

Ashoka Institute of Technology and Management Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)
(Approved by AICTE & PCI, New Delhi) AKTU-641

SERVICE RULES & POLICY (Effective from 2010)





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AKTU-641

The Following is the service rules and policies applicable in Ashoka Institute of Technology and Management, Pahariya, Sarnath, Varanasi. These rules are applicable in all the domains of Ashoka taking service standards into consideration. Rules and policies are applied since 2010 and further updates and modifications, subject to implementation are done as per requirement or on approval from BOG and Academic Counsel.

SERVICE RULES

1. Appointment is based on the recommendations of the selection committee.
2. The probation period is for one year.
3. Increment is provided after completion of a year, annually (1 Jan. – 31 Dec.)
4. Additional increment is also sanctioned for up-gradation of academics' qualification.
5. Eligible staff is enrolled in the Employees Provident Fund Scheme.
6. One-month prior notice is necessary by the employees for being relieved from service.
7. In any case, staff will not be relieved in the middle of a semester.
8. Staff, leaving the institute without any intimation or absconding will be treated as indiscipline; staff will not be entitled for any kind of payment form the institute.

Dress Code for Staff Members

9. Male staff: Formal wears.
10. Female staff: Formal Wears.

LEAVE FACILITIES

1. Application for all kinds of Leave and permission for On Duty should be routed through Hod's.
2. Leave sanction should be obtained from the Director/Registrar and get verified at the office for eligibility.
3. Alternative arrangements or responsibilities for the leave period shall be made by the individual staff member and shall handover all the charges to the alternate staff.



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AKTU-641

4. Leave Address and Contact phone number should be noted in the leave form, before applying for any kind of leave.
5. Informing about leave over phone will not be accepted as normal case but in case of an emergency or medical emergency it can be informed telephonically.
6. Necessary supporting certificate should be produced on demand, the next day of reporting for duty.
7. Examination invigilation is a part of the regular duty of a faculty member so during examination, no leave can be availed except emergency ones.

LEAVE RULES

These rules shall be called the Ashoka Institute's, "Leave Rules"

1. Leave rules shall be deemed to have come into effect from 2019 and shall be applied to all the employees of the Institute.
2. A leave account shall be maintained for each employee in an appropriate manner.
3. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the constraint of service demands so.
4. The sanctioning authority may recall any employee to duty before the expiry of his/her leaves.
5. Unauthorized absence from duty may be treated as misbehavior inviting disciplinary action.
6. An employee on leave shall not take up any service or accept any employment.
7. Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
8. An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
9. The Director shall be the authority, competent to grant leave to all the employees, in case of absence of the Director the institute, Registrar shall be the authority to sanction leave.

KINDS OF LEAVE



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AKTU-641

The following kinds of leave may be granted to an employee:

CASUAL LEAVE (CL)

1. All employees of the Institute shall be entitled to 12 days of casual leave in a year.
2. New employees shall be entitled to casual leave in proportion to their service put in by them during the year of their initial employment.
3. During probation period staff members are allowed to take leave after completion of the respective months only.
4. Casual Leave in one stretch shall not exceed four days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
5. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.
6. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

COMPENSATORY CASUAL LEAVE (CCL)

1. At the discretion of the Head of the Institution, an employee may be granted Compensatory Casual Leave.
2. Any employee who has rendered his/her services for duty on holidays or Sundays may be granted a compensatory casual leave, which may be availed before the end of the academic year or in the next month whichever is earlier.

MEDICAL LEAVE (ML)

1. Every employee is entitled to avail 06 days medical leave on Medical Grounds for every year.
2. Submission of Medical Certificate from a Registered Medical Practitioner is mandatory while applying for this leave.
3. Post-application can also be granted (apply within 3 days from the date of re-joining).
4. ML can be accumulated up to 18 days.
5. There is no medical leave encashment.



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AKTU-641

DUTY LEAVE (DL)

1. Every employee shall be allowed to avail the 'On duty' leave as per requirement.
2. This provision is strictly restricted to academic and related activities. The cauterization of duty leave is as follows:
 - a) **For examination related work-** Invigilation, Evaluation, Deputation, External Viva or Practical duties.
 - b) **For Institute related work-** Academics, Administrative, University or Inter collegiate activities
 - c) **For Research support-** Seminar, Workshop, FDP, Conference, Paper presentation, Demonstration of research project collaboration and tie-up.
3. (Seminars, Workshops, Symposia, Invigilation work, Evaluation work, deputation work or Examination related work etc.) requiring the personal presence of the individuals concerns.
4. Proposals are to be invariably accompanied by adequate supporting documents.
5. Prior sanction with adequate alternate arrangements for performing the duties and responsibilities of the individuals during his / her absence has to be obtained.
6. However, OD cannot be claimed as a matter of right and is left to the sole discretion of the leave principals and Management.

SHORT LEAVE (SRL)

1. Permission for short leave should not be exceeding 4 hours on any working day and it may be granted at the discretion of the designated authority.
2. If the number of permissions for short leaves exceeds 2 in a month, it shall be considered as one day CL.

VACATION

1. Teaching Employees will be entitled to have 2-week (15 days) vacation in a year in two phases (one week each) in a specific period to be declared by the Institute.
2. A new faculty joining is not eligible for semester break.



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AKTU-641

3. A faculty joining in the middle of the academic year is eligible for a proportionate Vacation for that academic year only.
4. Vacation period shall include Saturdays, Sundays and holidays (proceeding, succeeding and in between).
5. During the Vacation, the Head of the institute shall have the right to recall the staff for any emergency work related to institute.
6. If a Staff member is recalled and assigned work during vacation he/she will be awarded CCL.
7. Un availed/Unused vacation cannot be combined together.
8. Surrendering the vacation period for “claim of salary” cannot be allowed. (No encashment)

MATERNITY LEAVE

1. Maternity leave may be granted to a confirmed woman employee for two children, on half pay for a period of 90 days from the date of its commencement which can be availed twice in the entire service life.
2. Any female employee who has not served two years of service in the institute will not be eligible for Maternity leave.
3. Any temporary or contractual employee will not be eligible for maternity leave.
4. Maternity leave may not be combined with leave of any other kind.
5. Maternity leave will be granted only if the application is supported by a medical certificate.
6. The prior application before second trimester must be given intimating about the maternity condition and before taking maternity leave formal permission has to be sought and granted.

STUDY LEAVE:

Faculty members who have completed 2 years of continuous service may be considered for study leave, on a case-to-case basis, to be approved by the Governing Body on the recommendations of the Chairman.

1. This duration shall not be counted for calculating the service period. During this period faculty shall not be entitled to any leave credit or increments.



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AKTU-641

2. Whenever the faculty is on Study Leave, the Institute shall not be liable for any financial obligations whatsoever incurred by the faculty.
3. The faculty member availing study leave shall submit to the Institute a six-monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued.
4. In the event of the report not being found satisfactory, the Governing Body will have the right to revoke the leave at any time it deems fit.
5. The study leave will be granted depending upon whether the faculty can be spared.
6. The faculty member shall submit the certificate of the Institute from where examination is passed on his return from the study leave after completion of his study.
7. All applications for study leave shall, before submission to the Governing Body be examined by the Director and the concerned Head of the Department who will duly put their comments for approval consideration.

PATERNITY LEAVE:

A paternity leave is a paid leave granted to meet the emergent medical issues or concerns arising in the family. It will be of 3 days. Paternity leave is typically granted to allow fathers to support their partner and spend time with their newborn or newly adopted child.

OTHER EMPLOYEE BENEFITS:

1. Provident Fund - All the eligible employees will be covered under EPF Scheme as per applicable rules
2. ESI - The eligible employees will be covered by ESI as per ESI Act

PROMOTION POLICIES:

Promotions to higher position shall be considered on the basis of competency, past performance, qualification, merit & seniority. Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher-level position, subjected to the vacancy and requirement based on overall performance, and self-appraisal. Hence, Promotion is not automatic and cannot be claimed by an employee as a matter of



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AKTU-641

right. The college will consider the AICTE/BTE/AKTU rules and regulations for promotions in case of teaching and non-teaching positions

The promotion norms for the faculty as an Assistant Professor, Associate Professor and Professor are as follow (For Technical Degree holders):

1. ASSISTANT PROFESSOR

QUALIFICATION:

B.E./B. Tech. and M.E./M. Tech. or equivalent in the appropriate branch of Engineering /Technology with first class either in B.E./B. Tech or M.E/ M. Tech.

MINIMUM EXPERIENCE:

NOT REQUIRED

PAY SCALE:

Pay band Rs.15600-39100 with AGP of Rs.6000.

2. ASSOCIATE PROFESSOR

QUALIFICATION

Ph.D. with Ist class at B.E/B.Tech or M.E/M.Tech level or Both in the appropriate branch of Engineering/Technology.

MINIMUM EXPERIENCE

At least 5 years of teaching experience is required out of which 2 years should be after Ph.D.

OR

13 years' experience after M.E./M.Tech.

PAY SCALE:

Pay band Rs.37400-67000 with AGP of Rs.9000.

3. PROFESSOR

QUALIFICATION

Ph.D. with Ist class at B.E/B.Tech. Or M.E/M.Tech level or both in the appropriate branch of Engineering/Technology

MINIMUM EXPERIENCE

10 years' experience out of which 5 years' experience as an Associate Professor or a total of 13 years' experience.

PAY SCALE

Pay band Rs.37400-67000 with AGP of Rs.10000.



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AKTU-641

The promotion norms for the faculty as an Assistant Professor, Associate Professor and Professor are as follow:

1. ASSISTANT PROFESSOR

QUALIFICATION:

B. Pharm/M. Pharm. or equivalent in the appropriate/respective domain with first class.

MINIMUM EXPERIENCE:

NOT REQUIRED

PAY SCALE:

Pay band Rs.15600-39100 with AGP of Rs.6000.

2. ASSOCIATE PROFESSOR

QUALIFICATION

Ph.D. with B. Pharm/M. Pharm. or equivalent in the appropriate/respective domain with first class.

MINIMUM EXPERIENCE

At least 5 years of teaching experience is required out of which 2 years should be after Ph.D.

OR

13 years' experience after M.E./M. Tech.

PAY SCALE:

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3. PROFESSOR

QUALIFICATION

Ph.D. with B. Pharm/M. Pharm. or equivalent in the appropriate/respective domain with first class.

MINIMUM EXPERIENCE

10 years' experience out of which 5 years' experience as an Associate Professor or a total of 13 years' experience.

PAY SCALE

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AKTU-641

The promotion norms for the faculty as an Assistant Professor, Associate Professor and Professor are as follow:

4. ASSISTANT PROFESSOR

QUALIFICATION:

M.A/M.Sc./M.Com./MBA/M.Ed./MSW or equivalent in the appropriate/respective domain with first class.

MINIMUM EXPERIENCE:

NOT REQUIRED

PAY SCALE:

Pay band Rs.15600-39100 with AGP of Rs.6000.

5. ASSOCIATE PROFESSOR

QUALIFICATION

Ph.D. with M.A/M.Sc./M.Com./MBA/M.Ed./ MSW or equivalent in the appropriate/respective domain with first class.

MINIMUM EXPERIENCE

At least 5 years of teaching experience is required out of which 2 years should be after Ph.D.

OR

13 years' experience after M.E./M. Tech.

PAY SCALE:

Pay band Rs.37400-67000 with AGP of Rs.9000.

6. PROFESSOR

QUALIFICATION

Ph.D. with M.A/M.Sc./M.Com./MBA/M.Ed./ MSW or equivalent in the appropriate/respective domain with first class.

MINIMUM EXPERIENCE

10 years' experience out of which 5 years' experience as an Associate Professor or a total of 13 years' experience.

PAY SCALE

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AKTU-641

FACULTY & STUDENT DEVELOPMENT POLICY:

1. Faculty members are awarded with a certificate of appreciation for producing more than 95% CP (0) results.
2. Qualified and experienced staff members are promoted to higher cadres periodically.
3. The faculties/staffs are granted duty leave for pursuing higher studies examinations (M.E. /M Tech or PhD).
4. The faculties/ staff members are encouraged to present paper in the National / International Conferences and the Management gives financial assistance for registration fee and other related expenses
5. The faculty members are sponsored to attend various Faculty Development Programs.
6. Financial assistance is provided to different departments for organizing Faculty Training/Development Programs at the Institute.
7. Refund of Tuition fee is being made to top three students in university exams /state level Championship.
8. Partial waive off in Tuition fee is being made for students at the discretion of management.
9. Cash rewards/reimbursement of NPTEL exam fee and certificates for special achievers like toppers in NPTEL course, SIH etc.
10. Amendments, if any are informed through circulars and notices time to time.
11. In case of immediate requirement, recruitment is done by the college staff selection committee consisting of the Director and the Head of the concerned department.





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AKTU-641

RESPONSIBILITIES OF THE EMPLOYEES

a) Responsibilities of the Director:

1. The Director shall be the head of the college.
2. Plan the establishment of various departments and the various administrative units of the college.
3. Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
4. To identify and recruit suitable persons to manage the various departments and administrative units.
5. Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
6. To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE, and such other policy making bodies who matter.
7. To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
8. Prepare the budget for approval of management.
9. Regularly apprise the management about various activities.
10. To plan functions like Annual function, Fresher's party & Merit Awards.
11. To give leadership for organizing seminars, symposia, and plan Faculty Improvement Programs.
12. In a nutshell the Director shall be responsible to project a powerful image of the college in the eyes of the authorities of the university, AICTE/BTE, Government, Industries & R & D Establishments, Parents, and the other stake holders.

b) Responsibilities of Heads of Departments:

1. Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff
2. Ensure completion of syllabus as per the academic calendar.



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AKTU-641

3. Maintain the relevant topic-wise files and ensure "place for everything and is everything in its place".
4. The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, NITs, Universities and other Colleges in the country.
5. Preparation of class-wise timetables.
6. Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
7. Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
8. Maintain laboratory-wise stock registers one for capital equipment's and the other for components & spares.
9. Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
10. Encourage the faculty and staff to improve their academic qualifications without affecting normal curriculum.

c) Responsibilities of Teaching Staff:

1. Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by University/Board and relevant advanced topics beyond syllabus.
2. To develop curriculum, learning resource materials and Laboratories.
3. To actively participate co-curricular and extra – curricular activities of the college and those organized by other institutions.
4. Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
5. To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.



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AKTU-641

6. Self-development through up-gradation of qualification and participation in professional activities.
7. Planning, monitoring and evaluation and promotional activities at department and institutional level.
8. To participate in administration related activity both at departmental and institutional levels.
9. To monitor and evaluate academic activities.
10. To help mobilization of resources for the institution and any other relevant work assigned by the head of the institution

RECRUITMENT STRATEGIES

The institute has the appropriate recruitment policy for both teaching and non-teaching staff. Recruitment of the faculty is done periodically by getting the actual demand in the specialization in a course, well in advance and faculty vacancy positions are advertised in leading newspapers, the applications received are scrutinized by the HOD's of the departments and then short-listed. The short-listed candidates are called for an interview.

A transparent recruitment policy is adopted while interviewing and recruiting them. A selection committee comprising of the Chairman of the institution, the Director, HOD of concerned department, Senior Professor from the department or representative from AKTU/Any other university is formed to conduct the interview and submit the report of selected candidates based on their performance.

Director in consultation with the management takes the final decision on the selection. The same procedure is also followed in case of non-teaching staff.



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AKTU-641

RULES FOR STUDENTS IN ACADEMICS

1. 75% attendance is mandatory as per the instructions of the institute and as per the ordinance of AKTU.
2. Students have the leverage of 25% as per their convenience but they must adhere to the rules of university and to the institute regarding attendance.
3. 25% of leverage to the students will be considered based on the presentation of relevant documents and evidence as the reason for absence from the institute..
4. Students have to score at least 40% marks in all the theory subjects and 50% marks in viva, practical or projects in all Class test and others tests and exams.
5. In case students fail to do so, retests may be organized for the students (if improved new and updated marks will be considered, if not improved, the previous marks will be taken for internal assessment.)
6. After class tests and Improvement, students will have updates of their progress.
7. Any issue regarding academics or discipline is subject to consideration of HOD/DSW/Dean Academics/Coordinator first year and first year discipline team.
8. In case of absence from the institute due to any specific reason proper information/application/ written evidence must be given prior to the absence or within three day of re-joining the institute to the class teacher, mentor or coordinator.
9. In case students have academic, psychological, career or development related issues They will consult their faculty mentors, their subject faculty, class teacher, coordinator first year, counsellor, HOD, DSW, Dean Academics or Director (following the hierarchy).
10. Any indiscipline in the institute will not be tolerated in any case; strict action may be taken against you.
11. The updated and working phone numbers of parents / contact details must be submitted to the faculty mentors.



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AKTU-641

12. Students have to build the capacity of solving all the questions in the examination, students must use their examination duration fully dedicated to writing appropriate answers to utilize sessional copies entirely.
13. In the examination period all have to follow the guidelines of invigilators and to the instructions of the discipline team. Any offensive material or act may lead to strict action.
14. All the assessment parameters have to be met by the students in case of failure to comply students only will be responsible.
15. Final internal marks will be calculated based on all the CTs, Improvements, Assignments, objective tests and attendance. In case students fail in performing any of the tasks it will cause reduction in internal marks and students will only be responsible..
16. Conduct and behavior of the students should be as per the institutes and universities rules and regulations. Students failing in compliance may be suspended or admission cancellation may be done.
17. Students should wear proper uniform and I'D card to mark their identity as Ashokian.
18. Students will have to be vigilant enough for any information/update being circulated regarding academics and non-academics activities in the institute. Nobody will be responsible for the lack of information at the student's side.
19. Students will have lots of opportunities to learn something new and participate in various activities as per their interest so they have to be vigilant for all the activities organized by SAC or any other committee n the institute for their all-round development.





Faculty Feedback & Appraisal Form

(Self – Appraisal -To be filled by Faculty)

For A.Y. _____

1st January' _____ to 31st December' _____

Employee ID :

Name :

Father`s Name :

Designation :

Date of joining in the Institute :

Date of joining the present post :

Department :

Scale of Pay :

Period spent in the present institute :
(Years & Months)

Name of the Head of the Department :

Name of the Director :

Remarks :

(To be filled by Director)

Overall Assessment:	Extra Ordinary	:	(10)
	Excellent	:	(9)
	Very Good	:	(8)
	Good	:	(7)
	Satisfactory	:	(5)

Name: _____

(Signature of the reporting Authority)

* Faculty are suppose to fill only A, B & C.

A. Teaching, Learning and Outcome:

(90 Points)

a.) Lectures (including additional skills subjects), Seminars, Tutorials, Practical's, Project Guidance

(B.Tech, MBA, B.Pharm, DPharm) Contact Hour (Give semester wise details)

(20 Points)

Class/Batch	Subject Code & Name	L- T – P with contact hr.	No of Students Appeared in exam	No. of classes			% of classes taken(b/a)*100	Points claimed
				Scheduled as per academic calender (a)	Actually, held as per portal (b)	Difference		
Odd Semester (July-December)								
Even Semester (Jan-June)								
		Total						
							Average (20 points)	

- >=90-100% -5 points
- >=80-90% - 4 points
- >=70-80% - 3 points
- Below 70% -0 points

b.) Academic Result:
(* theory subject only)

(20 Points)

Sno.	Branch/Semester/Section	Subject	Result (Clear Pass %)	Result (Ext. Theory Exam Average)
Odd Semester (July-December)				
1.				
2.				
3.				
4.				
Even Semester (Jan-June)				
1.				
2.				
3.				
4.				
Average				
Point claimed (out of 20)				

>=80-100% -5 points

>=60-80% - 4 points

>=50-60% - 3 points

>40-50% -2 points

c.) Feedback survey:

(20 Points)

S.No.	Course	Branch	Semester	Section	Subj. Code	Subj. Name	Student Feedback
Odd Semester (July-December)							
1.							
2.							
3.							
4.							
5.							

Even Semester (Jan-June)							
1.							
2.							
3.							
4.							
5.							

Feedback Survey:	Feedback in Even Semester	Feedback in Odd Semester	Average Feedback Score	Overall Score (20)

d.) List of Project and Thesis (Dissertations) Supervised: B-Tech/ MBA/DIPLOMA /Ph.D

*> (Max. 10)

(5 Points for each)

Level	Title of Project/Thesis	Names of Students	Name of other supervisor (if any)	Point(s) Claimed
B.Tech/B.Pharm. /D.Pharm.				
MBA				
Ph.D				
Scaled to maximum marks (10)				

e.) Laboratory Developed/Instruction Software and Education Technology Package Developed /Video

lectures uploaded on institute website) *> (Max. 5)

(5 Points)

S. No.	Course & Semester	Subject	Title	

f.) MOOC Certification/Coursera etc (5 marks for each course)

(Max 10 Points)

Course	MOOCs type	NPTEL Type	Score Claimed

g.) Status for Ph.D.

(5 Points)

Status		Point Claimed
Is Ph.D awarded in current year	Yes/No	
Are you Enrolled for Ph.D.	Yes/No	
Points claimed		

Grand total for A point (Out of 100): (a + b + c + d + e + f + g) =

B. Academic Research and Publications

(60 Points)

(Proofs are required to be attached)

a.) List of Paper Published (Separate Sheet may be attached, if required)

(20 Points)

Journal/Conferences	No. of Publication	Point(s) Claimed
WOS/SCI//SCIE/SSCI/A&HCI Journals		
SCOPUS /UGC Care Journal		
Other Indexed Journals (ISSN No. only)		
International Conferences Proceedings		
National Conferences/Seminar/Workshop Proceedings		
TOTAL		

*Details of publications in Journal: 10 Marks for 1st author and Supervisor and 6 Marks for others and these will be augmented as "SCI/SCI-E/SSCI/ESCI/SCOPUS Impact Factor/Cite Score™", UGS listed Journals /ISSN 4 Marks / each Journal.

S. No.	Date	Title of Journal paper	ISSN/ ISBN No.	Sub-Category	Author	Impact factor/ CiteScore
1.						
2.						
3.						

* Details of Full Papers published in Conference Proceedings:

Full Papers published in Conference Proceedings/ Papers presented in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities) will be considered as International otherwise will be considered as National.

(Int.Conf. 10 Marks for 1st author & Supervisor and 4 Marks for others),

[Nat. Conf 6 Marks for 1st author & Supervisor and 3 Marks for others]

S. No.	Type of Activity	Date	Title of Full Papers in Conference proceedings.	ISSN/ ISBNNo.	Details of Conference International/	Author
1.						
2.						
3.						
4.						
Overall score claimed						

b.) Books/Book Chapters/Monographs/Laboratory Manual/ / MOOCS/ SWAYAM/ e-contents Authored. **(10 Points)**

Authors names	Title	Publishers	Year of Publish	ISBN No.	Point(s) Claimed
Total					

5 marks for first author and 3 for other positions.

c.) Patents. **(5 Points)**

Title	Filed/Published/granted	Name of inventors	Point(s) Claimed
Total			

d.) **Funded Project & Consultancy Projects.**

(5 Points)

i.) **Funded Projects:**

S. no.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Point(s) Claimed
Total							

ii) **Consultancy:**

S. no.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Point(s) Claimed
Total							

e.) **STTP/Conferences/ Workshop organized /FDP organized.**

(10 Points)

S.No.	Duration and venue	Title of programme	Other relevant information	Point(s) Claimed
Total				

f.) **Other Activities.**

(10 Points)

(Awards/Distinctions/Honors/Special Lecture Delivered/STTP or FDP/ Conference/ Workshop attended/Experts of Committees out of Institute /Reviewers/Editors) (Separate Sheet may be attached, if required).

S.No.	Activity	Point Claimed
Total		

Grand total for B point (Out of 60): (a + b + c + d + e + f) =

C. Academic /Administrative /Extra Curricular responsibility.**(30 Points)**

a.) Department Level Administration/Coordination.

(10 Points)

S.No.	Activity	Point Claimed
1.		
2.		
3.		
4.		
	Total	

b.) Institutional Level Administration/Coordination.

(10 Points)

S.No.	Activity	Point Claimed
1.		
2.		
3.		
4.		
	Total	

c.) Contributions to Society/Human Value/Sustainable Development goals.

(10 Points)

S.No.	Activity	Point Claimed
1.		
2.		
3.		
4.		
	Total	

Grand total for C point: (a + b + c) =

D. Personal**(20 Points)**

S.No.	Attribute		Max. Points	Marks awarded by	
				Reporting Officer	Reviewing Officer
1.	Sense of Responsibility	Responsible/ Non-serious	4		
2.	Discipline and Obedience	Disciplined and obedient/undisciplined and disobedient	4		
3.	Response Towards Official Orders	Cooperative/ non-cooperative	4		
4.	For Misc. institutional work relating to the profession/ work on holidays	Accepts the work willingly/ Refuses such work	4		
5.	Relation with other staff & Attitude towards weaker section	Good/ Bad	4		
Total					

E. Any achievement not covered above:

Self-Appraisal:**(Separate sheet may be attached if required.)**

Summary Sheet for Faculty Performance

Appraisal for the academic session:

Name:

Designation:

Department:

S.No.	Factor of Appraisal	Points claimed	Agreed /Not Agreed by HOD	Reason/Remarks (if any) by HOD and Grade points to be awarded (if not agreed)
A.	Teaching and learning (90)			
B.	Academic Research and Publication (60)			
C.	Academic and Administrative Work (30)			
D.	Personal (20)			
Total - 200				
Overall average grading $\frac{(A + B + C + D)}{20}$				

*(Table to be filled by the HOD, concerned)

Signature of Faculty Member

Head of Department

(To be filled in by the Director)

Remarks:

Grading (Whether outstanding, Excellent, Very Good, Good, OR Satisfactory)

Name:.....

Signature:.....

DIRECTOR