**Guidelines for Application of Promotion**

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| **Teaching *(scoring 60% in each of the tasks is mandatory)*** | **Max** | **Secured =**  **MaxxWtg** | **Evidence** |
| 1. Teaching Effectiveness- Planning, implementing and assessing instruction to ensure student learning assessed through students’ feedback  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Duration | One Year (Odd & Even Semester) | | | | | | No. of courses - Theory | 2 | 3 | 4 | 5 | 6 | | Avg. Feedback (%) | ≥ 85% | ≥82.5% | ≥ 80% | ≥77.5% | ≥ 75% | | Weightage (%) | 60% | 70% | 80% | 90% | 100% | | Secured Avg. Weightage (%) |  |  |  |  |  |  * For an increase of every 5% above the suggested feedback average, weightage to increase by 5% subject to maximum of 100% and decrease by 5% for the corresponding 5% decrease in feedback average. * Average weightage to be calculated by taking the average of average feedbacks for odd and even semesters. * Add 5% to weightage per laboratory course   Documents: Student feedback report  Note: 2 courses / year with suggested feedback, average shall ensure 60% score for a faculty member, which is minimum expectation. | 40 |  |  |
| 1. Cooperating with departmental programs and processes  |  |  |  | | --- | --- | --- | | Commitment  (Proactive) | Genuine Compliance  (Responsive) | Formal Compliance  (Reactive) | | * +20% - Completeness of data * +20% - Correctness of data | 60% - Provides all documents as per schedule | 0 - No cooperation  10 - Little awareness about documents  20 - Some respect for documents  30 - Rarely provides  40 - Occasionally provides  50 - Attends to all only on follow up |   Weightage to be relative to experience of the assessor with the assessee.  Documents: timely submission of grades, use of technology initiatives, adherence to and consideration of accreditation standards, preparing lesson plans on time, evaluating minor exam booklets on schedule, assessing students in the lab. on continuous basis, finalization of CIE on time, attending department meetings regularly, class committee meeting records, document the evidences of delivery/student assessment/feedback as required by the QMS.  Scale options:  Commitment: Faculty member wants it. He/she will make it happen. Does whatever extra that is needed. It results an attainment in excess of 60%.  Genuine Compliance: Faculty member sees the benefits of the vision. Does everything expected and more. This will ensure 60% attainment – minimum expected weightage.  Formal Compliance: On the whole sees the benefits of the vision. Does what’s expected and no more. This tendency shall result in <60% attainment | 10 |  |  |
| 1. Developing innovative new courses, programs/Updating courses for content, pedagogy and assessment/Delivering to challenge divisions, challenging courses, open ended problems etc.  |  |  |  | | --- | --- | --- | | Excellent | Average | Poor | | * 10% increase for every additional innovative attempt/updation * 20% increase for every additional innovative delivery technique | 60% - Developed an innovative course / Updated a course / Delivered to a challenge div/Took up a new course beyond his/her domain / Developed a unique open ended problem for lab. | 0 – Continued with routine process  30 – Some attempts made with no logical end |   Weightage to be relative to experience of the assessor with the assesse.  Documents – Lesson plan, curriculum of new course with revision note, program structure, plan document for delivery to challenge divisions, delivery design, open ended problem/experiment details with rubrics for assessment, new course project – assessment rubrics, pedagogy improvement details, assessment details | 15 |  |  |
| 1. Demonstrating leadership in developing enhanced learning environment through new teaching / assessment approaches not previously offered or utilized in the department.  |  |  |  | | --- | --- | --- | | Effective | Moderate | Poor | | * 20% increase for every additional demonstration | 60% - One demonstration | 0 - No demonstration  30 – Some attempts but incomplete |   Documents – Lesson plan, Design of new active learning method/approach, design of new assessment method/rubric | 15 |  |  |
| 1. Participating in the design, development and delivering of the interdisciplinary courses being offered.  |  |  |  | | --- | --- | --- | | Effective | Moderate | Poor | | 100% - participates in the design and delivery of the course | 60% - Participates in the design of the course | 0 - No demonstration |   Documents – Minutes of the meetings of course design, lesson plans and lab plans | 10 |  |  |
| 1. Advising students; to assist undergraduate and graduate students to develop meaningful educational plans and monitor their progress.  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Effective advising leading to improved performance of students | 60% - Completes all the formalities as per procedure | < 60% - Takes little interest in advising students |   Documents – Student list, meeting records | 5 |  |  |
| 1. Participating in two or more teaching workshop/seminar to improve teaching through the ‘Center for Engineering Education’ or other appropriate institute or professional conference.  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 20% increase for presentation in every workshop/seminar | 60% - Participates in two workshop/seminars | 0 – No participation  20 – Participation in one workshop/seminar  40 – Presents in one workshop/seminar |   Documents – Workshop details, attendance record | 5 |  |  |

**Minimum Eligible Criteria: 60 % score**

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| **Scholarly Activities** | **Max** | **Secured =Max xWtg** | **Evidence** |
| **Sections A: Publications**   * Primary, Secondary and Tertiary authorships are considered. * If all the other authors in a publication are students of the faculty then any position is considered for authorship. * In some of the research areas more number of authors (more than 3) can be considered based upon the recommendation by the committee formed by the Research Council | | | |
| 1. **Total papers published before PhD -date of joining to PhD registration**   A1. Total Publications in refereed scholarly article in a national or international **journal papers** indexed in **Web of Science or Scopus from the start up to PhD registration.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 4 papers * 100% more than 4 papers | 60% - 03 papers | 0 - No paper  20% – 1 paper  40% – 2 papers |   Documents – Journal article, publication details, communication records | 10 |  |  |
| A2. Total Publications in refereed scholarly article in a national or international **Conference papers** indexed in Web of Science or Scopus in **from the start up to PhD registration.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 3 papers * 100% more than 3 papers | 60% - 02 papers | 0 - No paper  40% – 1 Conference paper |   Documents – Journal article, publication details, communication records | 5 |  |  |
| 1. **Total papers published on PhD work – From date of PhD registration to PhD Viva-voce exam**   B1. Publications based on PhD work in refereed scholarly article in a national or international **journal papers** indexed in **Web of Science or Scopus from the Date of PhD registration to PhD Viva.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 4 papers * 100% more than 4 papers | 60% - 03 papers | 0 - No paper  20% – 1 paper  40% – 2 papers |   Documents – Journal article, publication details, communication records | 10 |  |  |
| B2. Publication in refereed scholarly article in a national or international **Conference papers** indexed in Web of Science or Scopus in **from the Date of PhD registration to PhD Viva.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 3 papers * 100% more than 3 papers | 60% - 02 papers | 0 - No paper  40% – 1 Conference paper |   Documents – Journal article, publication details, communication records | 5 |  |  |
| 1. **Total papers published post PhD – From date of PhD completion to present**   C1. Publications based on PhD work in refereed scholarly article in a national or international **journal papers** indexed in **Web of Science or Scopus from the date of PhD completion to till date.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 4 papers * 100% more than 4 papers | 60% - 03 papers | 0 - No paper  20% – 1 paper  40% – 2 papers |   Documents – Journal article, publication details, communication records | 10 |  |  |
| C2. Publication in refereed scholarly article in a national or international **Conference papers** indexed in Web of Science or Scopus in **from the date of PhD completion to till date.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 3 papers * 100% more than 3 papers | 60% - 02 papers | 0 - No paper  40% – 1 Conference paper |   Documents – Journal article, publication details, communication records | ~~5~~ |  |  |
| **2. Book chapters**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 1 additional chapter accepted * 100% more than 2 chapters accepted | 60% - 01 chapter accepted | 0 - No contribution  20% – 1 chapter submitted  40% – 1 chapter resubmitted |   Documents –Publication details, communication records | 5 |  |  |
| **3.** **Paper Reviewed.**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 80% - 3 Journal papers * 100% more than 3 journal papers | 60% - 02 Journal papers or 4 conference papers | 0 - No paper  20% - 2 conference papers  40% – 1 Journal paper |   Documents – Details of paper reviewed and communication records | 5 |  |  |
| **4.** **Supervisor for PhD, MTech, REU**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 20% increase for 1 PhD * 20% increase in every REU * 20% increase in every MTech | 60% - guiding 2 Mtech projects + 2 REU  60% - 2 PhD | 0 – Not guiding  40% – Guiding 2 MTech projects or guiding 2 REUs  50% – 1 PhD |   Documents – List of students year-wise | 10 |  |  |
| **5.** **Supervisor for Mini, Minor, Capstone projects**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 20% increase in every Mini, or Minor or Capstone projects | 60% - guiding a total of 6 Mini, or Minor or Capstone projects | 0 – Not guiding  40% – Guiding a total of 4 Mini, or Minor or Capstone projects |   Documents – List of students year-wise | 5 |  |  |
| **6.** Research groups.   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 100%- Part of 2 RC/RG/PDDG | 60%- part of 1 RC/RG/PDDG | 0- not part of any research group |   Documents – Contributions, Status report | 5 |  |  |
| **7.** **Internal Grant Applications**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 100% - 1 additional Internal project sanctioned for every 3 years | 60% - 01 internal project sanctioned for every 3 years | 0 - No applications  40%- applied for internal funding |   Documents – Project proposal, status report, communication records | 10 |  |  |
| **8.** External Grant applications   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 100% - 1 additional external project sanctioned for every 3 years | 60% - 01 external project sanctioned for every 3 years | 0 - No applications  40%- applied for external funding |   Documents – Project proposal, status report, communication records | 10 |  |  |
| **9. Patents and Consultancy**   |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 100% - 01 Patent for every 2 years or 1 project for every 2 years | 60 – Applied for patent/ Applied for project | 0 – No patent/consultancy  30% – In process but not applied/Interacting in connection with consultancy work or patent |   Documents – Application details, Consultancy order copy, Proposals | 5 |  |  |

**Note:**

**Minimum Eligible Criteria: Minimum score for this category will be based upon the number of years of experience, qualification, cadre and responsibilities assigned.**

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| **Institutional Building** | **Max** | **Secured =**  **MaxxWtg** | **Evidence** |
| 1. **Service to the institution** | | | |
| 1. Co-ordinates a Post Graduate program  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Effective co-ordination towards strengthening the program | 60% - Co-ordination just needed to strengthen the program | < 60% - Takes little interest in strengthening the program | | 10 |  |  |
| 1. Committee membership and/or leadership at the program area, department, and college levels  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Effective participation leading to improved performance of committee | 60% - Completes all the assigned tasks | < 60% - Takes little interest in committee activities | | 10 |  |  |
| 1. Undergraduate program area coordination  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Effective participation leading to improved performance of program | 60% - Completes all the formalities as per procedure | < 60% - Takes little interest in program activities | | 10 |  |  |
| 1. Authors departmental reports or documents  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Coordinates a special service (e.g., assessment planning)  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Curriculum design and development (e.g., create a new course, block of curriculum changes, develop a new minor or degree program)  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Mentors faculty and/or students in significant ways  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Department, college, and/or university mission-related and/or strategic plan work  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Participates in departments tasks that support students (e.g., capstone tasks)  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Obtains grants to improve programs and curriculum  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Completes the task to just meet requirements | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. Presents at faculty seminars, orientation, FDP, etc.  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 10% increase for every additional presentation | 60% - 01/year | 0 – No effort  30% - Willing and involved | | 10 |  |  |
| 1. **Service to the profession** | | | |
| 1. Holds membership in professional organizations (international, national, state, local)  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 10% increase for local org * 20% increase state org * 30% increase national org * 40% increase international org | 60% - 1(new) | 0 – None  30 – In pipeline | | 10 |  |  |
| 1. Plans a conference / workshop  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 10% increase for every additional plan – FDP – 3 day * 20% increase for every additional plan – FDP – 1 week * 30% increase for a plan - National conference * 40% increase for a plan - International conference | 60% - 01 / sem | 0 – No effort  30% - Willing and involved | | 10 |  |  |
| 1. Supports a student organization  |  |  |  | | --- | --- | --- | | Commitment | Genuine Compliance | Formal Compliance | | * 60%+ - Accomplishes the task with complete responsibility resulting in quality output | 60% - Leads dept. student organization | < 60% - Reluctant to shoulder responsibility and regular follow up needed to accomplish the task | | 10 |  |  |
| 1. **Service to the community** |  |  |  |
| 1. Involved with schools/colleges/universities (e.g., accreditation, workshops, consults/advises)  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 10% increase for every additional assignment – Local – Academia/industry * 20% increase for every additional assignment – Regional - Academia/ industry * 30% increase for additional assignment – State– Academia/industry * 40% increase for additional assignment – National– Academia/industry | 60% - One assignment | 0 – No assignment  30% - In pipe line | | 10 |  |  |
| 1. State level committee membership (e.g., curriculum standards development, policy planning)  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 20% increase for every additional assignment * 40% increase if leads the committee | 60% - 01 | 0 – No membership  30% - In pipeline | | 10 |  |  |
| 1. Serves on boards, liaison, representative, external reviewer to schools/colleges/universities  |  |  |  | | --- | --- | --- | | Beyond | Expected | Below | | * 10% increase for every additional assignment – Local – Academia/industry * 20% increase for every additional assignment – Regional - Academia/industry * 30% increase for additional assignment – State– Academia/industry * 40% increase for additional assignment – National– Academia/industry | 60% - One assignment | 0 – No assignment  30% - In pipe line | | 10 |  |  |
| ***Choose 10 areas to make total 100*** |  |  |  |

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| --- | --- | --- | --- |
| **Other details** | **Details** | **Evidence** | Remarks |
| **10. Date of Joining:** |  |  |  |
| **11. Present Cadre:** |  |  |  |
| **12. Total years of experience:** |  |  |  |
| **14. Total years of experience in the present cadre:** |  |  |  |
| **15. Industrial experience if any:** |  |  |  |
| **16. Any awards or recognitions if any:** |  |  |  |
| **17. Applied for a position of:** |  |  |  |

I here by declare that the furnished information is true.

Signature of the faculty:

Forwarded by the Head of the school/department/centre: