



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal, Hyderabad - 500 043

GUIDELINES / RULES FOR PROMOTION OF FACULTY UNDER CAREER ADVANCEMENT SCHEME (CAS) - 2018

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These Guidelines / Rules and Regulations are called the IARE Guidelines / Rules for Promotion of Faculty under Career Advancement Scheme (CAS) and will be implemented following the guidelines of the All India Council for Technical Education (AICTE) Career Advancement Scheme for the Faculty and Other Academic Staff in Technical Institutions-Degree Regulations, 2019 amended from time to time.
- 1.2 These Rules and Regulation shall apply to every faculty members of the Institute.
- 1.3 A faculty member of the Institute means Professors, Associate Professors and Assistant Professors, who is a full-time salaried employee of the Institute and does not include honorary, visiting, part-time, contractual and ad-hoc faculty.
- 1.4 These Rules and Regulations shall come into force for all the candidates who become eligible on or after 01.03.2019.
- 1.5 Those who are eligible for promotion after 01.03.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers etc. However, these requirements shall be permitted to be fulfilled till 31 July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of these rules to avail the benefit of promotion retrospectively from the date of eligibility.
- 1.6 It may be noted that, no further extension would be given beyond 31 July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- 1.7 Anything, otherwise, not contained in these rules shall be governed/regulated by the AICTE/Ministry of Education (MOE) / Governing Body (GB) guidelines issued in this regard from time to time.
- 1.8 If any revision / rules of CAS are notified by MOE / AICTE / GB, the same will be applicable from the date of adoption by the Institute.
- 1.9 In case of any clarification in implementation of these guidelines / rules, the matter will be referred to Dean of CLET for consideration and recommendations to the Competent Authority.

2. GENERAL PROCEDURE / GUIDELINES

- 2.1 Faculty members who wish to be considered for promotion under Career Advancement Scheme may submit in writing to the Principal, within three months in advance of the due date, stating that he/she fulfils all qualifications under CAS and submit other requirements such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing of research papers, 360° Feedback Score etc. on prescribed proforma as evolved by the Institute duly supported by all credentials. In any event, the Institute shall issue a general circular "Call for Applications for CAS" promotions from eligible candidates.

- 2.2 The incumbent faculty must be on active service of the Institute on the date of consideration by the Selection Committee for Promotion through Career Advancement Scheme.
- 2.3 Candidates who do not fulfil the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed. However, in case of inordinate delay in re-assessment of a candidate, the date of promotion can be decided by the Selection Committee considering minimum period of one year from the date of previous assessment.
- 2.4 If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
- 2.5 If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from the date of fulfilment of the eligibility conditions.
- 2.6 Every teacher (Professor, Associate Professor, Assistant Professor) appointed / promoted to any position at IARE, shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- 2.7 The requirement of completing these modules as envisioned in these regulations is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- 2.8 CAS promotion, being a personal promotion to the incumbent faculty holding a substantive sanctioned post, on superannuation or leaving the Institute by the individual incumbent, the said post shall revert to its original cadre.
- 2.9 All recommendations of the Selection Committee shall take effect only from the date of approval of the GB or any later date as decided by the Board. There shall be no retrospective financial implementation of recommendations of the Selection Committee except fixation of pay on notional basis from the date of fulfilment of eligibility conditions.
- 2.10 The requirement of Vigilance Clearance Certificate from CVO of the Institute is essential for promotion to every stage under CAS.
- 2.11 The period spent on Extra Ordinary Leave, Study Leave during the period of assessment will not be counted towards service for the purpose of promotion under Career Advancement Scheme.
- 2.12 The period spent on deputation / lien for teaching assignment on equivalent or higher post in Government organizations, State Government Organizations, Central/State Autonomous bodies will be counted towards service for the purpose of promotion under Career Advancement Scheme subject to fulfilment of other terms and conditions of eligibility prescribed in these rules.
- 2.13 The period spent on deputation / lien for administrative assignment on equivalent or higher post in statutory bodies of Government of India / State Governments will be counted towards promotion under Career Advancement Scheme. However, 360° Feedback except Student Feedback and research contribution required under these rules, shall have to be fulfilled.
- 2.14 The research work of the faculty members should be in the relevant field.

3. STAGES OF PROMOTION UNDER CAS AND ELIGIBILITY CRITERIA

The eligibility criteria along with other requirements such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers, 360° Feedback Score etc. for promotions under Career Advancement Scheme (CAS) has been devised based on the guidelines prescribed by the AICTE, New Delhi through its Regulations, 1st March 2019. The stages of Promotions of faculty under Career Advancement Scheme and eligibility criteria are described below:

3.1 Entry Level Assistant Professor (Stage - I, Level - 10 of Rs.57700-98200) to Assistant Professor (Senior Scale, Stage - II, Level - 11 of Rs.68900-117200).

a) Qualifications

Engineering / Technology:

B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in relevant branch with firstclass or equivalent in any one of the degrees.

Management:

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

Science and Humanities:

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET or who are or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET / SLET / SET.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET / SET.

A. The Ph.D degree has been obtained from a foreign university / institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

(AND)

b) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

(OR)

One week faculty development programme as above and one eight weeks duration MOOC course with E-Certification by NPTEL-AICTE.

(OR)

Completed two such eight weeks duration MOOCs courses with E-Certification by NPTEL-AICTE.

(AND)

Completed minimum two weeks of relevant Industrial Training / Professional Training.

(AND)

c) Should have satisfied any one of the below mentioned set of requirements.

Set No	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in Web of Science / SCI / SCOPUS journals	Avg. 360 ⁰ feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

- d) Requirement and Calculation of 360⁰ Feedback Score shall be as per Rule-4.
- e) Screening-cum-Evaluation / Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation / Selection Committee for personal interaction.
- f) Development of one laboratory manual containing at least twelve experiments and development of course material of one subject with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and 20 descriptive type questions. The aspirant will submit a proposal to the DAAC, well in advance, which will be considered for approval by Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.
- g) Consistently Good Annual Performance Appraisal Reports (APAR / ACRs) for the assessment period.

3.2 Assistant Professor (Senior Scale, Stage - II, Level - 11 of Rs.68900-117200) to Assistant Professor (Selection Grade, Stage - III, Level - 12 of Rs.79800-131700).

- a) Qualifications:

Qualifications prescribed for the post of Assistant Professor at 3.1 above.

(AND)

- b) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

(OR)

One week faculty development programme (FDP) as above and one eight weeks duration MOOCScourse with E-Certification by NPTEL-AICTE.

(OR)

Completed two such eight weeks duration MOOCScourses with E-Certification by NPTEL-AICTE.

(AND)

Completed minimum two weeks of relevant Industrial Training / Professional Training.

(AND)

- c) Should have satisfied any one of the below mentioned set of requirements.

Set No	Additional Qualification	To have acquired in the cadre of Assistant Professor (Senior Scale)		
		Experience (Years)	Research publications in Web of Science / SCI / SCOPUS journals	Avg. 360 ⁰ feedback score (out of 10)
1	-	4	1	8 to 10

2	-	4	2	4 to < 8
---	---	---	---	----------

- d) Requirement & Calculation of 360° Feedback Score shall be as per Rule - 4.
- e) Screening-cum-Evaluation / Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.
- f) Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant of one subject preferably of Integrated Certificate Diploma Programme (ICD) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.
- g) Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

3.3 Assistant Professor (Selection Grade, Stage - III, Level - 12 of Rs.79800-131700) to Associate Professor (Stage - IV, Level - 13A1 of Rs.131400-204700):

- a) Qualifications:

Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

(AND)

- b) Completion of following training requirements at the level of Assistant Professor (Selection Grade) Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

(OR)

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

(OR)

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

(AND)

Completed minimum two weeks of relevant Industrial Training / Professional Training.

(AND)

- c) Should have satisfied any one of the below mentioned set of requirements.

Set No	To have acquired in the cadre of Assistant Professor (Selection Scale)		
	Experience (Years)	Research publications in Web of Science / SCI / SCOPUS journals	Avg. 360° feedbackscore (out of 10)
1	3	2	5 to <8
2	3	1	8 to 10

(AND)

The candidate should have guided one Ph.D student (OR) published at least one paper in Web of Science / SCI / SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI / Co-PI (OR) completed / awarded externally Funded Project of worth Rs.10

Lakh (OR) Development of one MOOC course of 8 weeks (OR) authored or co-authored a text Book / Reference Book for relevant subject in entire service in the IARE.

(AND)

Should have organized 2 weeks Faculty Development Programme in the Institute

- d) Requirement & Calculation of 360° Feedback Score shall be as per Rule - 4.
- e) Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.
- f) Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant of one subject preferably of Integrated Certificate Diploma Programme (ICD) / Undergraduate programme (UG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.
- g) Consistently Good Annual Performance Appraisal Reports (APAR / ACRs) for the assessment period.

3.4 Associate Professor (Stage - IV, Level - 13A1 of Rs.131400-204700) to Professor (Stage - V, Level - 14 of Rs.144200-211800)

- a) Qualifications:
Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

(AND)

- b) Should have satisfied any one of the below mentioned set of requirements.

Set No	Ph.D Guided	Total Experience	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in Web of Science/SCI/SCOPUS journals	Avg. 360° feedback score(out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

(AND)

- c) The candidate should have guided one Ph.D student (OR) published at least one paper in Web of Science / SCI / SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI / Co-PI (OR) completed / awarded externally Funded Project of worth Rs.10 Lakh (OR) Development of one MOOC course of 8 weeks (OR) authored or co-authored a Text Book / Reference Book for relevant subject in entire service in the IARE.
- d) Requirement & Calculation of 360° Feedback Score shall be as per Rule-4.
- e) Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.
- f) Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant for two subjects preferably of Undergraduate programme (UG) / post-graduate programme (PG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short- answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the

Institute.

- g) Consistently Good Annual Performance Appraisal Reports (APAR / ACRs) for the assessment period.

3.5 Professor (Stage-V, Level - 14 of Rs.144200-211800) to Senior Professor (Stage - VI, Level-15 of Rs.182200-224100)

- a) Ph.D degree in the relevant field.

(AND)

- b) Minimum ten years of experience in the cadre of Professor.

(AND)

- c) At least 15 research publications in Web of Science / SCOPUS / SCI journals, should have at least 3 successful Ph.D guided as Supervisor / Co-supervisor as a Professor.

(OR)

At least 15 research publications in Web of Science / SCOPUS / SCI journals should have provided academic leadership as institution head at least for 3 years at the level of Professor.

(OR)

At least 15 research publications in Web of Science / SCOPUS / SCI journals should have provided educational leadership at state/ national level at least 3 years at the level of Professor.

(AND)

- d) At least one patent awarded.

(OR)

Development of one MOOC course applicable at national platform.

(AND)

- e) Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant of one subject preferably of Undergraduate programme (UG) / post-graduate programme (PG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short- answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.
- f) Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

Notes

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph.D degree to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation

4. CALCULATION OF 360° FEEDBACK SCORE

The 360° Degree Score shall be determined on the basis of following parameters:

- a) Teaching Process (Maximum Points 20).
- b) Students' Feedback (Maximum Points 20).
- c) Departmental Activities (Maximum Points 20).
- d) Institute Activity (Maximum Points 10).
- e) Annual Confidential Report (ACR) / Annual Performance Assessment Report (APAR) (Maximum Points 20).
- f) Contribution to Society (Maximum Points 10).

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale.

a) Teaching - Process (Maximum Points 20)

The calculation shall be presented in a table having the details of courses taught in the academic year under consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 point scale.

A. Teaching Process						
S. No	Semester	Course Code / Name	No. of Scheduled Classes	No. of Actually held Classes	Point Earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
Total			164	157	19.15	

b) Students Feedback (Maximum Points 20)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such score shall be used. In case students feedback is not available for a particular year, then the same will be calculated on the basis of students result for that year.

B. Students feedback				
S. No	Semester	Course Code / Name	Average Studentfeedback on the scale of 20	Enclosure No.
1	1/ 2018-19	CET-100	18.3	
2	1/ 2018-19	CET-200	16.8	
3	2/ 2018-19	MED-100	19.6	
4	2/ 2018-19	BSE-100	18.8	
Total			18.37	

c) **Departmental Activities** (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA-AICTE work, sponsored projects, departmental news letter etc. A tentative list of such committees is attached at APPENDIX - I. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

C. Departmental Activities					
S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Points / semester	
2	1/ 2018-19	Consultancy	3	3 Points / semester	
3	1/ 2018-19	Timetable I/C	3	3 Points / semester	
4	2/ 2018-19	Timetable I/C	3	3 Points / semester	
5	2/ 2018-19	NBA work	3	3 Points / event	
6	2/ 2018-19	Lab I/C	3	3 Points / event	
7	2/ 2018-19	Consultancy	3	3 Points / semester	
Total			21		

d) **Institute Activity** (Maximum Points 10)

This section summaries all the responsibilities assigned by Principal / Dean / Head of the Department to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. A tentative list of such committees is attached at APPENDIX - II. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

D. Institute Activities					
S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2019-20	HOD / Dean	4	4 Points / semester	
2	2/ 2019-20	Coordinator appointed by Head of Institute	2	2 Points / semester	
3	2/ 2019-20	Organized Conference	2	2 Points / event	
4	2/ 2019-20	FDP / Conference	2	1 point / event, to be divided between all co-ordinators	

e) **Annual Confidential Report (ACR) / Annual Performance Assessment Report (APAR)** (Maximum points 20)

APAR / ACR maintained at institute level shall have 20 points based on grading.

E. ACR / APAR maintained at Institute Level (Max Credit 10)					
Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	6	0
100-95 points	94-90 points	89-80 points	79-70 points	69-55 points	Below 55
S. No	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2019-20	APAR – PASS 1	10	Extraordinary	
2		APAR – PASS 2	8	Very Good	
3		APAR – PASS 3	9	Excellent	
4		ACR	10	Extraordinary	
Average			37 / 4 = 9.25		

f) **Contribution to Society** (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order / official communication from Head of Institute.

F. Contribution to Society					
S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

The grand total of points for all academic years shall be converted to a 10 points scale. Some of the activities regarding contribution to Society are given as under:

- i) Induction Program – Related to students only. One mark for each activity.
- ii) Unnat Bharat Abhiyan- Activities enhancing repute of the Institute and contribution to society.
- iii) Yoga Classes- Organized and as Trainer.
- iv) Blood Donation.
- v) Board Member of Industry/ Institute of repute.
- vi) Election Duties.
- vii) Swash Bharat Abhiyan – organized/coordinator etc. / Flagship Programme of State / Central Government.

Note

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the required feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

5. APPLICATION FORM / PROFORMA FOR PROMOTION UNDER CAS

The Proforma(s) to be filled up by the faculty for promotion under Career Advancement Scheme have been devised by the Institute as per AICTE, New Delhi Regulations, 2019. All the faculty seeking promotion under Career Advancement Scheme are required to apply for the same in the prescribed proforma(s) only. Any application for promotion under CAS, which is not on the prescribed proforma will not be entertained and will be rejected straightway.

6. COUNTING OF PAST SERVICE

The regular active service within the Institute will only be considered for promotion under CAS. The service rendered by any faculty other than the SLIET will not be considered towards promotion under CAS.

7. PRELIMINARY SCREENING COMMITTEES

7.1 The Preliminary Screening Committee shall consist of the following:

Preliminary Screening Committee (Level - 1) - For Verification of 360° Feedback Scores		
1	Head of the concerned Department	Chairman
2	Two Professors or Associate Professors of the Department to be nominated by the Principal	Member
3	One Professor or Associate Professor of other Department	Member
Preliminary Screening Committee (Level - 2) - For overall screening		
1	Two Deans to be nominated by the Principal	Chairman

2	(Out of which one will act as Chairman)	Member
3	Head of the concerned Department	Member
4	Registrar or his nominee	Member

- 7.2 The Preliminary Screening Committee will scrutinize the application of the faculty seeking promotion under CAS to assess that the application is complete in all respect and supporting with all requisite documents.
- 7.3 To assess eligibility of the candidate for promotion under CAS in terms of length of service required qualifications and other general conditions.
- 7.4 To assess that the candidate is tentatively fulfilling the other requirements such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers, 360° Feedback Score etc.
- 7.5 The Preliminary Screening Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Principal to consider the candidate(s) by the respective Screening-cum-Evaluation or Selection Committee.
- 7.6 If required under special circumstances, preliminary screening may be got done from external experts (outside Institute) as nominated by the Principal.

8. SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCESS

- 8.1 CAS promotions from a lower grade to a higher grade shall be decided by a “Screening cum Evaluation Committee / Selection Committee”, by adhering to the criteria laid down for 360° Feedback Score and other requirements.
- 8.2 The meetings of the Screening-cum-Evaluation / Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.
- 8.3 Four members of the Selection Committee shall form the quorum, consisting of at least two experts.
- 8.4 All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all the members of the selection committee in the minutes.
- 8.5 Recommendations of the Selection Committee / Screening-cum-Evaluation Committee will be placed before the GB, for final approval and subsequent issue of promotion / appointment orders by the Principal.
- 8.6 If the Governing Body is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it.
- 8.7 Selection Committees
- a. For promotion to the post of Assistant Professor (Senior Scale / Selection Grade), Associate Professor and Professor:

The Selection Committees for promotion of faculty from Assistant Professor to Associate Professor (Stage - 3 to Stage - 4), Associate Professor to Professor (Stage - 4 to Stage - 5) and Professor (Stage - 5) to Professor (Stage - 6) shall consist of:

1	Principal.	Chairperson
2	One nominee of JNTUH.	Member
3	Three Experts from the Directory of Subject Experts approved by the GB to be nominated by the Principal.	Member
4	Dean to be nominated by the Principal.	Member
5	Head of the Department concerned.	Member
6	An academician representing SC / ST / OBC/ Minority / Women/ Differently - Member abled categories to be nominated by the Principal, if any of the candidates representing these categories is the applicant and if of the above members of the selection committee does not belong to that category.	Member

b. For Promotion as Senior Professor:

The Selection Committee for the post of Senior Professor shall consist of the following persons:

1	Principal	Chairperson
2	One nominee of JNTUH	Member
3	Three Experts not below the rank of a Senior Professor / Professor with a minimum of ten years experience in the subject / field concerned from the Directory of Subject Experts approved by the GB to be nominated by the Principal.	Member
4	Dean (not below the rank of Senior Professor / Professor with minimum ten years' experience) to be nominated by the Principal.	Member
5	Head of the Department concerned (not below the rank of Senior Professor / Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor / Professor, with a minimum of ten years experience (if the post of selection is being made higher in status than occupied by the Head of the Department / Senior-most Professor of the department, one nominee of the GB be included).	Member
6	An academician (not below the rank of a Senior Professor / Professor with minimum ten years' experience) representing SC / ST / OBC / Minority / Women / Differently abled categories to be nominated by the Principal, if any of the candidates representing these categories is the applicant and if of the above members of the selection committee does not belong to that category.	Member

Four members, including two outside subject experts, shall constitute the quorum.

9. DIRECTORY OF SUBJECT EXPERTS

- 9.1 The Institute will create a panel of Subject Experts and update it preferably on annual basis.
- 9.2 The list will be prepared by taking inputs from Departments. Principal may also add extra names or delete some from the list.
- 9.3 Normally, the experts should be drawn from NITs, IITs, IIMs, NITTTRs, IISERs, IISc, IEST, Centre / State University Departments, major R&D Laboratories / Technical and R&D Institute of repute such as CSIR, ICAR, DAE, ISRO, DRDO etc., CFTIs, major industry and top 200 NIRF Ranking Institutes of current year.
- 9.4 The list, along with postal and electronic address, designation, specialization and other relevant particulars of proposed experts is to be placed before the Governing Body for approval.
- 9.5 It is extremely important that the suggested panel of experts is examined critically by the Governing Body and any member with questionable integrity is removed.
- 9.6 Normally, the experts shall be invited by the Principal from the approved directory of Subject Experts. However, in case the experts from the approved directory is / are unable to attend / not available, the Principal may invite experts other than those in the directory of experts preferably from IITs / NITs.

10. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the faculty in the posts specified in these Rules shall be governed by the directions/regulations of the AICTE / GB and other Orders applicable to the teaching employees of the IARE in general.

11. POWER TO RELAX

If the GB, on recommendations made by the Principal to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, it may relax any of the provisions of these Rules.

12. REPEAL AND SAVINGS

All the earlier guidelines / decisions of the GB or any authority regarding the matters governing method of promotion of faculty in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force.

13. INTERPRETATIONS

Any question relating to interpretation of these Rules, the decision of the GB shall be final unless otherwise specifically included in these Rules.

15. REFERENCES

- [1] AICTE, New D Notification No. F. No. 61-1/RIFD/7th CPC/2016-17 dated 1 March, 2019
- [2] IARE CAS Rules, 2018
- [3] UGC Notification No. F.1-2/2017(EC/PS) Dated 18 July, 2018



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

API based on 360-degree Feedback Mechanism

CALCULATION OF 360⁰ FEEDBACK SCORE

Each faculty member shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10-point scale)

Name	
Employee ID	
Present Position	
Academic Year	
Teaching Process	

The 360-degree feedback score is proposed to be based on the following criteria:

S No	Criteria	Maximum Point	Score Required
1	Teaching Process	25	
2	Students' Feedback	25	
3	Departmental Activities	20	
4	Institute Activity	10	
5	Annual Confidential Report (ACR)	10	
6	Contribution to Society	10	
Total		100	

A. Teaching Process (Maximum Points 25)

S No	Semester	Course Code / Name	Classes Scheduled (S)	Classes Held (H)	Points (H/S)*25	Enclosure No (Attendance Records)
1	First					
2	First					
1	Second					
2	Second					
				TOTAL		

B. Students' Feedback (Maximum Points 25)

S No	Semester	Course Code / Name	Faculty Feedback Index (FFI scored)	Enclosure No. (feedback report signed by faculty, HOD & Principal)
1	First			
2	First			
1	Second			
2	Second			
Annual Average FFI				
TOTAL SCORE (Annual Average FFI*5) rounded to two decimal places				

C. Departmental Activities (Maximum Points 20)

(This section summarizes all the **responsibilities assigned by Head of the Department[#]** to a teacher during academic year under consideration **through a proper office order**. This may include initiatives shown towards responsibilities as various departmental coordinators, lab I/C, time table I/C, accreditation work, sponsored projects related work, other development work, departmental activities, submission of APR, compilation of departmental newsletter etc. **The faculty member will earn 3 points per semester for each activity up to a maximum of 20.**]

In case of Professors this part can include work assigned by Head of the Institution also.

S No	Semester	Activity	Points	Order copy & other file records (Numbered Annexures Neatly Arranged)	Points by HOD
1	First		3		
2	First		3		
.....				
1	Second		3		
2	Second		3		
.....				
Total (Maximum 20)					

D. Institute Activity (Maximum Points 10)

(These section summaries all the responsibilities assigned by Head of the institute to the faculty member during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Dean, Coordinator, Warden, etc. The faculty member will earn points per semester for each activity up to a maximum of 10 as specified below).

S No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		HOD / Dean / Controller of Examinations / Proctor	4	4 Points/semester	
2		I/c or Coordinator appointed by Head of Institute (SWAYAM, OBE, remedial classes, QIP, Nodal Centre, purchase committee etc)	3	3 Points/semester	
3		Organized Conference / FDP / Workshop	3	3 Points/event	
TOTAL					

E. Annual Confidential Report (ACR) / Annual Performance Assessment Report (APAR) (Maximum points 20)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	6	0
100-95 points	94-90 points	89-80 points	79-70 points	69-55 points	Below 55

F. Contribution to Society (Maximum Points 10)

(The faculty member will earn 5 points per semester for different initiatives by AICTE Induction programme, NSS activities, Unnat Bharat Abhiyaan, Yoga Classes, Blood donation, awareness activities for environment protection / ethics and other similar activities having a direct impact on society. The claim should be supported by an office order / official communication from Head of Institute).

S No	Semester	Activity	Credit Point	Details	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Summary

S No	Criteria	Maximum Points	Scored Points
1	Teaching Process	20	
2	Students' feedback	20	
3	Departmental Activities	20	
4	Institute Activities	10	
5	ACR / APAR	20	
6	Contribution to Society	10	
	Total	100	



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

DATASHEET FOR CONTRIBUTION APPRAISAL

Name	
Employee ID	
Designation	
Department	
Academic Year	

Activity	Yes / No (Y/N)	Contribution / Role	Specific Details / Remarks	Assessment by Principal
Conduction of events such as conferences, workshops, FDPs etc.				
Submitted proposals to funding agencies for receiving grants for institute / lab development or R&D work.				
Role played in developing new laboratories / enhancing the existing ones.				
Developing / recording MOOCs in upcoming fields.				
Developing modules for In-house internship or Value Added Courses.				
Participation in Testing / Consultancy activities.				
Publication of research papers, books & book chapters (if yes, mention indexing also).				
Research guidance to Ph.D students.				
Administrative responsibilities, if any.				
Networking with industries resulting in signing of MoUs / meaningful collaborations.				
Networking with other prestigious institutions / universities in India resulting in publication / joint projects etc.				
Establishing collaboration with foreign universities.				
Improving the 'alumni connect' of the institute for enhancing the alumni database and activities at department OR				
Institute level such as internship or placement of students.				
Institution development work assigned by the Head of the Department / Institution.				
Chairman / Member of important Institute Level Committee(s).				
Any other contribution you like to mention.				

LIST OF DEPARTMENTAL LEVEL COMMITTEES / ASSIGNMENTS

S No	Name of Committee
1	Departmental Anti Ragging committee
2	Any other committee constituted with the approval of HoD
3	Departmental Alumni Affairs Committee
4	Departmental Advisory Board
5	Departmental Disciplinary Committee
6	Departmental Newsletter and Annual Report Preparation Committee
7	Departmental Timetable Committee
8	Departmental Labs Maintenance Committee
9	Departmental Discipline Committee
10	Staff and Student feedback committee
11	Departmental Planning & Monitoring Activities Committee
12	Staff Recruitment Committee
13	Departmental Projects and Quality Monitoring Committee

LIST OF INSTITUTIONAL LEVEL COMMITTEES / ASSIGNMENTS

S No	Name of Committee
1	Central Academic Audit Committee
2	Central BuildIT / Office Automation, Online Services and Website Committee
3	Central Entrepreneurial Leadership, Brand Building and Perception Committee
4	Central Academic Affairs Committee
5	Central Admission Committee
6	Central Alumni Relations Committee
7	Central Anti-Ragging Committee
8	Central Campus Maintenance Committee
9	Central Canteen Coordination Committee
10	Central Entrepreneurship Development Committee
11	Central Learning and Educational Technologies Committee
12	Central Collegiate Women'S Development Committee
13	Central Computational Studies Committee
14	Central Cultural Committee
15	Central Developmental Activities Committee
16	Central Discipline Committee
17	Central Examination Committee
18	Central Finance Committee
19	Central Green and Smart Campus Committee
20	Central Information and Communications Technology Committee
21	Central Infrastructure Development and Maintenance Committee
22	Central Intellectual Property Rights Committee
23	Central Internal Quality Assurance Centre Committee
24	Central Internship, Outreach and Continuing Studies Committee
25	Central Leadership Activities Committee
26	Central Library Committee
27	Central Media, Publicity & Advertising Committee

28	Central Placement and Training Committee
29	Central Planning & Implementation Committee
30	Central Regulation / Monitoring Committee
31	Central Research Advisory Committee
32	Central Research and Development Committee
33	Central Research Ethics Committee
34	Central Science and Technology Start-Up Park Committee
35	Central Skill Development Committee
36	Central Social Welfare (SC/ST) Committee
37	Central Sports and Games Committee
38	Central Staff Grievances Redressal Committee
39	Central Student Affairs Committee
40	Central Students Grievances Redressal Committee
41	Central Technology Innovation and Incubation Centre Committee
42	Central Women Empowerment Committee
43	Central Women Protection and Development Committee



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

APPRAISAL AND 360° FEEDBACK CALCULATION (SAMPLE)

(As per AICTE recommendations effective from assessment year 2019-2020)

Part A (To be filled by faculty member)

(Use extra sheets if necessary)

Name	
Employee ID	
Designation	
Department	
Academic Year	

A. Teaching Process (Maximum Points: 20)

Note: 10 Credit point for each semester

S. No	Semester	Course Code / Name	No. of Scheduled Classes	No. of Actually Held Classes	Points Earned	Enclosure No.
1	1/ 2019-20	CET - 100	42	39		
2	1/ 2019-20	CET - 200	39	38		
3	2/ 2019-20	MED - 100	41	39		
4	2/ 2019-20	BSE - 100	42	41		
Total			164	157	23.93	

B. Students' feedback (Maximum Points: 20)

Note: 10 Credit point for each semester and minimum 70% students data

S. No	Semester	Course Code / Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/ 2019-20	CET - 100	22.3	
2	1/ 2019-20	CET - 200	21.8	
3	2/ 2019-20	MED - 100	19.6	
4	2/ 2019-20	BSE - 100	22.8	
Total			86.5	

C. Departmental Activities (Maximum Credit: 20)

Note: 10 Credit point for each semester

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2019-20	Lab I/C	3	3 Points / semester	
2	1/ 2019-20	Consultancy	3	3 Points / semester	
3	1/ 2019-20	Time table I/C	3	3 Points / semester	
4	2/ 2019-20	Time table I/C	3	3 Points / semester	
5	2/ 2019-20	NBA work	3	3 Points / event	
6	2/ 2019-20	Lab I/C	3	3 Points / event	
7	2/ 2019-20	Consultancy	3	3 Points / semester	
Total			21		

Institute Activities (Maximum Credit: 10)					
<i>Note: 5 Credit point for each semester</i>					
S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1 / 2019-20	HOD / Dean	4	4 Points / semester	
2	2 / 2019-20	Coordinator appointed by Head of Institute	2	2 Points / semester	
3	2 / 2019-20	Organized Conference	2	2 Points / event	
4	2 / 2019-20	FDP / Conference	2	1 point / event, to be divided between all co-ordinators	
Total			10		

E. Annual Confidential Report (ACR) / Annual Performance Assessment Report (APAR) maintained at Institute Level (Maximum Credit: 20)					
Guidelines regarding filling up of APAR – PASS with numerical grading					
Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	6	0
100-95 points	94-90 points	89-80 points	79-70 points	69-55 points	Below 55
S. No	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2019-20	APAR – PASS 1	10	Extraordinary	
2	2019-20	APAR – PASS 2	8	Very Good	
3	2019-20	APAR – PASS 3	9	Excellent	
4	2019-20	ACR	10	Extraordinary	
Average			37/4 = 9.25		

F. Contribution to Society (Maximum Credit: 10)					
S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1 / 2019-20	Induction Program	5		
2	1 / 2019-20	Unnat Bharat Abhiyan	5		
3	2 / 2019-20	Yoga Classes	5		
4	2 / 2019-20	Blood Donation	5		
Total			20		

Activities & Achievements		
S No	Activities & Achievements <i>other than those already mentioned in points a, c, d and f above</i>	Comments / Description
1	Initiatives taken during the year / Innovations carried out in teaching learning and other practices etc.	
2	Work done during the year which deserves a special mention	
3	Other achievements (if any)	
4	Suggestions for improvement of academic and other practices in the Institute	

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 20)			
B. Students' feedback (Max Points 20)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max. Points 20)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Certificate / Declaration

I, _____ son / daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or at any other stage, my candidature/ appointment may be cancelled by the IARE, Hyderabad without prejudice to initiation of any other disciplinary action.

Date:

Signature of the applicant



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal, Hyderabad – 500 043

ANNUAL CONFIDENTIAL REPORT (ACR)

Name	
Employee ID	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

Part B (To be filled by the Head of the department)

S No	Parameters	Comments
1	Quality of work / performance	
2	Professional knowledge	
3	Attitude & ownership towards work	
4	Decision making capability	
5	Initiative	
6	Written & verbal power of expression	
7	Teamwork (relationship with seniors, juniors, colleagues)	
8	Organizing capability	
9	Loyalty towards work and organization	
10	Any special quality	
11	Overall remark <i>(Extraordinary, Excellent, Very good, Good, Satisfactory)</i>	

Note: Additional information can be provided by attaching additional sheets.

Observations: (In respect of the weightage of activities claimed):

.....

.....

.....

.....

Recommendations / Remedial Measures suggested:

.....

.....

.....
.....

Name & Signature of the Head of the Department

Comments by Head of Institution	Grading by Head of the Institution

Name & Signature of the Head of the Institution



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal, Hyderabad - 500 043

STUDENT'S FEEDBACK FORM

Academic Year		Name of the Faculty	
Course		Semester	
Course Code		Date of the feedback	

S.No	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on students progress.					
9	Willingness to offer help and advice to students.					
Total						



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Information to be filled by the officials verifying the particulars of CAS

Name	
Employee ID	
Present Designation	
Department	

S No	Contents	Verification by the office
1	Whether Vigilance Clearance Certificate has been received from Dean of CLET in respect of Candidate	Yes / No
2	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
3	Whether 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
3.1 Proforma for Annual Performance Appraisal Report Gradings		
	AssessmentPeriod	
	Grading of Annual Assessment Report	

Recommendations of the Office:

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

.....

.....

.....

.....

Names and signatures of the officials verified the particulars



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Name	
Present Designation	
Department	

S No	Contents	Verification by Screening Committee
1	Whether application has been received within the due date.	Yes / No
2	Whether fulfilling the requisite educational qualifications required under CAS.	Yes / No
3	Whether completed the qualified service required under CAS.	Yes / No
4	Whether attended the required number of STC / FDP / MOOCs etc.	Yes / No
5	Whether completed two weeks Industrial Training / Professional Training.	Yes / No
6	Whether satisfied the research requirements and 360° feedback requirement.	Yes / No
7	Whether developed Lab. Manual / course material.	Yes / No
8	Whether having consistently Good ACR / APARs.	Yes / No
9	Whether requisite documents have been attached with the application form claimed the minimum required yearly / cumulative API Score.	Yes / No

Summary of 360° score:

.....
.....
.....

Note-1: The impact factor for a journal will be considered as on the date of year of publication.

Note-2: The publication will be considered from the date of acceptance of the publication.

Recommendations of the Preliminary Screening Committee:

.....
.....
.....

The candidate is eligible/non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Names and signatures of the Screening Committee Members



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

SUMMARY: ELIGIBILITY CRITERIA

1. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Assistant Professor (Stage-I, Level-10 of Rs.57700-98200) to Assistant Professor (Senior Scale, Stage-II, Level-11 of Rs.68900-117200).

S No	Eligibility criteria along with other requirements	Meeting Eligibility Criteria (YES/NO)	Proof attached at Page Nos.
a)	<p>Qualifications</p> <p>Engineering / Technology B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.</p> <p>Management Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA / M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.</p> <p>Science and Humanities:</p> <p>A. i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.</p> <p>The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.</p> <p>B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <p>Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</p>		
b)	Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy		

	recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio. OR One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE OR Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL AICTE. AND Completed minimum two weeks of relevant Industrial Training / Professional Training.			
c)	Should have satisfied any one of the below mentioned set of requirements:			
	Set No. To have acquired in the cadre of Assistant Professor			
	Experience (Years)	Research publications in Web of Science/ SCI / SCOPUS journals	Avg. 360° feedback score (out of 10)	
	1	4	2	8 to 10
	2	5	1	8 to 10
	3	5	2	5 to <8
d)	Requirement & Calculation of 360° Feedback Score shall be as per Rule-4.			
e)	Screening-cum-Evaluation/ Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.			
f)	Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.			
g)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.			

2. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Assistant Professor (Senior Scale, Stage-II, Level-11 of Rs.68900-117200) to Assistant Professor (Selection Grade, Stage-III, Level-12 of Rs.79800-131700).

S No	Eligibility criteria along with other requirements	Meeting Eligibility Criteria (YES/NO)	Proof attached at Page Nos.
a)	<p>Qualifications</p> <p>Engineering /Technology: B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.</p> <p>Management: Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.</p> <p>Science and Humanities: The qualifications for promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.</p>		
b)	Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNTT / IISc / IIT		

	<p>/ University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.</p> <p style="text-align: center;">OR</p> <p>One week faculty development programme (FDP) as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.</p> <p style="text-align: center;">OR</p> <p>Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.</p> <p style="text-align: center;">AND</p> <p>Completed minimum two weeks of relevant Industrial Training / Professional Training.</p>																		
c)	To have acquired in the cadre of Assistant Professor (Senior Scale):																		
	<table border="1"> <tr> <td>Set No.</td> <td colspan="3">To have acquired in the cadre of Assistant Professor</td> </tr> <tr> <td></td> <td>Experience (Years)</td> <td>Research publications in Web of Science/ SCI / SCOPUS journals</td> <td>Avg. 360° feedback score (out of 10)</td> </tr> <tr> <td>1</td> <td>4</td> <td>1</td> <td>8 to 10</td> </tr> <tr> <td>2</td> <td>4</td> <td>2</td> <td>5 to < 8</td> </tr> </table>	Set No.	To have acquired in the cadre of Assistant Professor				Experience (Years)	Research publications in Web of Science/ SCI / SCOPUS journals	Avg. 360° feedback score (out of 10)	1	4	1	8 to 10	2	4	2	5 to < 8		
Set No.	To have acquired in the cadre of Assistant Professor																		
	Experience (Years)	Research publications in Web of Science/ SCI / SCOPUS journals	Avg. 360° feedback score (out of 10)																
1	4	1	8 to 10																
2	4	2	5 to < 8																
d)	Requirement & Calculation of 360oFeedback Score shall be as per Rule-4.																		
e)	Screening-cum-Evaluation/ Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.																		
f)	Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant of one subject with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.																		
g)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.																		

3. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Assistant Professor (Selection Grade, Stage-III, Level-12 of Rs.79800-131700) to Associate Professor (Stage-IV, Level-13A1 of Rs.131400- 204700).

S No	Eligibility criteria along with other requirements	Meeting Eligibility Criteria (YES/NO)	Proof attached at Page Nos.
a)	Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.		
b)	<p>Completion of following training requirements at the level of Assistant Professor (Selection Grade) Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.</p> <p style="text-align: center;">OR</p> <p>One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE</p> <p style="text-align: center;">OR</p> <p>Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.</p> <p style="text-align: center;">AND</p> <p>Completed minimum two weeks of relevant Industrial Training / Professional Training.</p>		

c)	Should have satisfied any one of the below mentioned set of requirements.					
	Set No	To have acquired in the cadre of Assistant Professor (Senior Scale)				
		Experience (Years)	Research publications in Web of Science / SCI / SCOPUS journals	Avg. 360° feedback score (out of 10)		
	1	3	2	5 to < 8		
	2	3	1	8 to 10		
<p>The candidate should have guided one Ph.D (OR) at least one paper published in Web of Science / SCI / SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI / Co-PI (OR) Externally Funded Project (completed/awarded) worth Rs.10 Lakh (OR) Development of one MOOC course of 8 weeks (OR) Text Book / Reference Book (authored / co-authored) for relevant subject in entire service in the IARE.</p> <p style="text-align: center;">AND</p> <p>Should have organized 2 weeks Faculty Development Programme in the Institute.</p>						
d)	Requirement & Calculation of 360° Feedback Score shall be as per Rule-4.					
e)	Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.					
f)	Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant of one subject preferably of Integrated Certificate Diploma Programme (ICD) / Undergraduate programme (UG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.					
g)	Consistently Good Annual Performance Appraisal Reports (ACR / APAR) for the assessment period.					

4. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Associate Professor (Stage-IV, Level-13A1 of Rs.131400-204700) to Professor (Stage-V, Level-14 of Rs.144200-211800).

S No	Eligibility criteria along with other requirements					Meeting Eligibility Criteria (YES/NO)	Proof attached at Page Nos.	
a)	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.							
b)	Should have satisfied any one of the below mentioned set of requirements.							
	Set No	To have acquired in the cadre of Associate Professor						
		Ph D Guided	Total Experience	Experience (Years)	Research publications in Web of Science / SCI / SCOPUS journals	Avg. 360° feedback score (out of 10)		
	1	1	15	3	6	8 to 10		
	2	2	15	3	6	5 to <8		
3	1	16	3	4	8 to 10			
<p>The candidate should have guided one Ph.D. student (OR) published at least one paper in Web of Science/SCI/SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as P I/ Co-PI (OR) completed/awarded externally Funded Project of worth Rs.10 Lakh (OR) Development of one MOOC course of 8 weeks (OR) authored/ co-authored a text Book / Reference Book for relevant subject in entire service in the IARE.</p>								
c)	Requirement & Calculation of 360° Feedback Score shall be as per Rule-4.							

d)	Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.		
e)	Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant for two subjects preferably of Undergraduate programme (UG) / post-graduate programme (PG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.		
f)	Consistently Good Annual Performance Appraisal Reports (APAR / ACRs) for the assessment period.		

5. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Professor (Stage V, Level-14 of Rs.144200-211800) to Senior Professor (Stage-VI, Level-15 of Rs. 182200-224100).

S No	Eligibility criteria along with other requirements	Meeting Eligibility Criteria (YES/NO)	Proof attached at Page Nos.
a)	Ph.D degree in the relevant field		
b)	Minimum ten years of experience in the cadre of Professor		
c)	At least 15 research publications in Web of Science / SCOPUS / SCI journals, should have at least 3 successful Ph.D guided as Supervisor / Co-supervisor as a Professor. OR At least 15 research publications in Web of Science / SCOPUS / SCI journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor. OR At least 15 research publications in Web of Science / SCOPUS / SCI journals should have provided educational leadership at state/ national level at least 3 years at the level of Professor.		
d)	At least one patent awarded. OR Development of one MOOC course applicable at national platform.		
e)	Development of one laboratory manual containing at least eight experiments and development of e-content in 4-quadrant of one subject preferably of Undergraduate programme (UG) / post-graduate programme (PG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short- answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval Dean of CLET. The material developed after the approval will be kept in the IARE LMS portal and website of the Institute.		
f)	Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.		
g)	Consistently Good Annual Performance Appraisal Reports (APAR / ACRs) for the assessment period		

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph.D degree to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

NOTIFICATION
PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME
(CAS-2018)

Following are notified herewith for the information of all the concerned:

- APAR proforma for Assistant Professors (Stage I and Stage II) to be filled annually by the concerned applicant.
- PBAS proforma for Assistant Professors (Stage I and Stage I) to be filled for Promotion by the concerned applicant for promotion to Assistant Professor (Stage II and Stage III).
- APAR proforma for Others (Assistant Professor - Stage III and a love) to be filled annually by the concerned applicant.
- PBAS proforma for Others (Assistant Professor - Stage III and above) to be filled for promotion by the concerned applicant for promotion to Associate Professor and above.
- Option Proforma to be filled by consideration under CAS 2010 or CAS 2018 in accordance with UGC Regulations 2018.

Important Note:

1. The UGC Regulations 2018 prescribe counting of Ad hoc or Temporary or Contractual service (by whatever nomenclature it may be called) and therefore, experience on account of ad hoc, temporary, contractual services of the concerned applicant shall also be required to be accounted for the purpose of direct recruitment and promotions in addition to the regular service of the applicant, subject to the provisions of Clause 10.0(f) of the UGC Regulations 2018.
2. The cases where ad hoc services or any other service other than the regular service has been counted for promotions, that have already been made operational, shall not be reopened.
3. For the cases of promotions, which have been made operational, without inclusion of adhoc services of the applicant, the concerned applicant shall be required to apply under the CAS 2018 Scheme of assessment, if the candidate wishes to get the concerned service accounted for. On assessment by a duly constituted Screening Committee, if the applicant is found to be eligible as per the provisions of CAS 2018 for the date of eligibility arrived at after counting of ad hoc/temporary/contractual service, the date of eligibility would accordingly be shifted after administrative approval.
4. With respect to the pending cases, the applicant will have the option to be considered under CAS 2010 or CAS 2018 as adopted by the university, on the basis of proforma already notified. No new proforma is being notified.

This issues with the approval of competent authority.

Detailed Guidelines for Promotion for teachers in the University and its Colleges under CAS
2018
as per UGC Regulations 2018.

Career Advancement Scheme - 2018 (CAS-2018)

- A teacher who wishes to be considered for promotion under the CAS may submit in writing to the Principal, within three months in advance of the due date. that she/he fulfills all the requirements under the CAS and submit to the Assessment Criteria and Methodology Proforma as evolved by the institute supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations. as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date. on which they fulfill these eligibility conditions.
- The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted

through a “Screening-cum-Evaluation Committee”, following the criteria laid down in these guidelines

- The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation. the said post shall revert back to its original cadre.
- The candidate shall offer herself/himself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and methodology Proforma. She/he can do so three months before the due date.
- If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- If, however, the candidate finds that she/he would fulfils the CAS promotion criteria, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria
- The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment. her/his promotion shall be deemed to be one year from the date of rejection.
- The Assessment of the performance of college teachers for the CAS promotion is based on the following criteria:
 - a) **API based on 360-degree Feedback Mechanism:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question papers setting for examinations. participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class. Administrative Support, contribution to society and Participation in Students’ Co-curricular and Extra-curricular Activities.
 - b) **Personal Development Related to Teaching and Research Activities:** Attending orientation / refresher / methodology courses, development of e-contents and MOOCs, organizing seminar / conference / workshop / presentation of papers and chairing of sessions / guiding and carrying out research projects and publishing the research output in national and international journals etc.
- **Assessment Process:**
The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The faculty shall submit to the Principal an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR). The report should be submitted at the end of every academic year, before 30th June of the relevant academic year. The faculty will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD / faculty in-charge etc. The submission should be through the Head of the Department/ faculty in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS).

Step 3: A CAS Promotion shall be granted as mentioned in subsequent clauses.

Methodology for Calculating Academic Research Score

(This applies to APAR and PBAS Proforma)

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S. No	Academic / Research Activity	Faculty of sciences / Engineering / Agriculture / Medical / Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
1	Research Papers in Refereed/ Peer reviewed or UGC listed journals	08 per paper	10 per paper
2	Publications (other than research papers)		
	a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	b) Translation works in Indian and Foreign Languages by qualified:		
	Chapter or Research paper	03	03
Book	08	08	
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	a) Development of Innovative pedagogy	05	05
	b) Design of new curricula and courses	02 per curricula / course	02 per curricula / course
	c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) In case of MOOCs of lesser credits 05 marks / credit.	20	20
	MOOCs (developed in 4 quadrant) per module / lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs 4 credit course (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	d) E-Content		
Development of e-content in 4 quadrants in complete course / e-book	12	12	

	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course / paper / e-book	02	02
	Editor of e-content for complete course	10	10
4	a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil / PG Dissertation	02 per degree awarded	02 per degree awarded
	b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	c) Research Projects Ongoing		
	More than 10 lakhs	05	05
Less than 10 lakhs	02	02	
	d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	b) * Policy Document (submitted to an international body / organization like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	c) Awards / Fellowship		
International	07	07	
National	05	05	
6	*Invited lectures / Resource Person / paper presentation in Seminars / Conferences / full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State / University	02	02

The Research Score for research papers would be augmented as follows:

Peer- Reviewed or UGC-listed journals (impact factor to be determined as per Thomson Reuters list):

- i. Paper in refereed journals without impact factor - 5 points
- ii. Paper with impact factor less than – 10 points - 10 points
- iii. Paper with impact factor between 1 and 2 - 15 points
- iv. Paper with impact factor between 2 and 5 - 20 points
- v. Paper with impact factor between 5 and 10 - 25 points
- vi. Paper with impact factor >10 - 30 points

- a) Two authors: 70 % of total value of publication for each other.
- b) More than two authors: 70% of total value of publication for the First / Principal / Corresponding author and 30% of total value of publication for each of the joint authors.

c) Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 mark each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Annual Performance Appraisal Report

(To be submitted at the end of every academic year)

Assistant Professor Stage I and Stage II

As per CAS 2018

Academic year _____

(Information provided should pertain to the academic year referred above)

PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name / Mother's Name	:	
3	Date and Place of birth	:	
4	Sex	:	
5	Marital Status	:	
6	Nationality	:	
7	Department	:	
8	Current Designation and Academic level	:	
9	Date of last Appointment / Promotion	:	
10	Category (SC/ST/OBC/PWD/General) Attach caste certificate	:	
11	Address for Correspondence	:	
12	Mobile No	:	
13	Permanent Address, in case different from S.No 11	:	

14. Academic Qualifications:

Examination	Name of exam	University	Year of Passing	Percentage of Marks obtained	Division Class / Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

15. Research Degree (s)

Degree	Name of the University	Title of dissertation / thesis	Date of submission	Date of award
M.Phil				
Ph.D / D.Phil				
D.Sc / D.Lit				

16. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate :

(b) Postgraduate :

17. Field of Specialization under the Subject / Discipline:**18. Details of Course / Programs / Workshop / MOOCs attended or completed.**

18.1 Details of Refresher / Orientation course / Research methodology / Workshop / Syllabus up-gradation / Teaching-Learning-Evaluation / Technology programs / Faculty development program

S. No	Details	Place	Period		Sponsoring / Organising Agency
			From	To	

18.2 MOOCs completed with e-certification

S. No	Details of MOOC	Subject	Certification providing agency	Date of Certification	Level (UG/PG/Other)	E-Certification No

18.3 Contribution towards development of e-content / MOOCs in 4- quadrants

S. No	Details of E-contents / MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

18.4 Contribution towards conduct of MOOCs

S. No	Details of MOOCs	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification No

18.5 Organizing seminars / conferences / workshops, other college / University activities.

S. No	Details	Place	Period		Sponsoring / Organising Agency
			From	To	

18.6 Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis / Dissertation Submitted	Degree Awarded
Ph D			

18.7 Conducting minor or major research project sponsored by national or international agencies.

S. No	Title	Period		Major / Minor	Sponsoring / Organising Agency
		From	To		

18.8 At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No	Title of the paper	Journal Name		Year	Vol. No.	Page No	ISSN No.	Impact Factor	Whether Scopus Indexed	Authorship	Reference number of UGC - Care List

Note

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First / Principal / Corresponding Author
- Joint Author

Part – B (Please refer to “Detailed Guidelines” for completing Part B)

**SECTION B.1:
SUMMARY OF GRADING FOR THE ACADEMIC YEAR**

S. No	Activity	Section	Gradation (To be given / verified by HOD)
1	Teaching Activity	B.1	
2	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

PART - C: OTHER RELEVANT INFORMATION

- (a) Membership / Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

List of Enclosures: (Please attach self-certified copies of certificate, sanction orders, papers etc, wherever necessary)

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

Part D- Declaration

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working as in this department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials / documents provided and enclosed herewith by the applicant.

Head of the Department



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name / Mother's Name	:	
3	Date and Place of birth	:	
4	Sex	:	
5	Marital Status	:	
6	Nationality	:	
7	Department	:	
8	Current Designation and Academic level	:	
9	Date of last Appointment / Promotion	:	
10	Date of eligibility		
11	Period of Assessment		
12	Category (SC / ST / OBC / PWD / General)	:	
13	Address for Correspondence	:	
	Mobile No		
14	Permanent Address, in case different from S.No 11	:	

1. Academic Qualification

Examination	Name of Exam	University	Year of passing	Percentage of Marks obtained	Division / Class Grade	Main Subjects
Graduation						
Postgraduation						
Other						

2. Research Degree (s)

Degrees	Name of the University	Title of dissertation / thesis	Date of submission	Date of award
M. Phil.				
Ph.D / D. Phil.				
D.Sc / D.Lit				

3. Courses taught at various levels during the academic year (Name the course giving details)

- a. Undergraduate :
- b. Postgraduate :

4. Field of specialization under the subject / Discipline

5. Details of Course / Programmes / Workshop / MOOCs attended or completed.

5.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation teaching —learning-evaluation/technology programmes/Faculty Development Programme

S.No	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

5.2 MOOCs completed with e-certification

S.No	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG / PG / Other)	Year	e-certification no.

5.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S No	Details of E-contents / MOOCs in 4- quadrants	Quadrant's development	No. of Modules	Course	Sponsoring agency	Year	Level (UG / PG / Other)

5.4 Contribution towards conduct of MOOCs

S. No	Details of MOOC	Subject	Sponsoring agency	Level (UG / PG / Other)	Year	E-Certification No.

6. Period4 of Teaching experience during the assessment period

Name of the Institution	Position held with pay scale / Pay Band with Grade pay	Ad-hoc / Temporary/ Permanent	From	To	Total experience (as on ..)		
					Year	Months	Days

PART -B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B. 1: TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practical's, and other teaching related activities)

Grading Criteria:

- i. 80% & above — Good
- ii. Below 80% but 70% & above — Satisfactory
- iii. Less than 70% - Not Satisfactory

S.No	Year	Course / Paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section

SECTION B.2: ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S. No	Year	Name of Activity	Designation	Institution / Department	Period	
					From	To

b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S. No	Year	Name of Activity	Designation	Institution / Department	Period	
					From	To

c) Student related co-curricular extension and field based activities such as student clubs' career counselling. Study visits, students seminar and other events, cultural, sports, NCC, NSS and seminars and other events cultural, sports. NCC, NSS and community services.

S. No	Year	Name of Activity	Level (UG/PG)	Institution / Department	Period	
					From	To

d) Organizing seminars/ conferences/workshops, other college / university activities.

S. No	Year	Details	Place	Period		Sponsoring/ Organising Agency
				From	To	

e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D)	Thesis / Dissertation submitted	Year	Degree Awarded

f) Conducting minor or major research project sponsored by national or international agencies

S.No	Year	Title	Period		Major / Minor	Sponsoring / Funding Agency
			From	To		

g) At least one single or joint publication in peer –reviewed or UGC list of Journals

S. No	Title of the paper	Journal Name	Year	Vol. No.	Page. No	ISSN No	Impact Factor	Whether SCOPUS indexed	Authorship	Reference number of UGC-CARE list

Note

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:
 One of Two Authors
 For more than two Authors:
 First/Principal/Corresponding Author
 Joint Author

Overall Grading for B2

Year	No. of Activities covered *	Overall grading as per Annual Performances Appraisal Report (APAR) for the assessment period for this section.

*** Note**

Number of activities can be within or across the broad categories of activities
 (Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No	Year	Overall Grading for section B.1-B.2	No. of grading as	
			Good	Satisfactory

PART C: OTHER RELEVANT INFORMATION

- a) Membership/Fellowship of Learned bodies / Societies:

- b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

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

- d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

1.	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

PART D – DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the Information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working..... in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal, Hyderabad - 500 043

Annual Performance Appraisal Report

(To be submitted at the end of every academic year)

(Assistant Professor Stage III / Associate Professor / Professor)
As per CAS 2018

Academic year _____

(Information provided should pertain to the academic year referred above)

PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name / Mother's Name	:	
3	Date and Place of birth	:	
4	Sex	:	
5	Marital Status	:	
6	Nationality	:	
7	Department	:	
8	Current Designation and Academic level	:	
9	Date of last Appointment / Promotion	:	
10	Category (SC/ST/OBC/PWD/General) Attach caste certificate	:	
11(a)	Address for Correspondence	:	
11(b)	Mobile No	:	
12	Permanent Address, in case different from S.No 11	:	

13. Academic Qualifications:

Examination	Name of exam	University	Year of Passing	Percentage of Marks obtained	Division Class / Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations						

14. Research Degree (s)

Degree	Name of the university	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

- (a) Undergraduate :
 (b) Postgraduate :

16. Field of Specialization under the Subject/Discipline:

17. Details of Course / Programmes / Workshop / MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/ teaching —learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of Certification	Level (UG/PG/Other)	E-certification

17.3 Contribution towards development of e-content / MOOCs in 4- quadrants

S. No.	Details of E-contents/ MOOCs in 4- quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No	Details of MOOCs	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no

PART-B: ACADEMIC PERFORMANCE ASSESSMENT
(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B.1: TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

- a) 80% & above — Good
- b) Below 80% but 70% & above — Satisfactory
- c) Less than 70% - Not Satisfactory

S. No	Year / Semester	Course / Paper	Level (PG / UG)	Teaching Mode	Lectures/ Tutorials / Practical's / Other related activities		% Of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2: ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading Criteria

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

- a) **Administrative responsibilities such as Head, Chairperson/ Dean / Director / coordinator, Warden etc.**

S. No	Name of Activity	Designation	Institution / Department	Period	
				From	To

- b) **Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.**

S. No	Name of Activity	Designation	Institution / Department	Period	
				From	To

- c) **Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports NCC, NSS and community services**

S.No	Name of Activity	Level (UG/PG)	Institution / Department	Period	
				From	To

d) Organizing seminars/ conferences/workshops, other college/university activities.

S. No	Details	Place	Period		Sponsoring / Organising Agency
			From	To	

e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph D			

f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major / Minor	Sponsoring / Organising Agency
		From	To		

g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No	Title of the paper	Journal Name	Year	Vol. No.	Page No	ISSN No.	Impact Factor	Whether Scopus Indexed	Authorship	Reference number of UGC-Care List

Note

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note: Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S. No	Activity	Section	Gradation (To be given / verified by HOD)
1	Teaching Activity	B.1	
2	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

SECTION B.3: Research and Academic Contributions

1. Published Research Papers in referred / Peer – reviewed or UGC listed journals

S. No	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC-Care list
-------	--------------------	--------------	------	----------	----------	----------	---------------	----------------	------------	-----------------------------------

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

2. Publications (other than Research papers)

a (i) Books authored as one of two authors / First / Principal/ Corresponding Author/ Joint Author

S. No	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country & year of Publication)	ISBN	Whether refereed

* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

a. (ii) Chapter in Edited Books

S. No	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city / country) & year of publication	ISBN	Whether refereed

* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

a. (iii) Books Edited as one of two Editor / First/ Principal / Corresponding Editor / Joint Editor

S. No	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city / country) & year of publication	ISBN	Whether refereed

* The Editorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

b. Translation works in Indian and Foreign languages by qualified faculties.

b. (i) Chapter or Research Paper

S.No	Title of the Paper/Chapter	Journal /Book Name	Year	Vol. No	Page No.	ISSN/ ISBN	Impact Factor	Authorship*	Reference number of UGC – Care List

* Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

b. (ii) Book Translated

S. No	Title of the Book	Authorship*	Publisher (with city/ country & year of Publication)	ISBN	Whether refereed

* Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula

a) Development of Innovative Pedagogy

S. No	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

b) Design of new Curricula and Courses

S. No	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrants for a course with credits

S. No	Details of MOOC (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.3. Content writer /subject matter expert for each module of MOOCs (at least one quadrant)

S. No	Details of MOOC (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.4 Course Coordinator for MOOCs (4 credit course)

S. No	Details of MOOC (with no of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d. Development of E-Content

d.1 Development of e-content in 4 quadrants for a complete course /e- book

S. No	Details of E-content (with no of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2 E-Content (developed in 4 quadrants) per module

S. No	Details of E-content (with no of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.3 Contribution to development of e-content module in complete course / paper / e-book (at least one quadrant)

S. No	Details of E-content (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4.Editor of e-content for complete course/paper/e-book

S. No	Details of E-content (with no of quadrant)	Course/Paper/e-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

3. a) Research Guidance

Level of Guidance	Registered	Thesis/Dissertation submitted	Degree awarded
Ph.D			
MPhil./P.G. Dissertation			

3. b) Research Projects Completed

S.No	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project

* Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

c) Research Projects ongoing

S. No	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project

d) Consultancy

S.No	Title	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University / College

5. a) Patents

S.No	Title*	Area/Subject	Date of Award	Level (International /National)	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned

b) Policy Document (submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or state government)

S. No	Title*	Area / Subject	Date of publication / submission	Level (International / National / State)	Reference Number	Sponsoring Agency

* Only policy document published / submitted to bodies / organization detailed above shall be considered.

c) Awards / Fellowship

S. No	Name of Award / Honor*	Area/Subject	Name of Awarding Body	Level (International /National/ State)	Date

* Entries for awards made in this section should be from post graduation onwards only. Junior / Senior research fellowship and non-net fellowship should not be included .

6. Invited lectures / Resource person/ paper presentation in Seminars/ Conference/ full paper in conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once)

S.No	Title Lecture / paper	Invited lecture/ Resource Person / paper Presented	Nature of Programme*	Details	Level **	Date of Presentation	Duration (in minutes)	Sponsoring Agency

* Seminar/FDP/Conference

** Level: International (Abroad) Intern national (within country) National / State/ University

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT INFORMATION

- Membership/ Fellowship of Learned bodies / societies.
- Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- Future Plans (In approximately 150 words):

List of Enclosures: (Please attach self-certified copies of certificate, sanction orders, papers etc, wherever necessary)

1	11
2	12
3	13
4	14
5	15
6	16

7	17
8	18
9	19
10	20

PART D- DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working as
 in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department / Centre



INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal, Hyderabad - 500 043

Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Associate professor and Professor)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name / Mother's Name	:	
3	Date and Place of birth	:	
4	Sex	:	
5	Marital Status	:	
6	Nationality	:	
7	Department	:	
8	Current Designation and Academic level	:	
9	Date of last Appointment / Promotion	:	
10	Date of eligibility		
11	Period of Assessment		
12	Category (SC / ST / OBC / PWD / General)	:	
13	Address for Correspondence	:	
	Mobile No		
14	Permanent Address, in case different from S.No 11	:	

7. Academic Qualification

Examination	Name of Exam	University	Year of passing	Percentage of Marks obtained	Division / Class Grade	Main Subjects
Graduation						
Postgraduation						
Other						

8. Research Degree (s)

Degrees	Name of the University	Title of dissertation / thesis	Date of submission	Date of award
M. Phil.				
Ph.D / D. Phil.				
D.Sc / D.Lit				

9. Courses taught at various levels during the academic year (Name the course giving details)

- c. Undergraduate :
- d. Postgraduate :

10. Field of specialization under the subject / Discipline

11. Details of Course / Programmes / Workshop / MOOCs attended or completed.

11.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation teaching —learning-evaluation/technology programmes/Faculty Development Programme

S.No	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

11.2 MOOCs completed with e-certification

S.No	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG / PG / Other)	Year	e-certification no.

11.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S No	Details of E-contents / MOOCs in 4-quadrants	Quadrant's development	No. of Modules	Course	Sponsoring agency	Year	Level (UG / PG / Other)

11.4 Contribution towards conduct of MOOCs

S. No	Details of MOOC	Subject	Sponsoring agency	Level (UG / PG / Other)	Year	E-Certification No.

11.5 Organizing seminars / conferences / workshops, other college / University activities.

S.No	Details	Place	Period		Sponsoring / Organising Agency
			From	To	

11.6 Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis / Dissertation Submitted	Degree Awarded
Ph D			

11.7 Conducting minor or major research project sponsored by national or international agencies.

S.No	Title	Period		Major / Minor	Sponsoring / Organising Agency
		From	To		

11.8 At least one single or joint publication in peer- reviewed or UGC list of Journals.

S.No	Title of the paper	Journal Name	Year	Vol. No.	Page No	ISSN No.	Impact Factor	Whether Scopus Indexed	Authorship	Reference number of UGC - Care List

Note

Impact factor to be determined as per Thomson Reuters list

19.9 Period of Teaching experience during the assessment period

Name of the Institution	Position held with pay scale / Pay Band with Grade pay	Ad-hoc / Temporary	From	To	Total experience (as on)		
					Year	Months	Days

		/ Permanent					

PART - B: ACADEMIC / RESEARCH PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B.3: RESEARCH AND ACADEMIC CONTRIBUTIONS

1. Published Research Papers in referred / Peer – reviewed or UGC listed journals

S.No	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC-Care list

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
 - First / Principal / Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a (i) Books authored as one of two authors / First / Principal / Corresponding Author / Joint Author

S. No	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country & year of publication)	ISBN	Whether refereed

* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First / Principal / Corresponding Author
 - Joint Author

a. (ii) Chapter in Edited Books

S. No	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city / country) & year of publication	ISBN	Whether refereed

* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First / Principal / Corresponding Author
 - Joint Author

a. (iii) Books Edited as one of two Editor / First / Principal / Corresponding Editor / Joint Editor

S. No	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city / country) & year of publication	ISBN	Whether refereed

* The Editorship is to be filled as follows :

- One of Two Authors
- For more than two Authors:

- First / Principal / Corresponding Author
- Joint Author

b. Translation works in Indian and Foreign languages by qualified faculties.

b. (i) Chapter or Research Paper

S.No	Title of the Paper / Chapter	Journal / Book Name	Year	Vol. No	Page No.	ISSN / ISBN	Impact Factor	Authorship*	Reference number of UGC – Care List

* Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

c. (ii) Book Translated

S.No	Title of the Book	Authorship*	Publisher (with city / country & year of Publication)	ISBN	Whether refereed

* Authorship is to be filled as follows

One of Two Authors

- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula

a) Development of Innovative Pedagogy

S.No	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG / PG / Other)	Weblink

b) Design of new Curricula and Courses

S.No	Name of the Curricula / Course	Subject	Organization for which it was developed	Year	Level (UG / PG / Other)	Weblink

c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No	Details of MOOC (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

c.3. Content writer /subject matter expert for each module of MOOCs (at least one quadrant)

S.No	Details of MOOC (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

c.4 Course Coordinator for MOOCs (4 credit course)

S.No	Details of MOOC (with no of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

d. Development of e-Content

d.1 Development of e-content in 4 quadrants for a complete course / e- book

S.No	Details of e-content (with no of quadrant)	Course / e- book	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

d.2 e-Content (developed in 4 quadrants) per module

S.No	Details of e-content (with no of quadrant)	Module	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

d.3 Contribution to development of e-content module in complete course / paper / e-book (at least one quadrant)

S.No	Details of e-content (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

d.4.Editor of e-content for complete course / paper / e-book

S.No	Details of e-content (with no of quadrant)	Course / Paper / e- book	Subject	Organization for which it was developed	Level (UG / PG / Other)	Weblink

3. a) Research Guidance

Level of Guidance	Registered	Thesis / Dissertation submitted	Degree awarded
Ph.D			
MPhil /P.G Dissertation			

b) Research Projects Completed

S.No	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Outcome of the project

* Kindly indicate, whether you are Sole PI / PI / Co-PI in the project

d) Research Projects ongoing

S.No	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Outcome of the project

e) Consultancy

S.No	Title	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring / Funding Agency	Whether routed through Parent University / College

5. a) Patents

S.No	Title*	Area / Subject	Date of Award	Level (International / National)	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned

b) Policy Document (submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or state government)

S.No	Title*	Area / Subject	Date of publication / submission	Level (International / National / State)	Reference Number	Sponsoring Agency

* Only policy document published / submitted to bodies / organization detailed above shall be considered.

c) Awards / Fellowship

S.No	Name of Award / Honor*	Area / Subject	Name of Awarding Body	Level (International / National / State)	Date

* Entries for awards made in this section should be from post graduation onwards only. Junior / Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures / Resource person/ paper presentation in Seminars/ Conference / full paper in conference proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference proceedings will be counted only once)

S.No	Title Lecture / paper	Invited lecture / Resource Person / paper Presented	Nature of Programme *	Details	Level **	Date of Presentation	Duration (in minutes)	Sponsoring Agency

* Seminar / FDP / Conference

** Level: International (Abroad) / National (within country) / State / University
(Please attach supporting documents wherever required)

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Overall Score in 360⁰ Feedback

S.No	Year	Overall Score	No of Scores	
			Good	Satisfactory

Research Scores (Section B.3)

Section C	Details of Research Activity	Academic / Research Score
1	Published Research Papers	
2	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
Subtotal of Publications (other than Research Papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.a	Development of Innovative Pedagogy	
3.b	Design of new Curricula and Courses	
3.c	Development of MOOCs	
3.c.i	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.d	Development of e-Content	
3.d.1	Development of e-Content in 4 quadrants for a complete course/e-book	
3.d.2	E-content (developed in 4 quadrants) per module	
3.d.3	Contribution to development of e-content	
3.d.4	Editor of e-content for complete course / paper /e-book	

Subtotal of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4.a.	Research Guidance	
4.b	Research Projects Completed	
4.c	Research Projects ongoing	
4.d	Consultancy	
Subtotal of Research related activities		
5.a	Patents	
5.b	Policy Document	
5.c	Awards/Fellowship	
Subtotal of Patents		
	I Invited lectures / paper presentation	
TOTAL ACADEMIC / RESARCH SCORE		

PART C: OTHER RELEVANT INFORMATION

a. Membership / Fellowship of Learned bodies / Societies:

b. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

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

d. Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

- | | |
|----|-----|
| 1. | 10. |
| 2. | 11. |

- | | |
|----|-----|
| 3. | 12. |
| 4. | 13. |
| 5. | 14. |
| 6. | 15. |
| 7. | 16. |
| 8. | 17. |
| 9. | 18. |

Part D- Declaration

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:
Place:

Signature & Designation of the Applicant

Certified that has been working as in this department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials / documents provided and enclosed herewith by the applicant.

Head of the Department