

## PAS INSTRUCTIONS

### PART - A

#### The significance of PAS

- ❖ PAS is a yardstick for Faculty and administrative members through whom the institution can conquer the broader objectives or its visionary targets.
- ❖ This method helps the management to know the accomplishments and contribution of a teacher or administrative member for the growth of the institution.
- ❖ Assessment on Performance scrutinizes the individual's development, achievements and his/her talents and skills in the previous year.
- ❖ Appraisal system monitors the entire performance of the Teachers and administrative members to prepare an analytical report of SWOC.

#### Guidelines

- ❖ The information furnished here should keep accuracy and clarity.
- ❖ Separate sheets can be used for additional descriptions if any.
- ❖ The faculty members shall go through the Assessment form thoroughly before filling the PAS.
- ❖ **Committee for PAS for Faculty members.**
  1. Evaluating Authority (EA) : Head of the Dept.
  2. Reviewing Authority (RA) : Head of the Institution.
- ❖ **Committee for PAS for Head of Depts.**
  1. Evaluating Authority (EA) : Head of the Institution.
  2. Reviewing Authority (RA) : The Director or the Competent Authority appointed on his behalf.
- ❖ The EA will validate all the details provided by the individual with the documents provided with the PAS. Hence, the preponderance of evidence should be presented along with this report.
- ❖ The Key indicators mentioned here are reckoned with the requirement of UGC in different Criteria of NAAC.

## PART - B

### COMPUTING INDEX FOR ACADEMIC PERFORMANCE

#### 1.1 For Results of the Students

Convert the Percentage Pass of the Students registered in the theory course into 5 Point scale grade as given below.

Range of PP, %	Grade	Grade Point
96-100	A	5
91-95	B	4
81-90	C	3
71-80	D	2
60 -70	E	1
59 and below	F	0

After computing the grade points for all theory courses compute the average grade point.

#### 1.2 For Students' Feed back

Enter the grade point (following the 5 point scale method) awarded by the students in the Student Feedback Report in each theory course taught and compute the average grade point.

#### 1.3 (A) For Effective Utilization of allotted Hours

For each theory course taught, compute the Percentage of theory periods taught.

$$\text{PTPT} = \frac{\text{No. of total periods taught in the course}}{\text{No. of total periods allotted to the course}} \times 100$$

Convert the PTPT into grade as given below

Range of PP %	Grade	Grade Point
100	A	5
96-99	B	4
86-95	C	3
81-85	D	2
80 and below	E	1

**(B)For Additional Hours**

Range of PP %	Grade	Grade Point
100	A	5
91-99	B	4
86-90	C	3
76-85	D	2
70-75	E	1

After computing the grade points for all theory courses taught compute the average grade point.

**Points for Research and Innovation, Leadership and Best Practices**

SL.No.	Description	Points
1.	<b>2.1 Research and Innovation and Best Practices (185)</b> Publication of a Book by International Publishers – Single Authour with ISBN.	15
2.	Publication of a Book by International Publishers – Joint Authour with ISBN.	10
3..	Publication of a Book by National Publishers with ISBN Sole Authour.	12
4.	Publication of a Book by National Publishers with ISBN Joint Authour.	10
5.	Publication of Laboratory Guidebook.	05
6.	Qualified Ph.D. Degree.	15
7.	Qualified SLET/NET.	10
8.	The Project of P.G Student whose thesis was published (for each P.G Student)	05
	Published an Article in a UGC CARE listed Journals/ Journals indexed in Scopus or Web of Science.	30
9.	Published an Article in a Peer reviewed Journals with ISSN.	20
10.	Published an Article in a Proceeding with ISBN.	10
11.	Presented a Paper in an International Seminar/ Workshop/Conference.	08
12.	Presented a Paper in an National Seminar/ Workshop/Conference.	05
13.	Participated in a Seminar/Workshop/ Conference.	02
14.	Organised a Seminar/Workshop/ Conference in the Campus. (for Convener)	15

15.	Organised a Seminar/Workshop/ Conference in the Campus. (for Members)	10
16.	Developed /implemented / attended a new Teaching Methodology using Web Based Learning.	03
17.	<b>Best Practice (55)</b> Put into practice of a plan for enhancing the quality of learning Process in the Dept. or in College/ Implemented a Project with expected outcome for making the campus green. ( For every activity)	25
18.	Received any Award from State/Central Government or any NGO approved by the Government endorsing the magnificent contribution of curriculum and other related activities.	30
	<b>Leadership and Administration (150)</b>  Teacher who participated in following activities related to curriculum development and assessment of the affiliating University or represented on the following bodies during the year for which the PAS is accounted.  <ul style="list-style-type: none"> <li>❖ Academic Council/BoS of Affiliating University</li> <li>❖ Setting of Question Papers for UG/PG Programmes.</li> <li>❖ Design and Development of Curriculum for Add on/Certificate/Diploma Courses for affiliating University.</li> <li>❖ Assessment Process of the Affiliating University.</li> </ul> <b>For Each</b>	25
19.	<b>Administrative Responsibilities</b> At the Institution Level: (Co ordinator/Convenor) <ul style="list-style-type: none"> <li>➤ Institutional Governance Responsibilities</li> <li>➤ Membership in Board of Studies and Academic Council etc.</li> <li>➤ Convener or Coordinator of a Committee For each activity in Institutional Level`</li> </ul>	20
20.	1.At Department Level: (Co ordinator/Convenor) <ul style="list-style-type: none"> <li>➤ Student Counsellor</li> <li>➤ Class Advisor</li> <li>➤ Lab In Charge</li> <li>➤ Co coordinator for R &amp; D activities</li> <li>➤ Other similar activities</li> </ul> For each person and activity	05

21.	2.At the Institution Level: ( For Member) <ul style="list-style-type: none"> <li>➤ Institutional Governance Responsibilities</li> <li>➤ Membership in Board of Studies and Academic Council etc.</li> <li>➤ Member or Advisor of any Committee For each activity in Institutional Level</li> </ul>	15
22.	3.At the National / State / International Level <ul style="list-style-type: none"> <li>➤Institutional Governance Responsibilities as Convener or Coordinator of a Committee For each activity</li> </ul>	30
23.	4.At the National / State / International Level: <ul style="list-style-type: none"> <li>➤ Institutional Governance Responsibilities as Member or Advisor of any Committee</li> <li>➤ Membership in Board of Studies and Academic Council etc. For each activity</li> </ul>	25
24.	Arranged for Industrial Visit/Extension Activities Per visit.	05
25.	Delivered an Invited Talk in other institution. (for each Programme)	10
26.	Delivered a Lecture in FIP and Students Participated Programme in other Institutions (for each Programme)	10
27.	Participated in FIP held in other Institutions.( for each Programme)	05

## 2.0 Computing Index for Research and other activities

Enter the points obtained for the contributions made in each one of the activities and compute the total points obtained. Then, convert the total points obtained into grade as given in the below table.

Total Points Obtained	Grade	Grade Point
50 and above	A	5
40-49	B	4
20-39	C	3
10-19	D	2
Upto 9	E	1

## PART - C

### FINDING THE WEIGHT FOR ALL PERFORMANCE INDEXES

#### 1.0 Academic Excellence

No.	Sub Components	PI	Weight
1.	Semester Results of the Students in Theory Classes	1.1	0.5
2.	Students Feedback for Theory Courses	1.2	0.3
3.	Effective Utilization of allotted periods for Theory Courses	1.3	0.2

$$I_{1.0} = (0.5*I_{1.1})+(0.3*I_{1.2})+(0.2*I_{1.3})$$

#### 2.0 Research and Innovation

No.	Sub Components	PI	Weight
1.	Contribution in Research and Publication	2.1	0.7
2.	Contribution in implementing best practices in Dept. and College	2.2	0.3

$$I_{2.0} = (0.7*I_{2.1})+(0.3*I_{2.2})$$

#### 3.0 Leadership and Management

No.	Sub Components	PI	Weight
1.	Details of Programmes engaged and participated for Self Improvement.	3.1	0.4
2.	Particulars of the Different Responsibilities and Positions hold in Dept and College.	3.2	0.6

$$I_{3.0} = (0.4*I_{3.1})+(0.6*I_{3.2})$$

### Weights for Academic Excellence

$$I_{1.0} = (0.5*1.1)+(0.3*1.2)+(0.2*1.3)$$

### Weights for Research and Innovation

$$I_{2.0} = (0.7*2.1)+(0.3*2.2)$$

### **Weights for Leadership and Management**

$$I_{3.0} = (0.4*3.1)+(0.6*3.2)$$

### **COMPUTATION OF FACULTY PERFORMANCE INDEXES**

The Faculty Performance Indexes (FPI) is computed using the performance indexes of the three components and their weights. The weights to be used for different category of teachers are given in the table.

#### **WEIGHTS FOR PERFORMANCE INDICES**

Activity	Performance Index	Weights		
		Asst. Professor	Assoc. Professor	Professor
Academic Excellence	I <sub>1.0</sub>	0.60	0.50	0.40
Research and Innovation and Best Practices	I <sub>2.0</sub>	0.20	0.25	0.30
Leadership and Management	I <sub>3.0</sub>	0.20	0.25	0.30
<b>Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

The FPI is computed using the following formula in which the weights corresponding to the designation of the teacher should be used.

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0})$$

**FPI =**