Sri Sai Vidya Vikas Shikshana Samithi ®

SAI VIDYA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to VTU, Recognized by Govt. of Karnataka)
Accredited by NBA, New Delhi (CSE, ISE, ECE, MECH, CIVIL)
RAJANUKUNTE, BENGALURU 560 064, KARNATAKA
Phone: 080-28468191/96/97/98 • E-mail: info.saividya.ac.in • URL www.saividya.ac.in

CAREER ADVANCEMENT SCHEME (CAS)

PRINCIPAL 24|8|2022
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

CAREER ADVANCEMENT SCHEME (CAS)

1. Preamble

After the implementation of 6[m] pay commission scales, the AICTE prescribed a system called Career Advancement Scheme (CAS) for promoting the deserving teachers who do not get career advancement despite their eligibility and merit due to the absence of vacancies at higher levels. The CAS sets certain benchmarks on many key parameters (both academic, research and out-reach) to be satisfied by a teacher to become eligible for promotion. A screening committee/selection committee evaluates these eligible teachers as per the guidelines of AICTE before considering for promotion. There are five stages for the career advancement of teachers (Stage-1 to Stage-5).

In the absence of CAS, a teacher will have to wait till vacancy arises in that higher position. As only fewer vacancies get created at the higher positions in any department and there could be a good number of teacher's eligible for such higher positions, they do not find chances of elevation even after serving in the same grade for decades. Various accreditation bodies like NBA and NAAC, and other regulatory bodies like AICTE and VTU, will grade the institution better, when due promotional opportunities and other welfare measures are made available by the management. As we all know, SVIT has been growing from strength to strength with the sincere efforts and significant contributions of its teachers. The absence of CAS often leads to long wait for meritorious teachers and can be frustrating to them resulting in demotivation. The CAS helps in retaining and motivating /these talented teachers.

2. General Guidelines

Career Advancement Scheme (CAS) promotion is a personal internal promotion to the incumbent teacher. The teachers eligible for promotion under the Career Advancement Scheme should submit the duly filled prescribed Self-Assessment Application Form with Academic Performance Indicators (APIs). The following points are to be noted before filing the application.

A minimum of **Five years of service in SVIT** is required for a faculty member to apply for internal promotion under the CAS policy for all stages of promotion.

The faculty members are informed to read the general instructions carefully before filing the application form and follow the instructions, which are applicable while filling the application.

- The eligible faculty members shall submit the application form for the appropriate level of AGP. Incomplete applications are not considered for evaluation. Attach the required documents wherever necessary.

- The candidates who do not consider themselves eligible, can also apply later (after acquiring required eligibility).

- The CAS application format is subject to revision after approval by competent authority.

- In the final assessment, if the candidates do not either fulfill the minimum API score and obtain less than the 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

- The decision of the management to extend the AGP of Rs.8000/- at time of appointment for an Assistant Professor with Ph.D., is not to be construed as S-3; the benefit so extended shall be considered only as an Ph.D., incentive. The AGP of Rs. 8000/- shall be treated as AGP of Rs.6000/ - Plus Rs.2000/- as incentive.

- The Ph.D., degree shall be a mandatory qualification for promotion as Associate Professor and Professor.

3 a) Different Stages of Promotion and Academic Grade Pay (AGP)

There are five different stages of promotion, S-1 to S-2, S-2 to S-3, S-3 to S-4, S-4 to S-5 their starting basic pay with AGP are shown in the Table-3.1.

Table 3.1: Different Levels of AGPs

Stage	Designation	Starting Basic pay + AGP
Stage- 1 (S- 1)	Assistant Professor - Grade 1	Rs. 15,600 + Rs.6,000
Stage-2 (S-2)	Assistant Professor - Grade 2	Rs.15,600 + Rs.7,000+ One promotional increment
Stage-3 (S-3)	Assistant Professor - Grade 3	Rs.15,600 + Rs.8,000+ One promotional increment
Stage-4 (S-4)	Associate Professor	Rs.37,400 + Rs.9,000
Stage-5 (S-5)	Professor	Rs.37,400 + Rs.10,000

3 b) Minimum Academic Performance Requirements for CAS promotion

Guidelines, Eligibility criteria & verifiable documents for filling up the Application Form/ PBAS for promotion under CAS for the faculty becoming eligible for the grant of higher AGP on or after 01.01.2021 (API format to be filled by the faculty and data for **Three preceding years** on attaining eligibility to the higher AGP to be provided).

Sl. No.	Promotion of faculty through CAS	Service Requirement	Minimum Academic Performance Requirements arid Screening/ Selection Criteria
1.	Assistant Professor from Stage 1 to Stage 2	Faculty with Master's Degree / Ph.D., served as Assistant Professor in Stage 1 and has completed **FIVE years of service at SVIT.**	(i) Minimum API scores using PBAS scoring proforma (a) Teaching-Learning Evaluation-75 Per Year (b) Co-curricular, Extension activities-10 Per Year Total average (a+b) =100/Year (ii) Research & Academic Contribution-5 per Year (20 /Assessment Period) (iii)One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE/ Central Govt./ State Govt./ TEQIP/ ISTE/ NITTR/ IIT/ DTE/University/ NPTEL /MOOCs/SWAYAM Courses etc. (iv) Expert Assessment System: A Selection Committee to verify API scores with External Member (No expert assessment.
2.	Assistant Professor from Stage 2 to Stage 3	Faculty with Masters degree/ Ph.D who has completed **FIVE** years of service as Assistant Professor at SVIT out of which served as Assistant Professor in Stage 2 for minimum period of FIVE years.	(i) Minimum API scores using PBAS scoring Proforma (a) Teaching-learning Evaluation-75/year (b) Co-curricular, Extension activities 15/year Total Average (a+b) =100/year (ii) Research & Academic Contribution---10peryear (30/assessment period) (iii)At least one publication in any of the journals listed in science citation indexed-expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation (iv) Index(AHCI) of Thomson-Reuters or Scopus Index

			(v) One course/program from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs, soft skills development programs and Faculty Development Programmes of 2/3 weeks duration approved or conducted by AICTE/Central Govt. /State Govt./TEQIP/ISTE/NITTTR/IIT/DTE/SBTE/University/NPTEL/MOOCs/ SWAYAM Courses etc. (vi) Expert Assessment System: A Selection Committee to verify API scores with external member. (No expert assessment)
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Faculty who has completed FIVE years of service as Assistant Professor at SVIT out of which served as Assistant Professor in Stage 3 for minimum period of THREE years and is qualified with Ph.D.	(i) Minimum API scores using PBAS scoring Proforma (a) Teaching-learningEvaluation-75/year (b) Co-curricular, Extension activities-15/year Total average (a+b) =100/year (ii) Research & Academic Contribution-15 per year (45/ assessment period) (iii) At least Eight publications in the entire period as Assistant Professor. However, an exemption of one publication will be given to M.Phil holders and an exemption of two publications will be given to Ph.D. holders. (iv) At least six publication in any of the journals listed in science citation indexed-expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters or Scopus Index (v) One course /program from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Program, Soft skills development program and Faculty Development Program of minimum one-week duration approved or conducted by AICTE/ Central Govt./State Govt./ TEQIP/ ISTE/NITTTR/ IIT/ DTE/ University/ NPTEL/ MOOCs/ SWAYAM Courses etc.

			(vi) **Expert Assessment System:** A Selection Committee to verify API scores with external member. **Expert committee system** • 20%- Research knowledge. • 60%-Assessment of domain knowledge and teaching practices. • 20%- General performance • Total weightage- 100% Minimum required for promotion is 70%.

	Associate Professor (Stage 4) to Professor (stage 5)	Faculty who has completed FIVE years of service at SVIT out of which served as Associate Professor (Stage4) for a minimum period of THREE years and is qualified with Ph.D.	(i) Minimum yearly/cumulative API Scores using PBAS scoring Proforma
			    (a) Teaching-learning Evaluation—75/year
			    (b) Co-curricular, Extension activities— 15/year
			        Total average (a+b) = 100/year.
			 Faculty may combine two assessment periods (in stage2 and 3) to achieve minimum API scores, if required.
			 (ii) Research & Academic Contribution--20 per year (60 / assessment period)
			 (iii)A minimum of 10 publications since the period that the faculty is placed in stage 3. At least one publication in any of the Journals listed in Science Citation Indexed-Expanded (SCI-E), or Social Science Citation Index (SSCI)or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
			
			 Expert Assessment System:
			 A Selection Committee to verify API scores with external member.
			 Expert committee system
			 • 30% - Research knowledge.
			 • 50% - Assessment of domain knowledge and teaching practices.
			 • 20% - General performance
			 • Total weightage - 100%,
			 • Minimumrequired for promotion is 50%.

4. Instruction for Applying CAS Promotion

Detailed information for the entire assessment period is to be provided as per the proposed proforma in Category-I, Category-II and Category-III. The proforma is to be filled as per these tables and self-assessment scores. For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated. The self-assessment scores are further to be based on the indicators/activities given below.

Proposed Scores for Academic Performance Indicators (APIs) in Category-I

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc.

The minimum API score required by teachers from this category is 75. The self- assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/ selection committee.

4.1 CATEGORY I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated: 125

Minimum API Score Required: 75

	Indicators/Activity	Max Score
(i) (a) (b)	Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. College may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% Performance.	50
	If a teacher has taken classes exceeding AICTE norms, then two points to be assigned for each extra hour of classes/credit	10
(ii)	Imparting of knowledge/Instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students (100% Compliance = 20 points)	20

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(iii)	**Use of participatory and innovative teaching-learning methodologies updating of subject content, course improvement etc.**		
	Updating of Courses, design of curriculum, (5 points per single course)		10
	Preparation of resource material, fresh reading materials, Laboratory manuals, etc.		10
	Use or Innovative T-L methodologies, use of ICT in updating subject content and course improvement ICT based teaching material/ use of computer aided methods like power-point/ Multimedia/ Simulation/ Software etc., 10 points/each Participatory Learning modules/Interactive course: 5 points/each Participatory learning modules/Case studies: 5 points/ each		10
	Developing and imparting Remedial/Bridge Courses and counseling modules (each activity: 5 points)		10
	Developing and imparting soft skills/communications skills/personality development courses/modules each (each activity: 5 points)		10
	Developing and imparting specialized teaching-learning programs in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)		10
	Organizing and conduction of popularization programs/training courses in computer assisted teaching/web-based learning and e-library skills to students Workshop/Training course: 10 points each Popularization programs: 5 points each		10
	Maximum Aggregate Limit (iii)		**20**
(iv)	**Examination Related Work**		
	College/ University end semester/Annual Examination work as per duties, allotted. (Invigilation— 10 points, Evaluation of answer scripts—5 points; Question paper setting 5 points) (100% compliance =20 points)		20
	College/University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted (100% compliance = 10points)		10
	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10points)		10
	Maximum Aggregate Limit (iv)		**25**

4.2 CATEGORY II: Co-Curricular, Extension and Profession related activities and Participation in the Corporate Life of the Institution:

Maximum Scores Allocated: 50　　　　　　　　**Minimum API Score Required: 15**

Sl. No.	NATURE OF ACTIVITY	Max. Score
(i)	**Extension and Co-curricular Related Activities**	
	Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 points each)	10
	Positions held/Leadership role played in organization linked with Extension work and National Service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10
	Students and staff related Socio- Cultural and sports Programmes, campus publications (department level 2 points, institutional level 5 points)	10
	Community work such as values to National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or, drought relief, small family norms etc. (5 points each)	10
	Maximum Aggregate Limit (i)	**20**
(ii)	**Contribution to Corporate Life and Management of the Institution**	
	Contribution to Corporate life in universities /colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes (2 points each)	10
	Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Chief warden, Warden, Treasurer, HOD, Center Chairperson, IQAC Coordinator (10 points each)	10
	Participation in committees concerned with any aspect on departmental or institutional management such as admission committee, campus development, library committee (5 points each)	10
	Responsibility for, or participation in committees for Student Welfare, Counseling and Discipline (5 points each)	10
	Organization of Conference /Training as Chairman 'Organizational Secretary/Treasurer:	10

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	International (10 points) National/regional (5 points) As member of the organizing committee (1 point each)		
	Maximum Aggregate Limit (ii)	15	
(iii)	**Professional Development related Activities**		
	Membership in profession related committees at state and national revel At National level: 3 points each At State Level: 2 points each	10	
	Participation in subject associations, conferences, seminars without paper presentation- (each activity: 2 points)	10	
	Participation in short term training courses less than one-week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance, (includes ATAL FDPs, NPTEL Certifications, NITTT courses) (each activity: 5 points)	10	
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each)	10	
	Publication of articles in Newspapers, Magazines or other publications (not covered in category 3); Radio talks; Television Programmes (1 point each)	10	
	Maximum Aggregate Limit (iii)	15	

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4.3 CATEGORY- III:

RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sl.No.	APIs	Faculties of Engineering / Science	Faculties of Languages/ Humanities/ Management	Max. points for University and College Faculty Position
III. A	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15 / Publication
		Conference Proceedings as full papers, etc. (Abstracts not to be included) (Scopus / WoS indexed proceedings)	Conference Proceedings as Full Papers, etc. (Abstracts not to be included)	10 / Publication
III B	Research Publications (Books, Chapters in Books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review System	Text or Reference Books Published by International Publishers with an established Peer review system	50 /sole author; 10/chapter in an edited book
		Subject Books by National Level publishers / state and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/state and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author. And 5/chapter in edited books
		Subject Books by Other local Publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/Sole author, and 3/chapter in edited books

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		Chapters contributed to edited knowledge-based volumes published by International Publishers	Chapters contributed to edited knowledge-based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based Volumes by Indian/National level Publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based Volumes by Indian/National level Publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III C	**Research Projects**			
III C (i)	Sponsored Projects Carried out/ Ongoing	(a) Major Projects amount Mobilized with grants above Rs.30 lakhs	Major Projects Amount mobilized with grants above Rs.5 lakhs	20 /Each Project
		(b) Major Projects amount mobilized with grants above Rs.5lakhs Upto Rs.30lakhs	Major Projects Amount mobilized with minimum of Rs.3 lakhs Upto Rs. 5 lakhs	15 /Each Project
		(c)Minor Projects (Amount Mobilized with grants above Rs. 50,000 upto Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10/each Project
III C (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs.3lakh	Amount mobilized with minimum of Rs.1 lakh	10 per every Rs.3 lakhs & Rs.1 lakh respectively
III C (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 / each major project and 10/each minor Project

III C (iv)	Projects Outcome / Outputs	Patent/Technology transfers/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 /Each for International level
III D	**Research Guidance**			
III D (i)	M.Phil/ MSc. Engg by research	Degree awarded only	Degree awarded only	3 Points for each candidate
III D (ii)	Ph.D	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	3/ Points for each candidate
III E	**TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS**			
III E (i)	Refresher courses, Methodology work - shops. Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes. Faculty Development Programmes (Includes ATAL FDPs, NPTEL Certifications ,NITTT courses) (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each
III E (ii)	Papers in Conference/Seminars /workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	

			a) International Conference	International Conference	15 Points each
			b) National	b) National	10 Points each
			c) Regional/State level	c)Regional/State level	5 Points each
			d) Local: University/ College level	d)Local-University/3 Points each College level	3 Points each
III (iii)	E	Invited lectures or presentations for conferences/ symposia	International	International	10 Points
			National level	b) National level	5 Points
III (iv)	E	IPR Patent granted	Patent/Technology Transfer / Product/ Process	10/Inventor, 5/Co-inventor for each national level patent. 15/Inventor, 10/Co-inventor for each international level patent.

NOTE: The API for Joint Publications will have to be calculated in the following manner:

✓ The first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score.

✓ If the number of authors is more one then the First two author would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

(i) Papers with impact factor Less than 1 — by 10 points.

(ii) Papers with impact factor between 1 and 2 by 15 points

(iii)Papers with impact factor between 2 and 5 by 20 points

(iv)Papers with impact factor between 5 and 10 by 25 points.

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(v) Papers with impact factor above 10 by 30 Points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III A) and not under Presentation (IIIE (ii)).

5.0 SCREENING/SELECTION COMMITTEES

Preliminary Screening Committee: Level -1

- To assesses eligibility of the candidate for promotion under CAS in terms of length of service, required qualification and other general conditions.
- To assess that the application is complete in all respects and supporting with all requisite documents.

Preliminary Screening Committee: Level-2 (For overall screening of the CAS applications)

- To assesses that the candidate is fulfilling the Academic performance and service criteria.
- If the screening committee is satisfied that the candidate is fulfilling the prerequisite qualifications and API score in all categories is to be recommended for promotions.

6. FINAL SELECTION COMMITTEE

- The selection committee is to be formed for the promotion of the faculty from S1 to S4. S3 to S4 to S5 grades. Recommendations of the selection committee will be placed before the Chairman for approval and the BOG for ratification and subsequent issue of promotion orders to the faculty members.

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7.0 PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME

7.1 Part –A: General Information and Academic Background

Application for promotion from (Mention the promotion from stage to stage)	
Period of Assessment	
Date of Joining SVIT	

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Department	
4	Current Designation & Grade Pay	
5	Date of Last Promotion with date	
6	Which position and grade pay are you an applicant under CAS?	
7	Date and Place of Birth	
8	Gender	
9	Marital Status	
10	Nationality	
11	Address for correspondence (with Pin code)	
12	Permanent Address (with Pin code)	
13	Contact Number, E-Mail	

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14. Academic Qualifications:

Examination	University	Year	% of marks obtained	Division & Distinction
Bachelor's Degree				
Master's Degree				
Ph.D				
Other Exams (if any)				

15. Record of service in SVIT

Designation	Essential Qualification for the post at the time of appointment	Nature of appointment (Regular/Fixed term/Temporary/Adhoc)	Nature of Duties	Pay Scale	Date of Actual joining	Total period Yr.M.Days

16. Record of academic service prior to joining SVIT

(Attach relevant certificates of service experience)

Institution	Designation	Essential Qualification for the post at the time of appointment	Nature of appointment (Regular/Fixed term/Temporary /Adhoc)	Nature of Duties	Pay Scale	Date of joining	Date of Leaving	Reasons of Leaving

Please Indicate, whether in previous service:

1. The essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE

2. The post is/was in an equivalent grade or of the pre-revised scale of pay.

3. Whether possess the same minimum qualifications as prescribed by the AICTE for appointment to the post.

4. The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration.

17. Period of teaching Experience: (in Years):

18. Fields of specialization under the subject /Discipline

a)

b)

19. Short Term Courses / FDP attended : (Attach certificates)			
Nature of the Course	Place	Duration	Sponsoring Agency

20. List of publication (For the purpose of evolution, attach copy of only best five publications):				
SL.NO.	Title of the paper	Name of the publisher	Date of publication	Journal index and impact factor
1				
2				
3				
4				
5				

21. Any other relevant information: (Attach separate sheet)

22. Future plans (Please provide your future plans for teaching and research)

i) Teaching:

ii) Research:

CERTIFICATE

I, Dr./ Mr./ Smt... hereby declare that all the statements and entries made in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect being detected before or after the selection committee or at any later stage my candidature is liable to be cancelled and may be subjected to legal / disciplinary proceedings.

Date: Signature of the faculty

VERIFIED AND SIGNED

Sl. No.	Name, Department and Designation of the committee members	Signature
1		
2		
3		
4		

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8.0 PART – B: PROFORMA FOR ACADEMIC PERFORMANCE INDICATORS

8.1 CATEGORY:

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Details of most recent three academic years of the assessment period is to be given)

(i) TEACHING WORK ASSIGNED

Current Academic year --- (Semester I)

Sl. No	Sem/ Class	Sub code	Sub Name	No. of hours engaged per week			Total Scheduled classes	Classes held	% of classes held	Avg Feed back %	Result Summary			API
				L	T	P					Class Strength	Pass	Pass %	
Total of API Score =														

Current Academic year --- (Semester II)

Sl. No	Sem/ Class	Sub code	Sub Name	No. of hours engaged per week			Total Scheduled classes	Classes held	% of classes held	Avg Feed back %	Result Summary			API
				L	T	P					Class Strength	Pass	Pass %	
Total of API Score =														

Previous Academic year --- (Semester I)

Sl. No	Sem/ Class	Sub code	Sub Name	No. of hours engaged per week			Total Scheduled classes	Classes held	% of classes held	Avg Feed back %	Result Summary			API
				L	T	P					Class Strength	Pass	Pass %	
Total of API Score =														

Previous Academic year --- (Semester II)

Sl. No	Sem/ Class	Sub code	Sub Name	No. of hours engaged per week			Total Scheduled classes	Classes held	% of classes held	Avg Feed back %	Result Summary			API
				L	T	P					Class Strength	Pass	Pass %	
Total of API Score =														

Period	API Score
Semester I Average (Max .30)	
Semester II Average (Max .30)	
Teaching load in excess of norms including extra load during semester and summer term (Max. 10)	
(Maximum API score 60) Total Score:	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

SL. No.	Semester/ Class	Sub Code	Sub. Name	Consulted	Prescribed	Additional Resources provided	API Score
1							
2							
3							
					Total Maximum API Score:10		

Note: API Score based on preparation and importing of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to Students (Maximum Score:20)

(iii) Use of Participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement, PBL, Open Course etc.

Sl. No	Short Description	Attach/upload evidences	API Score
1			
2			
3			
Total Score (Maximum score:20)			

(iv) Examination duties assigned and performed:

SL.No	Type of Examination Duties	Date and time	Duties Assigned	Extent to which carried out (%)	API Score
1					
2					
Total Score(Max:25)					

Date: **Signature of the faculty**

Verified and Signed

Sl. No.   Name, Department and Designation of the committee members   Signature

1

2

3

4

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8.2. CATEGORY-II:

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Details of most recent Three academic year of the assessment period is to be given)

Sl. No.	Type of Activities/Position	Duration/Date and time	Contributions	API Score
(i)	Extension, Co-curricular, Professional Development Related Activities and field-based Activities			
1				
2				
3				
			Total (Max:20)	
(ii)	Contribution to corporate life and Management of the Institute (Yearly/ Semester wise responsibilities)			
1				
2				
3				
			Total (Max:15)	
(iii)	Professional Development Activities e.g. Organizing STC/Seminar/ Conference/ Continuing education program / MOOCs			
1				
2				
3				
			Total (Max:15)	
			Total Max. Score (i+ii+iii=50)	

Date: Signature of the faculty

Verified and Signed

Sl. No.   Name, Department and Designation of the committee members   Signature

1

2

3

4

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8.3 CATEGORY: III:

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(A) Published Papers in Journals

S.N.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed/Indexed (Impact factor, if any)	No. of Co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							
6							
7							
8							
9							

B (i) Articles / Chapters published in Books

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors and Date of Publication	Whether you are the main author	API Score

B (ii) Full papers in Conference Proceedings

S.N.	Title with page no.	Details of conference publications	No. of Co-authors and date of publications	Whether you are the main author	API Score

B (iii) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher Peer Reviewed	Whether peer Reviewed	No. of Co-author & Date of publication	Whether you are the main author	API Score

C (i). Ongoing Research projects, EDP, IPR and consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs) / Status of IPR	API Score

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C (ii) completed Research Projects, Consultancies and Outcomes

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether policy Documents/ patent as outcome	API score

(D) Project/Research Guidance

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	API score
Dip. / B.E. Project				
M. Phil or Equivalent				
Ph. D or Equivalent				

E (i) Papers presented in Conferences, Seminars, Workshop, Symposia

S.N.	Title of the paper presented	Title of Conference /Seminar etc	Date(s) of the event	Organized by	Whether International/National /state/Regional/ University or College Level	API score

E (ii) Invited Lectures and Chairmanships at National or International Conference / Seminars

S. N.	Title of Lecture /Academic Session	Title of Conference / Seminar etc	Date(s) of the event	Organiz ed by	Whether International / National /State	API Score

F. Citations of Publications/Patents etc.

S.N.	Title with page no	Journal	ISSN/ISBN No.	Authors names		
1						
	Details of citation(s)					

	Title with page no.	Journal	Author(s)	ISSN/ISBN No.	Whether indexed	Whether cited by author/co-author	API score

G. Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.N.	Details (Mention Year, Value etc. where relevant)

H. whether any minor or major penalty has been imposed on him/her during the period of assessment.   **Yes/No**   (if Yes, Enclose brief report).

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iv Summary of API Scores:

Summary of API score for Category-I and Category-II

category	Academic Year (AY)	Academic Year (AY-1)	Academic Year (AY-2)	Total-API Score for Assessment period	Av. API Score for Assessment Period
I					
II					
Total(I+II)					

Summary of API score for Category-III

1	Research & Academic Contribution for assessment period (Category III) for last 4 years	AY	
		AY-1	
		AY-2	
		AY-3	
		Total of four years	
		Average of four years	
2	Percentage of interview performance Applicable to S1 to S4, S-3 To S-4 and S-4 To S-5 Total Weightage=100. Min. Required for promotion is 50	Percentage period	

Date: **Name & Signature of the faculty**

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CERTIFICATE

I Dr. /Mr./Smt .... hereby declare that all the statements and entries made in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect being detected before or after the selection committee or at any later stage my candidature is liable to be cancelled and I may be subjected to legal / disciplinary proceedings.

Date: **Signature of the faculty**

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9.0 SUMMARY OF API SCORE FOR THE ASSESSMENT PERIOD

Name: -- Present Designation: -----------------------

Department: --------------------------------- Stage: From: ------------- To: -------------------

Sl.No	Type of Activity	Details
1.	Teaching Learning, Evaluation for last Two years of assessment period (Category-I) AY AY-1 AY-2	
2	Co-Curricular, Extension and Profession for last two years of assessm period (Category-II) AY AY-1 AY-2	
3	Total of last Three academic years of assessment period Category-I Category-II	
4	Total average under Category-I Category-II	
5	Average Total of (Category-I and category-II)	
6	Research and Academic Contribution for assessment period (Category-III) for last 4 years AY AY-1 AY-2 AY-3	
7	Average of four assessment years	
8	Total Category(I+II+III)	
9	Percentage scored in Expert Committee assessment Applicable to S-1 to S-4, S-3 to S4 and S-4 to S-5. (Total Weightage = 100. Min. Required for promotion is 50) (For Office Use Only)	

Date:

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Signature of the faculty

RECOMMENDATIONS OF THE PRELIMINARY SCREENING COMMITTEE
(LEVEL-1)
(Information to be filled by the committee)

1	Whether fulfilling the requisite educational qualification	Yes/No
2	Whether completed qualified service	Yes/No
3	Whether attended required number of FDPS	Yes/No
4	Whether having the required number of research publications	Yes/No
5	Whether requisite documents have been attached	Yes/No
6	Whether claimed the minimum required year / cumulative APIs score	Yes/No
7	Whether the work and conduct of the candidate as observed from the annual self-appraisal report for the assessment period has been found to be Good	Yes/No

COMMITTEE RECOMMENDATIONS

This candidate is eligible / not eligible to be considered for screening cum verification / selection committee with respect of basic minimum requisitions under CAS.

Sl. No.	Name of the committee member / Designation / Department	Signature
1		
2		
3		
4		

The Candidate is eligible/not eligible to be considered for screening cum verification selection committee with respect to the work and conduct in CAS

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1	Whether any minor or major penalty has been imposed on him/her during the period of assessment	Yes/No (If Yes, Enclose brief report)
2	Whether the work and conduct of the candidate as observed from the annual self-appraisal report for the assessment period has been found to be satisfied with all the requirements	Yes/No
3	Recommendations:	Eligible/Not eligible
4	Comments	

Signature of committee members

Sl. No	Name of committee member/ Designation/ department	Signature

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10. INSTRUCTIONS AND VERIFIABLE DOCUMENTS REQUIRED FOR FILLING UP THE CAS-PBAS FORM

Category I: Teaching, Learning and Evaluation related activities

Maximum scores Allocated: 125

Minimum API score required: 75

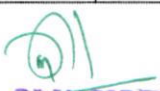|	Indicators/Activity	Max. Score	Documents required for verification
(i)(a)	Lecturers, seminar, tutorials, practical, contact classes should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of design classes. University may give allowance for periods of leave where alternative teaching arrangements have been made. **Maximum score of 50 if there is 100% performance.**	**Below 80%** **No Score** 80% - 40 81-84%- 42 85-89%-44 90-94%-46 95-99%-48 100%-50	Semester Timetable Attendance Record and/ or the short of attendance record submitted to the concerned authorities
(b)	If a teacher has taken classes exceeding AICTE norms then, two points to be assigned for each extra hour of classes/credit.	10	Semester Timetable attendance sheet
(ii)	Imparting of knowledge/instruction as per curriculum with the prescribed material (textbook manual etc.), syllabus enrichment by providing additional resources to students **(100% compliance= 20 points)** 5 Marks for each of the following activity indicator: ✓ Preparation of personal course material covering the entire syllabus of the concerned paper which is provided to the students. ✓ Guest lecture arrange from external person preferably for syllabus enrichment. ✓ Imparting instructions with prescribed monograph laboratory manual etc. ✓ Organizing debates/ seminars/ workshops for the class related to the syllabus. ✓ Project design and guided ✓ Recommending fresh reading material/ technology-based resources like CDs. ✓ Any other activity for syllabus enrichment	20	File containing course material (to be kept ready) Letter of invitation/ thanks letter signed by teacher. Copy of laboratory manual CD Notice issued to class and attendance report List of students and titles of project assigned Any other documentary evidence

(iii)	**Use of participatory and innovative teaching learning methodologies; updating of subject content course improvement etc.**			
	Updating of courses, design of Curriculum (5 per single course)	10	Documentary evidence indicating modifications done in the curriculum and communicated to the INSTITUTE	
	Preparation of resource material, fresh reading material, laboratory manuals etc.	10	Documentary evidence showing list of problems/ cases / write up / photograph of charts and models used for teaching the course	
	Use of innovative T-L methodologies, use of ICT in updating subject content and course improvement ICT based teaching material/ use of Computer aided methods like PowerPoint/ multimedia/ simulation/ software air etc : 10 points/each Participatory Learning Modules/ Interactive course: 5 points/each Participatory learning modules/Case studies: 5 points/each	10	CD of ICT Material **(Please label the CD course wise)**	
	Developing and imparting Remedial/Bridge Courses and counselling modules (each activity: 5 points)	10	Brief write up of Course Content and its Implementation indicating number of lectures and Attendance **(not applicable to all courses/programs)**	
	Developing and imparting soft skills/communications skills/personality development courses/modules (each activity: 5 points)	10	Notices, Content Write Up and attendance sheet **(if conducted individually)**	
	Developing and imparting specialized teaching-learning programs in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10	Notices, Content Write Up and attendance sheet **(if conducted individually)**	

	Organizing and conducting of popularization programs/ in computer assisted teaching / web-based learning and e-library skills to students a) Workshop/Training course: 10 points each b) Popularization programs: 5 points each	10	Notices. Content Write Up and attendance sheet **(if conducted individually)**
	Maximum Aggregate Limit	**20**	
(iv)	**Examination Related Work**		
	College/University Semester End Examination work per duties allotted.(Invigilation-10 points , Evaluation of answer script-5 points; Paper setting- 5 points) **(100% compliance = 20 points)**	20	Documentary evidence duly signed by competent Authorities (Exam In-Charge and/or the Director) for University Examination Duty-Attach photocopy of University Letter
	College/University Examination/Evaluation responsibilities for internal/continuous assessment work as allotted **(100% compliance = 20 points)**	10	
	Examination work such as coordination, or flying squad duties etc. Maximum of 5 or 10 depending upon intensity of Duty	10	
	Maximum Aggregate Limit B (iv)	**25**	

Instructions For Category II: Co-Curricular, Extension and Profession related activities and Participation in the Corporate Life of the Institution

Maximum Scores Allocated: 50

Minimum API Scores Required: 15

S. No	Nature of Activity	Max. Score	Documents Required for Verification
(i)	Extension and Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 points each)	10	Documentary Evidence of participation
(ii)	Positions held leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10	Letter of appointment and brief write up of contribution in the activity
	Students and staff related Socio-Cultural and sports programs, campus Publications (department level 2 points, institution level 5 points)	10	Letter of appointment and brief write up of contribution in the activity
	Community work such as values of National Integration, Environment Democracy, Socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc.(5 points)	10	Brief write up of contribution in the activity/any other evidence
	Maximum Aggregate Limit	**20**	
(ii)	**Contribution to Corporate Life and Management of the Institution**		
	Contribution to Corporate Life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes (2 points each)	10	Documentary Evidence
	Institutional Governance responsibilities like Vice-Principal, Dean guitar, Director, Warden Bursa, School Chairperson, IQAC coordinator (10 points each)	10	Appointment letter from director and brief write up of work done in the academic year

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	Participation in committee concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each)	10	Letter of appointment Single page data for counselling work done/ brief write up of measures undertaken to maintain Discipline in the campus.
	Responsibility for ,or participation in committees for students welfare ,Counseling and discipline(5 pints each	10	Letter of Appointment Single page data for counselling work done/brief write up of measures undertaken to maintain Discipline in the campus.
	Organization of conference/ training as chairman/ organizational secretary / treasurer: (a) international (10 points); National/ regional (5 points) (b) As member of organizing committee (1 point)	10	Brochure of Conference
	Maximum Aggregate Limit	15	
(iii)	**Professional Development Related Activities**		
	Membership in profession related committee at state and national level (a) at National level: 3 points each (b) at State activity e: 2 points each	10	Letter from such an organization
	Participation in subject Associations, conferences, seminar without paper presentation (activity : 2 points)	10	Photo copy of Letter/ Certificate of participation
	Participation in short term training less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (each activity: 5 points)	10	Photocopy of certificate of participation and responsibility assigned
	Membership/ participation in State/ Central Bodies/ Committees on Education, Research and National Development (5 points each)	10	Photocopy of letter of invitation for meetings
	Maximum Aggregate Limit	15	

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CATEGORY-III: INSTRUCTIONS FOR FILLING UP OF THE PBAS PROFORMA

RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS

Sl. No	API's	Engineering/Science	Faculties of Languages/ Humanities/ Social Sciences/Management	Max. points for faculty position	Documents Required
III(A)	**RESEARCH PAPERS (Published in Journals SCI/SCIE/ SCOPUS)**	Referred Journals*	Referred Journals*	15/ Publication	Copy of reprint/ proof of impact factor (including cover page)
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/ Publication	Copy of reprint/ proof of impact factor (including cover page)
		Conference proceedings as full papers, etc. (abstracts not to be included)	Conference proceedings as full papers, etc. (abstracts not to be included)	10/ Publication	Copy of reprint (including cover page)
III(B)	**RESEARCH PUBLICATIONS (Books, chapters in books, other than referred journal articles)**	Text or Reference Books published by International Publishers with an established Peer review system	Text or Reference Books published by International Publishers with an established Peer review system	50/sole author, and 5/chapter in edited books	Copy of Cover Page Copy of Chapter with Cover Page

		Subjects books by National level Publishers/ state and central Govt. Publications with ISBN/ISSN numbers.	Subjects books by National level Publishers/ state and central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in edited books	Copy of Cover Page
		Subject books by other public publishers with ISBN/ISSN numbers	Subject books by other public publishers with ISBN/ISSN numbers	15/sole author, and 3/chapter in edited books	Copy of Chapter with Cover Page
		Chapters contributed to edited knowledge-based published by international Publishers	Chapters contributed to edited knowledge-based published by international Publishers	10/chapter	Copy of Cover Page
		Chapters in knowledge-based volume by Indian/ national level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge-based volume by Indian/ national level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/chapter	Copy of Chapter with Cover Page
III(c)	RESEARCH PROJECTS				
III C(i)	Sponsored Projects carried out/ongoing	(a)Major project amount mobilized with grants above Rs.30 lakhs	Major project amount mobilized with grants above Rs.5 lakhs	20/each Project	Copy of Sanction Letter

		(b)Major project amount mobilized with grants above Rs.5 lakhs up to Rs.30 lakhs	Major project amount mobilized with grants above Rs.3 lakhs up to Rs.5 lakhs	15/each Project	Copy of Sanction Letter
		Minor projects(amount mobilized with grants above Rs.50,000 up to Rs.5 lakh)	Minor projects(amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10/each Project	Copy of Sanction Letter
III C(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.3 lakhs	Amount mobilized with minimum of Rs.1 lakhs	10 per every Rs.3 lakhs and Rs. 1 Lakh respectively	Letter from the organization where consultancy has been offered mentioning the type of consultancy work
III C(iii)	Completed projects: Quality Evaluation	Completed project report (acceptance from funding agency)	Completed project report (acceptance from funding agency)	20/each major Project and 10/ each minor project	Sanction and submission letter/ copy of report for purpose of verification (if required)
III C(iv)	Projects Outcomes/ Outputs	Patent/ Technology	Major policy document of Govt.	30/each national level output	Copy of document

		transfer/Product/Process	Bodies at central and state level	or patent/50/each for International level	
III D	**RESEARCH GUIDANCE**				
III D(i)	M.Tech/M.Phil	Degree awarded only	Degree awarded only	3 points for each candidate	Letter of Registration and Award of Degree from the University
III D(ii)	Ph.D	Degree awarded only	Degree awarded only	10 points for each candidate	Letter of Registration and Award of Degree from the University
		Thesis Submitted	Thesis Submitted	7 points for each candidate	Letter of submission of Thesis with Title page of Thesis
III E	**TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP**				
III E(i)	**Attended refresher courses, methodology workshops, training, teaching learning evaluation Technology programs, soft skills development programs, faculty development programs(Max: 30 points)**	(a)Not less than 2 weeks duration	(a)Not less than 2 weeks duration	20 points each	Copy of Certificate

		(b) One week duration	(b) One week duration	10 points each	Copy of Certificate
III E(ii)	Papers in Conferences/seminars/workshops etc.**	Participation and presentation of research paper (oral/ poster)	Participation and presentation of research paper (oral/ poster)		
		(a)International Conference	(a)International Conference	15 points each	Certificate of Participation and Presentation
		(b)National	(b)National	10 points each	Certificate of Participation and Presentation
		(c)Regional/State level	(c)Regional/State level	5 points each	Certificate of Participation and Presentation
		(d) Local-University/College level	(d) Local-University/College level	3 points each	Certificate of Participation and Presentation
III E(iii)	Invited lectures or presentations forconferences /symposia	(a)International	(a)International	10 points	Letter of invitation
		(b) National level	(b) National level	5 points each	Letter of Invitation
III E (iv)	IPR Patent granted	Patent/Technology Transfer / Product/ Process	10/Inventor, 5/Co-inventor for each national level patent. 15/Inventor, 10/Co-inventor for each international level patent.	Certificate of Patent	

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