Activity</b>	<b>SEM-I</b>	<b>SEM-II</b>	<b>Total No</b>
	1	NBA / NAAC / ISO Coordinator			
	2	Examination Section			
	3	R & D Committee Member			
	4	Maintenance of Central facilities (Internet, Website, Network, etc.)			
	5	Career Guidance Cell			
6	Any other such as Canteen Committee, Disciplinary Committee, etc.,				
7	Training and Placement Coordinator (Institution)				
<b>Total</b>					



	<b>Institutional Events Organization</b>		Each activity (5)		<b>Self Score</b>	<b>HOD's Score</b>
	<b>Max Score 10</b>					
<b>3</b>	<b>S.No.</b>	<b>Activity</b>	<b>SEM-I</b>	<b>SEM-II</b>	<b>Total No</b>	
	1	Annual day				
	2	Jignasa				
	3	Cultural Activities				
	4	Sports Participation (Certificate to be enclosed)				
	<b>Total</b>					
	<b>Welfare / Social Activities</b>		Each activity (5)		<b>Self Score</b>	<b>HOD's Score</b>
	<b>Max Score 10</b>					
<b>4</b>	<b>S.No.</b>	<b>Activity</b>	<b>SEM-I</b>	<b>SEM-II</b>	<b>Total No</b>	
	1	Women Grievance Cell Activities				
	2	Student Welfare Activities				
	3	Health Camps				
	4	Blood Donation / Camps				
	5	Charity Camps etc.				
	6	Any Other (Specify)				
	<b>Total</b>					

**Note: Principal may provide full 100 marks of Part-E to the faculty who are actively contributing to the institute and also for Institute Branding.**

**Part – II**

**Annual Report to be filled in by the HOD**  
**Potti Sriramulu Chalavadi Mallikarjuna Rao College of Engineering and Technology**  
**Performance Assessment of Faculty**

Tick appropriate box

Maximum Points = 200

**Outstanding = 10; Excellent = 9; Very Good = 8; Good = 7; Average = 6; Poor = 5**

S.No.	Faculty Attributes	Outstanding	Excellent	Very Good	Good	Average	Poor	Can't say
1.	Motivational levels as a teacher							
2.	Intellectual abilities							
3.	Works hard							
4.	Depth in the Domain							
5.	Ability to learn about related topics quickly and deliver							
6.	Breadth in the Domain							
7.	Working in a Group							
8.	Readiness to take work independently							
9.	General Disposition towards students							
10.	General Disposition towards colleagues							
11.	General Disposition towards superiors							
12.	Welcomes to shoulder additional responsibilities							
13.	Proactive							
14.	Belongingness							
15.	Punctuality							
16.	Methodical and organized							
17.	Promptness							
18.	R&D orientation							
19.	Understanding of Outcome based education							
20.	Corrects oneself upon advise							
	Total Number of Ticks							
	Total marks							

Quantitative conversion of qualitative parameters is done to help categorize faculty. These points do not add to the PBAS parts 1 -4.

Adverse remarks if any have to be justified with proof as far as possible.

Pen Picture of Superior with recommendation of suitability of faculty to draw increment or/ and getting promotion may be given.

Any remarks in service record (mention date) to be inserted by HOD.

Grand Total :

Signature of HOD

Forwarded to Principal:

Principal's Remarks: