

## Guidelines for Application of Promotion

<b>Teaching (scoring 60% in each of the tasks is mandatory)</b>	<b>Max</b>	<b>Secured = Max x Wtg</b>	<b>Evidence</b>																														
<p>1. Teaching Effectiveness - Planning, implementing and assessing instruction to ensure student learning assessed through students' feedback</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Duration</th> <th colspan="5" style="text-align: center;">One Year (Odd &amp; Even Semester)</th> </tr> <tr> <th style="text-align: center;">No. of courses - Theory</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> <th style="text-align: center;">5</th> <th style="text-align: center;">6</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Avg. Feedback (%)</td> <td style="text-align: center;">≥ 85%</td> <td style="text-align: center;">≥82.5%</td> <td style="text-align: center;">≥ 80%</td> <td style="text-align: center;">≥77.5%</td> <td style="text-align: center;">≥ 75%</td> </tr> <tr> <td style="text-align: center;">Weightage (%)</td> <td style="text-align: center;">60%</td> <td style="text-align: center;">70%</td> <td style="text-align: center;">80%</td> <td style="text-align: center;">90%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td style="text-align: center;">Secured Avg. Weightage (%)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Average weightage to be calculated by taking the average of average feedbacks for odd and even semesters.</li> <li>○ Add 5% to weightage per laboratory course</li> </ul> <p>Documents: Student feedback report            Note: 2 courses / year with suggested feedback, average shall ensure 60% score for a faculty member, which is minimum expectation.</p>	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 (%)						40		
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<p>2. Cooperating with departmental programs and processes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Commitment (Proactive)</th> <th style="text-align: center;">Genuine Compliance (Responsive)</th> <th style="text-align: center;">Formal Compliance (Reactive)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ +20% - Completeness of data</li> <li>○ +20% - Correctness of data</li> </ul> </td> <td style="vertical-align: top;">60% - Provides all documents as per schedule</td> <td style="vertical-align: top;">           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         </td> </tr> </tbody> </table> <p>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:  <u>Commitment:</u> Faculty member wants it. He/she will make it happen. Does whatever extra that is needed. It results an attainment in excess of 60%.  <u>Genuine Compliance:</u> Faculty member sees the benefits of the vision. Does everything expected and more. This will ensure 60% attainment – minimum expected weightage.  <u>Formal Compliance:</u> On the whole sees the benefits of the vision. Does what's expected and no more. This tendency shall result in &lt;60% attainment</p>	Commitment (Proactive)	Genuine Compliance (Responsive)	Formal Compliance (Reactive)	<ul style="list-style-type: none"> <li>○ +20% - Completeness of data</li> <li>○ +20% - Correctness of data</li> </ul>	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	10																										
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<p>3. Developing innovative new courses, programs/Updating courses for content, pedagogy and assessment/Delivering to challenge divisions, challenging courses, open ended problems etc.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Excellent</th> <th style="text-align: center;">Average</th> <th style="text-align: center;">Poor</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ 10% increase for every additional innovative attempt/updation</li> <li>○ 20% increase for every additional innovative delivery technique</li> </ul> </td> <td style="vertical-align: top;">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.</td> <td style="vertical-align: top;">0 – Continued with routine process 30 – Some attempts made with no logical end</td> </tr> </tbody> </table>	Excellent	Average	Poor	<ul style="list-style-type: none"> <li>○ 10% increase for every additional innovative attempt/updation</li> <li>○ 20% increase for every additional innovative delivery technique</li> </ul>	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	15																										
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Weightage to be relative to experience of the assessor with the assessee. 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									
4. Demonstrating leadership in developing enhanced learning environment through new teaching / assessment approaches not previously offered or utilized in the department. <table border="1"> <tr> <td>Effective</td> <td>Moderate</td> <td>Poor</td> </tr> <tr> <td>○ 20% increase for every additional demonstration</td> <td>60% - One demonstration</td> <td>0 - No demonstration 30 – Some attempts but incomplete</td> </tr> </table> Documents – Lesson plan, Design of new active learning method/approach, design of new assessment method/rubric	Effective	Moderate	Poor	○ 20% increase for every additional demonstration	60% - One demonstration	0 - No demonstration 30 – Some attempts but incomplete	15		
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5. Participating in the design, development and delivering of the interdisciplinary courses being offered. <table border="1"> <tr> <td>Effective</td> <td>Moderate</td> <td>Poor</td> </tr> <tr> <td>100% - participates in the design and delivery of the course</td> <td>60% - Participates in the design of the course</td> <td>0 - No demonstration</td> </tr> </table> Documents – Minutes of the meetings of course design, lesson plans and lab plans	Effective	Moderate	Poor	100% - participates in the design and delivery of the course	60% - Participates in the design of the course	0 - No demonstration	10		
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6. Advising students; to assist undergraduate and graduate students to develop meaningful educational plans and monitor their progress. <table border="1"> <tr> <td>Commitment</td> <td>Genuine Compliance</td> <td>Formal Compliance</td> </tr> <tr> <td>○ 60%+ - Effective advising leading to improved performance of students</td> <td>60% - Completes all the formalities as per procedure</td> <td>&lt; 60% - Takes little interest in advising students</td> </tr> </table> Documents – Student list, meeting records	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	5		
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7. Participating in two or more teaching workshop/seminar to improve teaching through the 'Center for Engineering Education' or other appropriate institute or professional conference. <table border="1"> <tr> <td>Beyond</td> <td>Expected</td> <td>Below</td> </tr> <tr> <td>○ 20% increase for presentation in every workshop/seminar</td> <td>60% - Participates in two workshop/seminars</td> <td>0 – No participation 20 – Participation in one workshop/seminar 40 – Presents in one workshop/seminar</td> </tr> </table> Documents – Workshop details, attendance record	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	5		
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**Minimum Eligible Criteria: 60 % score**

Scholarly Activities	Max	Secured =Max xWtg	Evidence			
<b>Sections A: Publications</b> <ul style="list-style-type: none"> <li>Primary, Secondary and Tertiary authorships are considered.</li> <li>If all the other authors in a publication are students of the faculty then any position is considered for authorship.</li> <li>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</li> </ul>						
<b>A. Total papers published before PhD -date of joining to PhD registration</b>  A1. Total Publications in refereed scholarly article in a national or international <b>journal papers</b> indexed in <b>Web of Science or Scopus from the start up to PhD registration.</b> <table border="1"> <tr> <td>Beyond</td> <td>Expected</td> <td>Below</td> </tr> </table>	Beyond	Expected	Below	10		
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Documents –Publication details, communication records														

<b>3. Paper Reviewed.</b>			5								
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Documents – Details of paper reviewed and communication records											
<b>4. Supervisor for PhD, MTech, REU</b>			10								
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Documents – List of students year-wise											
<b>5. Supervisor for Mini, Minor, Capstone projects</b>			5								
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<b>6. Research groups.</b>			5								
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Documents – Contributions, Status report											
<b>7. Internal Grant Applications</b>			10								
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Documents – Project proposal, status report, communication records											
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<b>9. Patents and Consultancy</b>			5								
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Documents – Application details, Consultancy order copy, Proposals											

**Note:**

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

Institutional Building	Max	Secured = Max x Wtg	Evidence
<b>i) Service to the institution</b>			

1. Co-ordinates a Post Graduate program			10		
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			
2. Committee membership and/or leadership at the program area, department, and college levels			10		
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			
3. Undergraduate program area coordination			10		
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			
4. Authors departmental reports or documents			10		
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			
5. Coordinates a special service (e.g., assessment planning)			10		
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			
6. Curriculum design and development (e.g., create a new course, block of curriculum changes, develop a new minor or degree program)			10		
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			
7. Mentors faculty and/or students in significant ways			10		
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			
8. Department, college, and/or university mission-related and/or strategic plan work			10		
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			
9. Participates in departments tasks that support students (e.g., capstone tasks)			10		
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. Obtains grants to improve programs and curriculum			10								
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○ 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									
11. Presents at faculty seminars, orientation, FDP, etc.			10								
<table border="1"> <thead> <tr> <th>Beyond</th> <th>Expected</th> <th>Below</th> </tr> </thead> <tbody> <tr> <td>○ 10% increase for every additional presentation</td> <td>60% - 01/year</td> <td>0 – No effort 30% - Willing and involved</td> </tr> </tbody> </table>			Beyond	Expected	Below	○ 10% increase for every additional presentation	60% - 01/year	0 – No effort 30% - Willing and involved			
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<b>ii) Service to the profession</b>											
12. Holds membership in professional organizations (international, national, state, local)			10								
<table border="1"> <thead> <tr> <th>Beyond</th> <th>Expected</th> <th>Below</th> </tr> </thead> <tbody> <tr> <td>○ 10% increase for local org ○ 20% increase state org ○ 30% increase national org ○ 40% increase international org</td> <td>60% - 1(new)</td> <td>0 – None 30 – In pipeline</td> </tr> </tbody> </table>			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			
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13. Plans a conference / workshop			10								
<table border="1"> <thead> <tr> <th>Beyond</th> <th>Expected</th> <th>Below</th> </tr> </thead> <tbody> <tr> <td>○ 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</td> <td>60% - 01 / sem</td> <td>0 – No effort 30% - Willing and involved</td> </tr> </tbody> </table>			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			
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14. Supports a student organization			10								
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○ 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									
<b>iii) Service to the community</b>											
15. Involved with schools/colleges/universities (e.g., accreditation, workshops, consults/advises)			10								
<table border="1"> <thead> <tr> <th>Beyond</th> <th>Expected</th> <th>Below</th> </tr> </thead> <tbody> <tr> <td>○ 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</td> <td>60% - One assignment</td> <td>0 – No assignment 30% - In pipe line</td> </tr> </tbody> </table>			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			
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16. State level committee membership (e.g., curriculum standards development, policy planning)			10								
<table border="1"> <thead> <tr> <th>Beyond</th> <th>Expected</th> <th>Below</th> </tr> </thead> <tbody> <tr> <td>○ 20% increase for every additional assignment ○ 40% increase if leads the committee</td> <td>60% - 01</td> <td>0 – No membership 30% - In pipeline</td> </tr> </tbody> </table>			Beyond	Expected	Below	○ 20% increase for every additional assignment ○ 40% increase if leads the committee	60% - 01	0 – No membership 30% - In pipeline			
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17. Serves on boards, liaison, representative, external reviewer to schools/colleges/universities			10		
Beyond	Expected	Below			
<ul style="list-style-type: none"> <li>○ 10% increase for every additional assignment – Local – Academia/industry</li> <li>○ 20% increase for every additional assignment – Regional - Academia/industry</li> <li>○ 30% increase for additional assignment – State– Academia/industry</li> <li>○ 40% increase for additional assignment – National– Academia/industry</li> </ul>	60% - One assignment	0 – No assignment 30% - In pipe line			
<i>Choose 10 areas to make total 100</i>					

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: