VARDHAMAN COLLEGE OF ENGINEERING

(AUTONOMOUS)

Shamshabad – 501218, Hyderabad

SELF-APPRAISAL OF TEACHING FACULTY

(The details are required from 1 July, 2014 to 30 June, 2015)

(Please attach separate sheets if necessary; include more rows in the tables as per the need)

OBJECTIVES:
1) **To be aware of Self-Appraisal**
2) **To learn filling up Self-Appraisal forms**
3) **To evaluate and document one's own performance**
4) **To facilitate Career advancement of teachers**

CONCEPT:

Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take at an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format.

THE INDIVIDUAL PERFORMANCE BASED APPRAISAL SYSTEM (PABS)

(Maximum Total Score: 750, Minimum API Required: 450)

PART A: - GENERAL INFORMATION & ACADEMIC BACKGROUND

1.	Name	
2.	Age	
3.	Department	
4.	Designation	
5.	Area of Specialization	
6.	Current pay band & Grade pay	
7.	Date of joining this College:	
8.	Address for correspondence	
9.	Phone Number	
10.	Email Id	

11. Academic Qualifications (SSC to Post Graduation)

Examination	College and University	Subjects	Year of Passing	Percentage of Marks	Class

12. Research Degrees

Name of the Degree	Title of the Thesis	Date of award as per University notification	Name of the University
M.Phil			
Ph.D			
D.Sc / D. Litt			
Any Other			

13. Appointments held prior to joining this institution

Designation	Name of the employer	Date of Joining	Date of Leaving	Pay band with Grade pay	Reasons for leaving

14. Posts held after appointment to this institution

Designation	Department	From	To	Pay band with Grade pay

15.   **Rank/Prizes/Medals won at School / College / University during education**

16.   **Total Teaching Experience (in years)**

UG Level Duration			PG Level Duration			No. of Years	Research Experience excluding years spent for M.Phil/Ph.D
At previous institution	At present institution	Total	At previous institution	At present institution	Total		

PART – B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Maximum Total Score: 300, Minimum API Required: 180)

17. **Lectures, Practical, Contact Hours (Semester wise/Annual detail)**
(Maximum Score: 50; 100% compliance = 20 points for Course, 10 points for lab)

S.No	Course Name		Total number of lectures allocated	Number of lectures taken	Self-appraisal Score	Verified API Score
1	**Course 1**					
2	**Course 2**					
3	**Course 3**					
4	**Lab 1**					
5	**Lab 2**					

18. **Lectures or other teaching duties in excess of UGC norms per week**
(Maximum Score: 10; 1 hour excess per week: one point)

S. No	Activity	Self-appraisal Score	Verified API Score
1			
2			
3			
4			
5			

19. **Reading / Instructional material provided. Use of additional knowledge resources for subject enhancement.** (Maximum Score: 20; 10 per course)

S. No	Material provided	Self-appraisal Score	Verified API Score
1			
2			
3			
4			

20. Use of participatory and Innovative teaching learning methodologies
(Use of ICT, Sandhan, E Library, Updated subject content and course improvement and Skill modules)
a)   Maximum API Score: 20
b)   Number of ICT Based Teaching material (10 points/each)
c)   Number of Interactive Courses (5 points/each)
d)   Number of Participatory Learning modules (5 points/each)

S. No	Methodologies	Self-appraisal Score	Verified API Score
1			
2			
3			
4			
5			

21. Day to day Activity Diary completion
(Maximum Score: 10; 3 for Course, 2 for Lab)

S. No		Course Name	Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			
4	Lab 1			
5	Lab 2			

22. Teaching as per the schedule of activity announced
(Maximum Score: 20; 10 per course, 5 per Lab)

S.No		Course Name	Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			
4	Lab 1			

5	Lab 2			

23. Course File / Lab Manual Completion
(Maximum Score: 40; 12 per course, 8 per Lab)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			
4	Lab 1			
5	Lab 2			

24. Tutorials classes conducted
(Maximum Score: 20; 10 per course)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			

25. Students Seminars Conducted
(Maximum Score: 15; 5 per topic)

S. No	Seminar Topic		Self-appraisal Score	Verified API Score
1	Topic 1			
2	Topic 2			
3	Topic 3			
4	Topic 4			
5	Topic 5			

26. Bridge Courses Conducted
(Maximum Score: 10; 10 per course)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			

3	**Course 3**			

27. Softskills Courses Conducted
(Maximum Score: 10; 10 per course)

S. No	Softskills Courses		Self-appraisal Score	Verified API Score
1	**Course 1**			
2	**Course 2**			
3	**Course 3**			

28. Student Feedback
(Maximum Score: 50; 15 per course, 10 per lab)

S. No	Course Name		Score Achieved on a scale of 5	Self-appraisal Score	Verified API Score
1	**Course 1**				
2	**Course 2**				
3	**Course 3**				
4	**Lab 1**				
5	**Lab 2**				

29. Examination Duties
(Maximum Score: 25)

S. No	Course Name	Number of Duties	Self-appraisal Score	Verified API Score
1	Question paper setting and evaluation of answer scripts as per duties allotted (100% compliance = 10 points)			
2	Internal / continuous assessment work as allotted (100% compliance = 05 points)			
3	Invigilator, flying squad duties, confidential invigilator, etc. (100% compliance = 10 points)			

SCORE FOR CATEGORY - I

S. No	Maximum API Score	API Score Obtained	Remarks
17	50		
18	10		
19	20		
20	20		
21	10		
22	20		
23	40		
24	20		
25	15		
26	10		
27	10		
28	50		
29	25		
TOTAL	**300**		

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES
(Maximum Score: 50, Minimum API required: 30)

S. No	Nature of Activity	Maximum Score: 35		
		API Score allotted	Self-appraisal Score	Verified API Score

30.	Contribution to Corporate life in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes.
	    a) Number of ICT Based Teaching materials: (10 points each)
	    b) Number of Interactive Courses: (5 points each)
	    c) Number of Participatory Learning modules: (5 points each)
		10		

31.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.
	    a) Number of Field studies / Educational tour (5 points each)
	    b) Number of Industry – implant training (5 points each)
	    c) Number of Placement activity (5 points each)
		10		

32.	Number of Community Service, Social Orientation and other Student Mentoring Activities, NSS / NCC / NSO / Yoga, Cultural (Each activity 5 points)	10		

33.	Number of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate)
	    a) Intra departmental (1 point each)
	    b) Inter department (2 points each)
	    c) Inter college (3 points each)
	    d) Inter university (5 points each)
		10		

34.	Professional development activities such as participation / organization of seminars / workshops, job fairs, talks, field works, and campus Development Activities like Institutional infrastructure projects, etc and value based programmes, and programmes in the TV/Radio Channels. (Each activity 5 points)	10		

SCORE FOR CATEGORY – II

S. No	Maximum API Score	API Score Obtained	Remarks
30	10		
31	10		
32	10		
33	10		
34	10		
TOTAL	**50**		

CATEGORY III: PROFESSION – RELATED CONTRIBUTION
(Maximum Score: 50, Minimum API required: 30)

S. No	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
35.	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of institutional committees: a) Vice Principal / Dean / Director : 3 points each b) Warden / Chairperson / IQAC coordinator : 2 points each c) Member of syndicate / Governing council : 5 points each d) Member of Academic council / Senate : 3 points each e) Member of other college / university level committees : 1 point each	10		
36.	Membership in profession related committees at state and national level a) At International /National level: (3 points each) b) At state level: (2 points each)	10		
37.	Participation in subject associations, conferences, seminars without paper presentation. (Each activity: 3 point)	10		
38.	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance. (Each activity: 5 points)	10		
39.	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications. (Each activity: 2 points)	10		

SCORE FOR CATEGORY – III

S. No	Maximum API Score	API Score Obtained	Remarks
35	10		
36	10		
37	10		
38	10		
39	10		
TOTAL	**50**		

CATEGORY – IV: RESEARCH AND RELATED CONTRIBUTIONS
(Maximum Score: 350, Minimum API required: 210)

40. **Published papers in Journals (International Journals, National Journals, Regional Journals)**
(Maximum Score : 20; **I**mpact factor 1.0 and below 2.0: 20/publication; Impact factor less than one: 15/publication; Non impact factor National level research papers in non–referred / journals but having ISBN/ISSN numbers: 10/publication. Main author: full score, Co-author : 4)

S. No	Title and Name of the Journal	Date	Page Nos	ISSN No	DOI No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1									
2									
3									
4									

41. **Articles/Chapters published in Books (International publications, national publications, Regional publications, State publications)**
(Maximum Score 10; International: 10, National: 5, Regional and State: 3. Main Author: Full points, Coauthor: 2)

S. No	Book Title, Editor and Publisher	No of Pages	ISBN No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1							
2							
3							
4							

42. **Full papers in Conference proceedings (International, National, State Level Conference)**
(Maximum Score: 30; 10/publication as main author, 2/publication for coauthor)

S. No	Title and Name of the Journal	Date	Page Nos	ISSN No	DOI No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1									
2									
3									
4									

43. **Books Published as a single author or as editor (International publications, National publications, Regional publications)**
(Maximum Score: 50; International Author: 50, Editor: 10; National Author: 25, Editor: 5 and Regional Author: 15, Editor: 3)

S. No	Title of the Book	Type of book and authorship	Publisher	ISBN No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1								
2								
3								
4								

44. **Papers Published in Conferences, Seminars, Workshops, Symposia**
(Maximum Score: 10; International: 10, National: 7.5, Regional: 5, State: 3)

S. No	Title of the Paper	Title of the Seminar/Conference	Organized By	International/National/State/Regional/College or University level	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1								
2								
3								
4								

45. **Ongoing Research Projects and Consultancies (Including State Research Projects)**
(Maximum Score: 30; 10 per project)

S. No	Category	Title	Agency	Period From	Period To	Grant Mobilized Self-appraisal Score	Self-appraisal Score	Verified API Score
1								
2								
3								
4								

46. **Completed Research Projects and Consultancies (Including State Research Projects)**
(Maximum Score: 30; 10 per project)

S. No	Category	Title	Agency	Period From	Period To	Grant Mobilized	Self-appraisal Score	Verified API Score
1								

2							
3							
4							

47.   Research Guidance
(Maximum Score: 40; 2 for B.Tech, 4 for M.Tech, 10 for each Ph.D candidate, 7 for each Ph.D thesis submitted)

S. No	College Students	Number	Thesis Submitted	Degrees/Certificates Awarded	Self-appraisal Score	Verified API Score
1	B.Tech Projects					
2	M. Tech Projects					
3	Ph.D Degrees Awarded					
4	Ph.D Thesis submitted					

48.   Faculty Development Programmes Conducted (More than one week duration)
(Maximum Score: 10; 5 per program)

S. No	Programme	Duration		Organized By	Self-appraisal Score	Verified API Score
		From	To			
1						
2						
3						
4						

49.   Faculty Development Programmes Attended (More than one week duration)
(Maximum Score: 05; 5 per program)

S. No	Programme	Duration		Organized By	Self-appraisal Score	Verified API Score
		From	To			
1						
2						
3						
4						

50. Faculty Development Programmes Attended (less than one week duration)
(Maximum Score: 05; 5 per program)

| S. No | Programme | Duration | | Organized By | Self-appraisal Score | Verified API Score |
		From	To			
1						
2						
3						
4						

51. Invited Lectures and Championships at National/International/State level Conferences / Seminars / Workshops / Training programmes
(Maximum Score: 10; International: 10, National: 5, Regional: 3)

S. No	Title of Academic Session	Title of the Conference/ Seminar	Organized By	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						
2						
3						
4						

52. Consultancy Projects On-going
(Maximum Score: 30; 20 points / every Rs.5.00 lakh and above, 10 points / every Rs. 1.00 lakh)

S. No	Title	Funding Organization	Amount Funded	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						
2						
3						
4						

53. Consultancy Projects Completed (Quality Evaluation)
(Maximum Score: 30; 20 points / every Rs.5.00 lakh and above, 10 points / every Rs. 1.00 lakh)

S. No	Title	Funding Organization	Amount Funded	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						

S. No						
2						
3						
4						

54. **Number of patents / Technology Transfer / Product / Process Activities carried out**
(Maximum Score: 40; 20 points / National patents etc. / 40 points / International patents etc.)

S. No	Title	Patent Name	Filed / Awarded	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						
2						
3						
4						

SCORE FOR CATEGORY – IV

S. No	Maximum API Score	API Score Obtained	Remarks
40	20		
41	10		
42	30		
43	50		
44	10		
45	30		
46	30		
47	40		
48	10		
49	05		
50	05		
51	10		
52	30		
53	30		
54	40		
TOTAL	**350**		

SUMMARY OF API SCORE

Category	Criteria	Last Academic Year	Total API Score for the Assessment period			Annual Average API Score for the Assessment Period (1 July to 30 June)
			Q1	Q2	Q3	
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (300)		-	-	-	
II	CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES (50)		-	-	-	
III	PROFESSION – RELATED CONTRIBUTION (50)		-	-	-	
IV	RESEARCH AND RELATED CONTRIBUTIONS (350)		-	-	-	
	TOTAL		-	-	-	

List of Enclosures:

1.

2.

3.

4.

5.

6.

Signature of the Faculty
with designation and date

Signature of HOD

Signature of the Principal
with date

Signature of the Expert (Evaluation)

Signature of the Expert (Assessment)

VARDHAMAN COLLEGE OF ENGINEERING
(AUTONOMOUS)
Shamshabad – 501218, Hyderabad

SELF-APPRAISAL OF TEACHING FACULTY
(The details are required from 1 July, 2015 to 30 June, 2016)

(Please attach separate sheets if necessary; include more rows in the tables as per the need)

OBJECTIVES:
- **1)   To be aware of Self-Appraisal**
- **2)   To learn filling up Self-Appraisal forms**
- **3)   To evaluate and document one's own performance**
- **4)   To facilitate Career advancement of teachers**

CONCEPT:
Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take at an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format.

THE INDIVIDUAL PERFORMANCE BASED APPRAISAL SYSTEM (PABS)
(Maximum Total Score: 750, Minimum API Required: 450)

PART A: - GENERAL INFORMATION & ACADEMIC BACKGROUND

1.	Name	
2.	Age	
3.	Department	
4.	Designation	
5.	Area of Specialization	
6.	Current pay band & Grade pay	
7.	Date of joining this College:	
8.	Address for correspondence	
9.	Phone Number	
10.	Email Id	

11. Academic Qualifications (SSC to Post Graduation)

Examination	College and University	Subjects	Year of Passing	Percentage of Marks	Class

12. Research Degrees

Name of the Degree	Title of the Thesis	Date of award as per University notification	Name of the University
M.Phil			
Ph.D			
D.Sc / D. Litt			
Any Other			

13. Appointments held prior to joining this institution

Designation	Name of the employer	Date of Joining	Date of Leaving	Pay band with Grade pay	Reasons for leaving

14. Posts held after appointment to this institution

Designation	Department	From	To	Pay band with Grade pay

15.	Rank/Prizes/Medals won at School / College / University during education

16. Total Teaching Experience (in years)

UG Level Duration			PG Level Duration			No. of Years	Research Experience excluding years spent for M.Phil/Ph.D
At previous institution	At present institution	Total	At previous institution	At present institution	Total		

PART – B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Maximum Total Score: 300, Minimum API Required: 180)

17. **Lectures, Practical, Contact Hours (Semester wise/Annual detail)**
(Maximum Score: 50; 100% compliance = 20 points for Course, 10 points for lab)

S.No	Course Name		Total number of lectures allocated	Number of lectures taken	Self-appraisal Score	Verified API Score
1	Course 1					
2	Course 2					
3	Course 3					
4	Lab 1					
5	Lab 2					

18. **Lectures or other teaching duties in excess of UGC norms per week**
(Maximum Score: 10; 1 hour excess per week: one point)

S. No	Activity	Self-appraisal Score	Verified API Score
1			
2			
3			
4			
5			

19. **Reading / Instructional material provided. Use of additional knowledge resources for subject enhancement.** (Maximum Score: 20; 10 per course)

S. No	Material provided	Self-appraisal Score	Verified API Score
1			
2			
3			
4			

20. Use of participatory and Innovative teaching learning methodologies

(Use of ICT, Sandhan, E Library, Updated subject content and course improvement and Skill modules)

a) Maximum API Score: 20
b) Number of ICT Based Teaching material (10 points/each)
c) Number of Interactive Courses (5 points/each)
d) Number of Participatory Learning modules (5 points/each)

S. No	Methodologies	Self-appraisal Score	Verified API Score
1			
2			
3			
4			
5			

21. Day to day Activity Diary completion

(Maximum Score: 10; 3 for Course, 2 for Lab)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			
4	Lab 1			
5	Lab 2			

22. Teaching as per the schedule of activity announced

(Maximum Score: 20; 10 per course, 5 per Lab)

S.No	Course Name		Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			
4	Lab 1			
5	Lab 2			

23. Course File / Lab Manual Completion
(Maximum Score: 40; 12 per course, 8 per Lab)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	**Course 1**			
2	**Course 2**			
3	**Course 3**			
4	**Lab 1**			
5	**Lab 2**			

24. Tutorials classes conducted
(Maximum Score: 20; 10 per course)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	**Course 1**			
2	**Course 2**			
3	**Course 3**			

25. Students Seminars Conducted
(Maximum Score: 15; 5 per topic)

S. No	Seminar Topic		Self-appraisal Score	Verified API Score
1	**Topic 1**			
2	**Topic 2**			
3	**Topic 3**			
4	**Topic 4**			
5	**Topic 5**			

26. Bridge Courses Conducted
(Maximum Score: 10; 10 per course)

S. No	Course Name		Self-appraisal Score	Verified API Score
1	**Course 1**			
2	**Course 2**			
3	**Course 3**			

27. Softskills Courses Conducted
(Maximum Score: 10; 10 per course)

S. No	Softskills Courses		Self-appraisal Score	Verified API Score
1	Course 1			
2	Course 2			
3	Course 3			

28. Student Feedback
(Maximum Score: 50; 15 per course, 10 per lab)

S. No	Course Name		Score Achieved on a scale of 5	Self-appraisal Score	Verified API Score
1	Course 1				
2	Course 2				
3	Course 3				
4	Lab 1				
5	Lab 2				

29. Examination Duties
(Maximum Score: 25)

S. No	Course Name	Number of Duties	Self-appraisal Score	Verified API Score
1	Question paper setting and evaluation of answer scripts as per duties allotted (100% compliance = 10 points)			
2	Internal / continuous assessment work as allotted (100% compliance = 05 points)			
3	Invigilator, flying squad duties, confidential invigilator, etc. (100% compliance = 10 points)			

SCORE FOR CATEGORY - I

S. No	Maximum API Score	API Score Obtained	Remarks
17	50		
18	10		
19	20		
20	20		
21	10		
22	20		
23	40		
24	20		
25	15		
26	10		
27	10		
28	50		
29	25		
TOTAL	300		

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES
(Maximum Score: 50, Minimum API required: 30)

| S. No | Nature of Activity | Maximum Score: 35 | | |
		API Score allotted	Self-appraisal Score	Verified API Score
30.	Contribution to Corporate life in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes. a) Number of ICT Based Teaching materials: (10 points each) b) Number of Interactive Courses: (5 points each) c) Number of Participatory Learning modules: (5 points each)	10		
31.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. a) Number of Field studies / Educational tour (5 points each) b) Number of Industry – implant training (5 points each) c) Number of Placement activity (5 points each)	10		
32.	Number of Community Service, Social Orientation and other Student Mentoring Activities, NSS / NCC / NSO / Yoga, Cultural (Each activity 5 points)	10		
33.	Number of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate) a) Intra departmental (1 point each) b) Inter department (2 points each) c) Inter college (3 points each) d) Inter university (5 points each)	10		
34.	Professional development activities such as participation / organization of seminars / workshops, job fairs, talks, field works, and campus Development Activities like Institutional infrastructure projects, etc and value based programmes, and programmes in the TV/Radio Channels. (Each activity 5 points)	10		

SCORE FOR CATEGORY – II

S. No	Maximum API Score	API Score Obtained	Remarks
30	10		
31	10		
32	10		
33	10		
34	10		
TOTAL	**50**		

CATEGORY III: PROFESSION – RELATED CONTRIBUTION
(Maximum Score: 50, Minimum API required: 30)

S. No	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
35.	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of institutional committees: a) Vice Principal / Dean / Director : 3 points each b) Warden / Chairperson / IQAC coordinator : 2 points each c) Member of syndicate / Governing council : 5 points each d) Member of Academic council / Senate : 3 points each e) Member of other college / university level committees : 1 point each	10		
36.	Membership in profession related committees at state and national level a) At International /National level: (3 points each) b) At state level: (2 points each)	10		
37.	Participation in subject associations, conferences, seminars without paper presentation. (Each activity: 3 point)	10		
38.	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance. (Each activity: 5 points)	10		
39.	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications. (Each activity: 2 points)	10		

SCORE FOR CATEGORY – III

S. No	Maximum API Score	API Score Obtained	Remarks
35	10		
36	10		
37	10		
38	10		
39	10		
TOTAL	**50**		

CATEGORY – IV: RESEARCH AND RELATED CONTRIBUTIONS
(Maximum Score: 350, Minimum API required: 210)

40. **Published papers in Journals (International Journals, National Journals, Regional Journals)**
(Maximum Score : 20; **I**mpact factor 1.0 and below 2.0: 20/publication; Impact factor less than one: 15/publication; Non impact factor National level research papers in non–referred / journals but having ISBN/ISSN numbers: 10/publication. Main author: full score, Co-author : 4)

S. No	Title and Name of the Journal	Date	Page Nos	ISSN No	DOI No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1									
2									
3									
4									

41. **Articles/Chapters published in Books (International publications, national publications, Regional publications, State publications)**
(Maximum Score 10; International: 10, National: 5, Regional and State: 3. Main Author: Full points, Coauthor: 2)

S. No	Book Title, Editor and Publisher	No of Pages	ISBN No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1							
2							
3							
4							

42. **Full papers in Conference proceedings (International, National, State Level Conference)**
(Maximum Score: 30; 10/publication as main author, 2/publication for coauthor)

S. No	Title and Name of the Journal	Date	Page Nos	ISSN No	DOI No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1									
2									
3									
4									

43. **Books Published as a single author or as editor (International publications, National publications, Regional publications)**
(Maximum Score: 50; International Author: 50, Editor: 10; National Author: 25, Editor: 5 and Regional Author: 15, Editor: 3)

S. No	Title of the Book	Type of book and authorship	Publisher	ISBN No	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1								
2								
3								
4								

44. **Papers Published in Conferences, Seminars, Workshops, Symposia**
(Maximum Score: 10; International: 10, National: 7.5, Regional: 5, State: 3)

S. No	Title of the Paper	Title of the Seminar/Conference	Organized By	International/National/ State/Regional/ College or University level	No of Co-authors	Whether you are main author	Self-appraisal Score	Verified API Score
1								
2								
3								
4								

45. **Ongoing Research Projects and Consultancies (Including State Research Projects)**
(Maximum Score: 30; 10 per project)

S. No	Category	Title	Agency	Period		Grant Mobilized Self- appraisal Score	Self-appraisal Score	Verified API Score
				From	To			
1								
2								
3								
4								

46. **Completed Research Projects and Consultancies (Including State Research Projects)**
(Maximum Score: 30; 10 per project)

S. No	Category	Title	Agency	Period		Grant Mobilized	Self-appraisal Score	Verified API Score
				From	To			
1								

S. No							
2							
3							
4							

47.   Research Guidance
(Maximum Score: 40; 2 for B.Tech, 4 for M.Tech, 10 for each Ph.D candidate, 7 for each Ph.D thesis submitted)

S. No	College Students	Number	Thesis Submitted	Degrees/Certificates Awarded	Self-appraisal Score	Verified API Score
1	B.Tech Projects					
2	M. Tech Projects					
3	Ph.D Degrees Awarded					
4	Ph.D Thesis submitted					

48.   Faculty Development Programmes Conducted (More than one week duration)
(Maximum Score: 10; 5 per program)

S. No	Programme	Duration		Organized By	Self-appraisal Score	Verified API Score
		From	To			
1						
2						
3						
4						

49.   Faculty Development Programmes Attended (More than one week duration)
(Maximum Score: 05; 5 per program)

S. No	Programme	Duration		Organized By	Self-appraisal Score	Verified API Score
		From	To			
1						
2						
3						
4						

50. **Faculty Development Programmes Attended (less than one week duration)**
(Maximum Score: 05; 5 per program)

S. No	Programme	Duration		Organized By	Self-appraisal Score	Verified API Score
		From	**To**			
1						
2						
3						
4						

51. **Invited Lectures and Championships at National/International/State level Conferences / Seminars / Workshops / Training programmes**
(Maximum Score: 10; International: 10, National: 5, Regional: 3)

S. No	Title of Academic Session	Title of the Conference/ Seminar	Organized By	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						
2						
3						
4						

52. **Consultancy Projects On-going**
(Maximum Score: 30; 20 points / every Rs.5.00 lakh and above, 10 points / every Rs. 1.00 lakh)

S. No	Title	Funding Organization	Amount Funded	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						
2						
3						
4						

53. **Consultancy Projects Completed (Quality Evaluation)**
(Maximum Score: 30; 20 points / every Rs.5.00 lakh and above, 10 points / every Rs. 1.00 lakh)

S. No	Title	Funding Organization	Amount Funded	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						

2						
3						
4						

54. **Number of patents / Technology Transfer / Product / Process Activities carried out**
(Maximum Score: 40; 20 points / National patents etc. / 40 points / International patents etc.)

S. No	Title	Patent Name	Filed / Awarded	National/ International/ Regional	Self-appraisal Score	Verified API Score
1						
2						
3						
4						

SCORE FOR CATEGORY – IV

S. No	Maximum API Score	API Score Obtained	Remarks
40	20		
41	10		
42	30		
43	50		
44	10		
45	30		
46	30		
47	40		
48	10		
49	05		
50	05		
51	10		
52	30		
53	30		
54	40		
TOTAL	350		

SUMMARY OF API SCORE

Category	Criteria	Last Academic Year	Total API Score for the Assessment period			Annual Average API Score for the Assessment Period (1 July to 30 June)
			Q1	Q2	Q3	
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (300)		-	-	-	
II	CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES (50)		-	-	-	
III	PROFESSION – RELATED CONTRIBUTION (50)		-	-	-	
IV	RESEARCH AND RELATED CONTRIBUTIONS (350)		-	-	-	
TOTAL			-	-	-	

List of Enclosures:

1.

2.

3.

4.

5.

6.

Signature of the Faculty
with designation and date

Signature of HOD

Signature of the Principal
with date

Signature of the Expert (Evaluation)

Signature of the Expert (Assessment)

VARDHAMAN COLLEGE OF ENGINEERING

(AUTONOMOUS)

Shamshabad, Hyderabad - 501 218

AWARD OF POINTS FOR FACULTY SELF APPRAISAL

Faculty self-appraisal is for 400 points. The faculty performance in the areas of teaching, research and other administrative support will be considered. They are expected to achieve the following points for the sanction of yearly increment and additional incentive increments (if any) based on the performance.

S. No	Grade	Points to achieve		
		Professors	**Associate professors**	**Assistant professors**
1	Outstanding	>=300	>=260	>=220
2	Very Good	260-299	220-259	180-219
3	Good	220-259	180-219	140-179
4	Average	180-219	140-179	100-139
5	Poor	<180	<140	<100

The focus of the faculty evaluation in teaching and learning/ research/ extension activities / involvement etc during the year starting from 1 July, 2017 to 30 June, 2018(one academic year) is based on the following criteria from C1 to C18.

Criteria	Description	Points
C1	Loss of pay (1st July 2017 to 30th June 2018) For "N "number of Loss of pays in an academic year Points = 5 – N*0.5 If number of loss of pays is more than 10 then negative points will be awarded Proof: report from CMS	5 (max)
C2	Involvement in the departmental (faculty)/ Institution level activities (HODs and Deans) **Enclosure of proof required:** A letter of recommendation from HOD/ Principal Format to be uploaded (Minimum 50% of marks are to be scored)	40 (max)
	Institutional activities (Faculty) - by Principal	20 (max)
C3	Result Analysis	20 points (max)
	I semester - 10 points (max) II semester – 10 points (max) If more than two subjects are taken average is considered.	
	Points will be calculated as per the table -1	

Table 1:

S. No	Non-Engineering course		Engineering courses	
	Result Analysis (%)	Points awarded	Result Analysis (%)	Points awarded
1	>90	10	> 80	10
2	>80 -<=90	8	>70 -< =80	8
3	>70 -<= 80	6	>60 -<=70	6
4	>60 - <=70	4	>50- <=60	4
5	<60	0	<50	0

Enclosure of proof required: Result analysis and follow up statement signed by HOD for each course separately.

C4:	Lecture Notes, Lab Manuals, Complete Course File	Max 10 points

As teacher is expected to teach one theory course in the odd semester and one course in even semester, the distribution of points can be 5 points for each course taught with lecture notes provided to the students, along with course file In case, if a teacher is allotted two courses in each semester, the points distribution may vary.

Lecture notes should be neatly typed / Hand written.

Enclosure of proof required: Lecture notes in PDF format for each of the course taught.

Imp note: If the Lecture notes is neatly hand written and available in spiral binding carries more weightage. (if the notes is prepared by more than one faculty, points will be shared)

HOD 's authentication is required

Semester	Number of Courses	Distribution of points
Odd Semester	1	5 max
Even Semester	1	5 max

C5	Students' feedback on teaching	20 Points Max

Students' perception of learning experience in class is sometimes the most direct way to weigh the effectiveness of teaching methods. What students perceive and experience in class directly determines how effectively they are learning. The award of points is as follows:

S. No	Semester	Number of Courses	Distribution of points
1	Odd Semester	1	10
2	Even Semester	1	10

	Award of Points	
S. No	**Student Feedback (%)**	**Points awarded**
1	91 — 100	10
2	81– 90	8
3	71– 80	6
4	60 - 70	4
5	0-59	0

Note:

1. Enclosure of proof required: Feedback analysis (Minimum 60% feedback is essential in order to validate other points i.e. all other points will be nullified if feedback is less than 60%).

2. If a faculty teaches more than one theory subject in a semester, average is considered.

3. If a faculty is not given any theory subjects and only labs are given, HOD can assign points based on his regularity to the laboratory, continuous evaluation, helping the students in the lab, knowledge / command over the subject related to the lab.

C6:   Research Publications (50 points).

Faculty are encouraged to publish research papers in reputed peer reviewed Journals and / or Conferences i.e. SCI / Scopus indexed / web of Science/ICI. The weightage for the journal publication is 25 points and for conference is 15 points. In order to maintain standard in publications, certain stipulations are fixed as detailed below:

S. No	Description	Max Points	Marks for the first/main author 60%	Marks for co-authors The remaining 40 % marks are equally distributed
1	IEEE xplore / Scopus indexed / Association of Civil Engg/ Mechanical Engineering/ Spinger / Conference	15	9	If two co-authors points will be distributed like 3+3 or if only one co-author 6 points
2	SCI/Scopus/ WoS / Extended SCI Journal	25	15	If two co-authors 5+5 or if only one co-author 10 points
3	Citations (Calendar Year : 2017)	10	1 point per citation (Only Scopus citations will be considered) scopus author citation page is to be enclosed	
Total points will be subjected to a maximum of 50				

C7   participation in Seminars, workshops and faculty development programs: (30 points max)

Description	Duration	Points
Participation in STTPs	**Two weeks**	**20 points /each**
Participation in FDP	**One week**	**10 points /each**
Participation in workshop /seminar	**Less than one week**	**5 points (maximum) each**

E**nclosure of proof required:** Participation certificates or prize winning certificates issued by the competent authority.

C8:   Co-ordinator for FDPs/ Workshop (organizing members cannot claim any points) (30 points max) or Workshops / seminars conducted for the students

Description	Duration	Points
For STTPS	**Two weeks**	**20 points /each**
FDP	**One week**	**10 points /each**
For workshop /seminar	**Less than one week** **Each day carries upto one point**	**5 points (maximum) each**

Note: if it is sponsored by any agency 5 points will be augmented

C9: Invited talks/ awards: (maximum points: 30)

Description	Level	Points
Invited talks given / Award for seminars/ conferences/ symposia / chairing sessions / Guest lecture	**International**	**20 points /each**
	National level	**10 points /each**
	College level	**5 points each**

C10:   Student counseling (20 points)/ Effective ness of the counseling

If all the students cleared all the subjects till now = 20 points

Otherwise prorate basis. (HOD should give authentication)

4

Vardhaman College of Engineering
Hyderabad

Mentoring

Name of the department:

Name of the Faculty:

Details of the students

S.NO	Roll No	Name of the student	Number of Backlogs till now

Marks awarded by the HOD: (Max: 20)

HOD can assign points based on how regular the faculty is in counseling

HOD SIGNATURE

C11:   Sponsored Projects (20 points)

More than 10 lakhs: 20 points

More than 5 lakhs and less than 10 lakhs: 10 points

Less than 5 lakhs: 5 points

(For Co-PI   ----- > 50 % of the above points will be considered)

C12:   Students Project Guidance: (10 points) (Points will be awarded based on Quality/ outcome/ societal cause/ environmental concern/ EPICS guide/ CIE mentor)

HOD recommendation is to be enclosed.

UG: 5 points per batch

PG: 5 points per student

Additional student projects / Products can claim 5 points each subjected to maximum of 10 (if main project is not given)

C13: Ph.D guidance: (5 points) (only once – in the year of allotment)

C14:   Books Publication: (Maximum 20 points)

International Publishers:	20 points
National:	10 points per book
Local publisher:	5 Points per book

(if there are more than one author: points will be shared among all authors equally)

C15: Patent filing: (20 points) (if more than one investigator, points will be shared equally)

C16:   **Certifications :(10 points)** (NPTEL/ MOOCs like COURSERA/EDX etc) (certification should   be in this academic year only)

C17: Consultancy (max 20 points): Up to Rs 2,00, 000/- 10 points can be claimed (points will be shared all the faculty, if more than one PI involve in consultancy)

C18: Professional body membership: 20 points (max)

IEEE (10 points)/ISTE (10 points) /IETE (5 points)/ASME (10 points) /CSI (10 points) /ASCE (10 points) /IE (I) (5 points) / ACM (10 points)

Deductions (these points will be deducted from the above total): 20 points will be deducted for every memo received with regard to Examination duties / Evaluation / Indiscipline / Not honoring the duties assigned. **HOD recommendation is to be enclosed.**

Any other relevant information not covered above

S. No	Information

Co-ordinator, IQAC   **PRINCIPAL**

Date:

VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD
Autonomous institute affiliated to JNTUH

FACULTY SELF APPRAISAL FORM FOR THE A.Y 2018-2019

Name of the Faculty: _____

Designation: _____ Department: _____

Criteria	Key Parameter	Max Marks		Description
1. Specialized Skills/ Area/Domain	Area of Specialization / Domain (Area of Specialization/domain of expertise)	--	05	
	PhD awarded while working in the institute, during the period	--		
	1.1 Faculty competencies in the concerned Area / Domain and its correlation to PO or PSO	03		
	1.2 Faculty competencies in other than the concerned Area / Domain and its correlation to PO or PSO	02		
2. Teaching and Learning	2.1 Innovations by the Faculty (Innovations that contribute to the improvement of student learning, typically include Outcomes-based education, use of ICT, instruction delivery methods, assessment, evaluation etc.)	10	15	
	2.2 Student Success Rate in the Courses taught by the faculty (Class and section); course-wise details, in both semesters of the academic year to be provided (The total number of students passed in the course in any semester/year of study)	03		
	2.3 Comparison of Student Success Rate if the same course or courses taught by the faculty (refer to section 2.2) and improvement in the pass percentage	02		
3. Student Feedback Rating	Your previous year's feedback rating and comments, If any		05	
4. FDPs / Training / Self-Study/ Internship/ Others	FDPs/STTPs/Other Training Attended/MOOCs courses certified/ Faculty Internships (Relevance of the training to the domain / development of expected program outcomes; Total number of days)	10	10	
5. Research & Development	Publications (Academic Research)	5.1 Number of quality research publications in refereed/SCI Journals *(non-paid journals)*	10	25	
		5.2 Number of quality research publications in refereed/SCI Journals *(paid journals)*	05		
		5.3 Number of publications in conferences/national journals	05		
		5.4 Citations (Scopus)	05		
6. Sponsored Research	6.1 Ongoing Research Project where the faculty is the PI /Co-PI and the total number of investigators involved, please specify (Funding agency, Amount, Duration, Research progress; Outcome)	05	15	

VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD
Autonomous institute affiliated to JNTUH

FACULTY SELF APPRAISAL FORM FOR THE A.Y 2018-2019

Name of the Faculty: _____

Designation: _____   **Department:** _____

Criteria	Key Parameter			Max Marks		Description
	6.2	Patents	6.2.1 Number of Patents Granted	02		
			6.2.2 Number of Patents Published	02		
			6.2.3 Number of Patents Applied	01		
	6.3 Publication of Books/ Book Chapters *(Type and credibility of the publisher)*			05		
7. Consultancy	Consultancy from Industry & other organizations where the faculty is the PI /Co-PI and the total number of investigators involved, please specify *(Funding agency, Amount, Duration, Project progress; Outcomes generated)*			05	05	
8. Professional Activities	Professional societies / chapters and organizing engineering events	8.1 Member of Professional Societies/Bodies/chapters *(list the professional bodies and type of membership)*		01		
		8.2 Initiated and conducted Professional society events in the College *(Active Involvement in the Institute Chapter events/awareness programs))*		02	05	
		8.3 Participation in evets of Professional societies outside the College *(Active Involvement in the events conducted outside the College)*		02		
9. Outreach	9.1 Extension / Guest Lectures delivered *(at other institutions within the state and outside)*			03		
	9.2 Special Achievements or Academic Awards received			01	10	
	9.3 Contribution to Community Service / Outreach activities			01		
	9.4 Industry Institute Interaction *(leading to MOU / Internship / projects etc)*			05		
10. API Score	Your Previous year's API Score and comments, if any			05	05	

Note: attach necessary documentary proof/evidence wherever required; use separate sheets, if necessary.

Signature of the Faculty with date

VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD 501 218 (AUTONOMOUS)

STAFF SELF APPRISAL FORM

1. Name of the Staff:

2. Department:

3. Present designation:

4. Date of Joining:

5. Qualification:

6. Upgradation of Qualification, if any during service:

7. Date of Appointment in the present post:

8. Length of Service as on date:

9. Training programs attended for skill building during the service:

10. Present Gross Salary:

11. Present job responsibilities and overview of your current nature of work, in brief:

    _____

    _____

    _____

    _____

    _____

12. What are your key strengths?

_____

_____

_____

_____

Comments of the concerned HOD:

Signature of the Staff