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Sarvajanik University

Standard Operating Process (SOP) for

Career Advancement Scheme

(Applicable to constituent institutes of SU)

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CAS scrutiny committee structure :

No.	Content	Details
1	**Tenure of a member**	As per the guidelines, individual membership for this cell shall be for a period of two years.
2	**Frequency of a meeting**	The IQAC-CAS scrutiny should meet at least once in a quarter
3	**Documentation**	Agenda, minutes and Action Taken Reports maintained electronically in a retrievable forma

Members:

No.	Particulars	Name of a member
1	Coordinator	IQAC Director/coordinator
2	Member	Dean academics, SU
3	Member	Dean of Respective faculty
4	VC nominee-1	Domain expert
5	VC nominee-2	Domain expert

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Process for Career Advancement Scheme (CAS) promotion :

Following step by step process may be followed.

Part: A Individual staff	
1	Applicant staff should collect the *applicable form*[a] from the respective institute's office in person / from intranet (if available). [a](Institutes should share applicable forms to all staff members)
2	Applicant should fill the form neatly as per prescribed details and must attach all requisite proofs, as found applicable /required.
3	**Check list :** Applicant should make sure that submitted application comprises following in order: (i) A request letter (addressed to respective institute principal) with date (ii)Eligibility criteria compliance sheet as per *sample format*[b] as per mandatory body's requirements (if available). [b]It will be made available through department/ institute office. (iii) Application form[a] as per (1) (iv) All requisite proofs in order of appearance in the form. (v) Attachment of the summary document for applicable research publication. This print should be from university's ERP page. Paper publications should have Journal name with ISSN number, Volume number, issue no, and article name and DOI. Additionally the front page of paper must be attached as a proof. (vi) Relevant proof of indexation of publication Journal (may be SCI, ESCI, SCIE, WoS, Scopus, Springer, UGC care etc.) in which paper is published, must be attached
4	Applicant should submit the completed form with requisite details to the respective *Department office* (Part B).

Part: B Department office (department /section head)
Note: Institutes where department wise structure is not separate, part B can be merged with Part C. Department office's role in the process comes in two iterations (at separate instances) while processing CAS applications, as detailed below.

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Iteration: 01	
5	In this iteration, Department/section head has to verify marks awarded at all points. If needed, marks can be corrected (with due remarks/justification). The Reasons for correction of marks awarded (if any) may be conveyed to the applicant, as a feedback, if deemed fit.
6	Department/section head should forward application (request letter + application form) with endorsement and recommendation of the department with **outward number** to institute's establishment section /principal.
(After completion of iteration 01, application with all documents needs to be forwarded to Institute Office –Pt.#07)	
Iteration: 02 (to be taken after step no. 8)	
	Application Confidential Report (ACR)[c] must be filed by pen and paper by HOD or Competent authority with signature. Average evaluation at the scale of 10 must be concluded, for evaluation period, and signed and sent back to the Institute Office. Application Confidential Report (ACR)[c] will be provided.
Part: C Institute Office (establishment department /Principal Office)	
7	Institute Office should verify eligibility (from service book records) of applicant and requisite details must be prepared / filled for institute's official records and if found eligible, application should go ahead for the next step.
8	Institute Office should prepare a summary sheet with date of application received and send back the application to Department office (iteration:02) for following : (i) ACR report and (ii) Filling requisite details (as per point no: E) in 360 degree form
9	After receiving ACR, institute office will direct the application to the *Institute level IQAC committee*.

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Part: D Institute level IQAC committee	
9	Institute level IQAC should meet at least once in each quarter of a given academic year, should scrutinize application, put remarks of eligibility in the *Institute level scrutiny report* (empty report format to be given by Institute Office) and forward the application to the University IQAC committee.
Part: E SU IQAC committee	
10	SU IQAC should meet at least once in each quarter of a given academic year. Based on application received IQAC should appoint sub-committee comprising of IQAC member plus mandatory body expert for verification of applications received and submit *University level scrutiny report* to the IQAC office or Registrar, SU office in the specified format (empty format will be provided by university IQAC office). **IQAC scrutiny sub-committee** 1. IQAC -Director 2. Dean- respective faculty 3. Dean- Academics, SU 4. VC Nominee –1 5. VC Nominee –2
11	University IQAC office will put the verified application after step 10 to IQAC scheduled meeting and pass the conclusions to respective institutes for further process. Following may be the conclusions of SU level IQAC scrutiny sub-committee: • Not found eligible • Found eligible and recommended for the further process. • Found eligible but papers missing and hence resubmission is required. This will be considered only in the next quarter.

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Sarvajanik Education Society

Sarvajanik University

A constituent institute under Sarvajanik University

ANNUAL SELF-APPRAISAL FORM FOR FACULTY

(A.Y: 20 -20)

(The details are required from 1st July 20 to 30th June 20)

Name of the Department :

Name of the Faculty :

Name of Institute :

Present Designation :

D.O.B & Age :

Date of Joining :

PART A: UPGRADATION IN EDUCATIONAL QUALIFICATIONS

A.1 Educational Qualifications (Max. of 50 points):

(Masters Degree: 20 Points, Ph.D. pursuing: 25 Points, Ph.D. completed: 50 points)

Degree	Branch/ Specialization	College	University	Year of completion	%	Score obtained	Score By HOD
UG							
PG							
Ph.D.							

A.2 Experience Details (Max. of 50 points) (Chronological Order only):

(5 points per year)

S.No.	Position held	Institution/ Industry	Period		Exp. in Years	Score	Score obtained	Score by HOD
			From	To				
1								
2								
3								
4								
5								
6								
7								

PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

B.1 360 Degree Feedback as per AICTE guidelines (Converted on the scale of 200)

B.2 Teaching and Other Contribution to Academia (75 Marks)

(As per the opinion and recommendation of HOD & NOT DIRECTLY REFLECTED IN 360 Degree Feedback)

Item		Self-Assessment on scale of 5	Score by HOD after verification
i.	Availability to students during working hours		
ii.	Punctuality to classes		
iii.	Regularity in taking classes as per time table		
iv.	Maintenance of students attendance register and course files*		
v.	Regularity in giving home assignments*		
vi.	Availability for examination work including invigilation/valuation		
vii.	Participation in curriculum/ Syllabus development*		
viii.	Grooming & Mentoring of students *		
ix.	Preparation of course hand outs*		
x.	Content delivery and nature of communication		
xi.	Remedial classes/Bridge courses *		
xii.	Extra coaching (GATE/GRE etc.) *		
xiii	Developing subject video/material for better understanding and dissemination of it*		
xiv	New Experiments Designed for Lab/Content Delivered beyond Syllabus		
xv	Innovation in use of pedagogical tools		

*Records to be maintained

B.3 Awards/Honors/Fellowships Received/Memberships in Professional Societies/ Bodies etc. (The necessary proofs to be enclosed) **(Max. 75 Marks)** (50 marks for International Award, 25 Marks for National Award, 15 Marks for State Level, 15 marks for Membership of Professional bodies)

Item	Details	Score self-assessment	Score by HOD
Awards/Honours Received			
Memberships in Professional Societies/ Bodies			

B.4 Online Certification Courses (NPTEL etc.) (Max. 50 Marks)

(Necessary proofs to be enclosed)

(Toppers/Elite+Gold: 50 points, Elite: 40 points, Successfully completed: 30)

Course Title	Duration	Awarding Institution	Grade	Score obtained	Score by HOD

PART-C: RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (400 Points)

C.1 Research Guidance (Max. 50 points)

(Necessary proofs to be enclosed)

(Guiding of one B.Tech. project batch: 10 points, M.Tech. project: 20 points, Ongoing Ph.D: 25 points, Ph.D. thesis submitted: 40 points, Ph.D awarded: 50 points)

*APEC- annual performance Evaluation Committee / Institute level IQAC

Category	Number	Score	Score obtained	Score as per APEC*

C.2 Ongoing Sponsored Research Projects (Max. 50 points)

(Sanctioned letter to be enclosed)

(Sanctioned amount ≥ 50 Lakhs: 40 points, 20 to <50 Lakhs: 40 points, 5 to <20 Lakhs: 35 points, 10 to <15 Lakhs: 25 points, 5 to <10Lakhs: 15 points, < 5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC

C.3 Consultancy (Max. 50 points)

(Necessary proofs to be enclosed)

(Sanctioned amount ≥ 5 Lakhs: 50 points, 4 to <5 Lakhs: 40 points, 3 to <4 Lakhs: 35 points, 2 to <3 Lakhs: 25 points, 1 to <2Lakhs: 15 points, < 0.5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC

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C.4 Research Publications (Max: 50 points)

(Front page of publication to be enclosed)

(SCI journal: 50 points, SCOPUS: 30 points, UGC listed: 15 points)

Category	Title of the Publication	Score	Score obtained	Score as per APEC

C.5 Patents Published/Awarded (Max: 50 points)

(Necessary proofs to be enclosed)

(Patent awarded: 50 points, Patent published: 25 points)

Title of the patent	File Number	Score	Score obtained	Score as per APEC

C.6 Books/Chapters Published (Max: 25 points)

(First page of the book/chapter to be enclosed)

(Book: 25 points, Chapter: 15 points)

Title of the book/chapter	Authors	Publisher	Score	Score obtained	Score as per APEC

C.7 Member/Reviewer in Editorial Boards of Referred Journals (Max: 25 points)

(Reviewer for SCI journal: 10 points, Other journals/ member of various committees in conferences etc.: 5 points)

Name of the journal/conference	Publisher/Committee	Score	Score obtained	Score as per APEC

C.8 FDPs/Training Activities/ STTPs/Workshops Attended (Max: 50 points)

(Necessary proofs to be enclosed)

(For **IITs/NITs/Universities**: 1 day: 5 points, 2 to 5 days: 25 points, >5 days: 50 points)

Title of the programme	Duration	Organized by	Score	Score obtained	Score as per APEC

C.9 Papers Presented in Conference (Max: 25 points)

(Necessary proofs to be enclosed)

(International conference, other country: 25 points, in India: 15 points,National conference: 10 points)

Title of the Paper	Name of the Conference and dates	Organized by	Invited/Oral/ poster	Score	Score obtained	Score as per APEC

C.10 FDPs/Training Activities/ STTPs/Workshops Conducted as Convener/Coordinator etc. (Max: 25 points)

(Necessary proofs to be enclosed)

(Govt. sponsored programme: 25 points, Self-sustained programme: 20 points)

Title of the programme	Duration	Acted as	Score	Score obtained	Score as per APEC

PART-D: OTHER OUTREACH ACTIVITIES (Max. marks 100 Points)

Category of Administrative Work		Max. points	Mention the Activity and the impact	Score self-assessment	Score by HOD
D.1	Collaborative Activities with Industries/Professional Chapters (Not counted earlier): Resulted in internship/joint research/MoUs or some significant contribution	20			
D.2	Collaborative Activities with Academic Institutes (Not counted earlier): Resulted in academic internship/joint research/MoUs or some significant contribution	20			
D.3	Research Proposal submitted to external agencies for grants (through the department) after due verification at the department level (8 marks<3L; 15 marks>3L)	15			
D.4	Grants received from external agencies (20 marks<3L; 30 marks till 5L, 45 marks > 5L)	45			
D.5	Acted as resource person to NIT/IITs/university (BOS/Expert lecture/FDPs etc.)	20			

APPRAISAL AND 360° FEEDBACK FORM

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

Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Point 20) Note: 10 Credit point for each semester

Sem	Subject Code	Subject Name	No. of Scheduled Classes	No. of classes conducted	Points earned	Supporting Document Index No.	HOD's comment/ verification
Average Points Scored Out of 20 points							

B. Students' feedback (Max Point 20) Note: 10 Credit point for each sem. & min.70% students data

Semester	SubjectCode	Subject Name	Average Student feedback on the scale of 20	Points earned	Supporting Document Index No.	HOD's comment/ verification
Average Points Scored Out of 20 points						

C. Departmental Activities (Max credit 20/10)* Note: 10 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Supporting Document Index No	Effectiveness in execution on scale of 10 by HOD
Total Points Scored					

SU SARVAJANIK UNIVERSITY

Policy for Career Advancement Scheme Part A : Annual Self Appraisal form

*20 for Assistant Professor & 10 For Associate Professors & Professors

D. Institute Activities (Max Credit 10/20)** Note: 5 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Supporting Document Index No	Effectiveness in execution on scale of 10 by HOD/Principal
Total Points Scored					

**10 for Assistant Professor & 20 For Associate Professors & Professors*

E. ACR maintained at institute level (Max Credits 20) Result (Max 10 Credit Point)

Result

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

Result Summary

Sem	Subject Code	Subject Name	Students Registered	Students Passed	Result %	HOD's remarks
Average Weightage out of 10 Points						

Research (Max 10 Credit Point)

Research Publication Summary (Weightage period: 1 July to 30 June of every academic year)

Category	SCI	SCI-Extended	Scopus	Scopus Indexed / WOS	Other
Marks (per unit)	4	3	2	1.5	1
No. of Papers					
Total marks earned					
Average Weightage out of 10 Points					

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Supporting Document Index No	Effectiveness in execution on scale of 10 by HOD

Summary

Summary	Academic Year
A. Teaching Process (Max Points 20)	
B. Students' feedback (Max Points 20)	
C. Departmental Activities (Max Points 20/10)	
D. Institute Activities (Max Points 10/20)	
E. ACR (Max Points 20)	
F. Contribution to Society (Max Points 10)	
Total (Max Points 100)	
Total on 10 Point scale	
Total on 200 Point scale	

Date : ..... **Signature of Faculty Member**

Calculation of Credit Points for 360 degree feedback

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

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. The 360 Degree Score shall be determined on the basis of following parameters.'

a. Teaching - Process (Maximum Points 20)

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

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.

*c. Departmental Activities (Maximum Points 20/10)**

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, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

*d. Institute Activity (Maximum Points 10/20)***

This section summaries all the responsibilities assigned by Head of the institute 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, EstateOfficer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 20)

ACR maintained at institute level shall have 20 points based on grading of academic result and research publication contribution during academic/assessment year.

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.

The grand total of points for shall be converted to a 10 points scale for AICTE and on scale

Policy for Career Advancement Scheme
for 200 for overall Performance Appraisal.

Part A : Annual Self Appraisal form

Observations, Recommendation and Suggestions of Head of Department

Name	
Designation	
Department	
Academic Year	
Appraisal Score	

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

.....
.....

.....
.....

.....
.....

Recommendations/Remedial Measures suggested:

.....
.....

.....
.....

.....
.....

Date : ..... **Signature of Head of Department**

Policy for Career Advancement Scheme

Part A : Annual Self Appraisal form

Summary of Self-Appraisal Score(A.Y: 20 -20)

Name of the Faculty :

Department:

Designation :

Category			Max. Score	Score obtained	Score as per APE
Part-A	**Educational Qualifications and Experience Details**				
	A.1	Educational Qualifications	50		
	A.2	Experience Details	50		
		Total Score (Part-A)	**100**		
Part-B	**Teaching, Learning and Evaluation Related Activities**				
	B.1	360degree Feedback as per AICTE guidelines	200		
	B.2	Teaching and Other Contribution to Academia	75		
	B.3	Awards/Honours/Memberships in Professional Societies/Bodies etc	75		
	B.4	Online Certification Courses (NPTEL etc.)	50		
		Total Score (Part-B)	**400**		
Part-C	**Research, Development and Extension Activities**				
	C.1	Research Guidance	50		
	C.2	Ongoing Sponsored Research Projects	50		
	C.3	Consultancy	50		
	C.4	Research Publications	50		
	C.5	Patents Published/Awarded	50		
	C.6	Books/Chapters Published	25		
	C.7	Member/Reviewer in Editorial Boards of Referred Journals	25		
	C.8	FDPs/Training Activities/ STTPs/Workshops Attended	50		
	C.9	Papers Presented in Conference	25		
	C.10	FDPs/Training Activities/ STTPs/Workshops Conducted as a Convener/Co-ordinator etc.	25		
		Total Score (Part-C)	**400**		
Part-D	**Outreach Activities**		**100**		
		Total Score (Part-A + Part-B + Part-C + Part-D)	**1000**		

Signature of Faculty

Signature of HoD

Signatures of Institute level IQAC /APEC Members

Signature of Principal

1. 5.

2. 6.

3. 7.

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Declaration form for Eligibility

(As per AICTE Guidelines)

Assistant Professor Stage 1 (AGP 6,000) Academic Level – 10 (entry level)	→ **to** →	**Assistant Professor Stage 2 (AGP 7,000) Academic Level - 11 (Senior Scale)**

NAME _____

INSTITUTE NAME: _____ **DEPT.** _____

Sr. No.	Eligibility Requirements	Fulfilled (Yes/No)
1	Degree qualification prescribed for the requested position	
2(a)	Number of weeks of industrial / professional training	
2(a)	Number of weeks of FDP / STTP attended	
3	Experience in years (for the requested promotion) –set of requirement (tick the applicable)	

SetNo	To have acquired in the cadre of Assistant Professor		
	Experience (Years)	**Research publication in SCI /UGC/AICTE approved list of journals**	**Avg. 360 degree feedback score (out of 10)**
1	**4**	**2**	8 to 10
2	**5**	**1**	8 to 10
3	**5**	**2**	5 to < 8

Name and Sign of Applicant:

Office Use only: (To be filled by Principal/ Institute IQAC convener)

4. Final recommendation with remarks if any:	
5. Recommended date of promotion	
6. Name and Signature of Principal/ Institute IQAC convener	

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R. K. Desai Marg, TIFAC-CORE Building,
Dr. R. K. Desai Marg, Athwalines,
Surat-395001, Gujarat, India.

HOD/Section Head Recommendation for Elevation To Higher AGP

CONFIDENTIAL

Name of the Faculty Member: _____

Department / Designation : _____

Name of Institute: _____

PART – A

Sr. No.	QUALITY	Evaluation on scale of 0 to 10 (10 being the best)
(1)	Regularity	
(2)	Sincerity	
(3)	Classroom Control	
(4)	Inclination to innovative academics	
(5)	Research initiatives	
(6)	Contribution in Lab Development and other Technical activities	
(7)	General contribution in the departmental activities	

PART – B

Has the candidate fulfilled all the criteria as per AICTE/UGC/BCI/COA for elevation of Higher AGP.	YES / NO

	Recommended	Not Recommended
As per the points obtained in Part-A and fulfillment of AICTE/UGC/BCI/COA requirement as mentioned in Part – B candidate is recommended or not.	(Sign)	(Sign)

Further remarks by HOD/Section Head if any :-

Name of HOD/Section Head :_____

Signature :_____

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Career Advancement Scrutiny Committee Report

Eligibility Criteria Compliance Sheet- as per AICTE Guidelines

Assistant Professor Stage 1 (AGP 6,000) Academic Level – 10 (entry level)	→ to →	Assistant Professor Stage 2 (AGP 7,000) Academic Level - 11 (Senior Scale)

NAME:

INSTITUTE NAME: **DEPT.**

Sr. No.	Eligibility Requirements	Fulfilled (Yes/No)
1	Degree qualification prescribed for the requested position	
2(a)	Number of weeks of industrial / professional training	
2(a)	Number of weeks of FDP / STTP attended	
3	Experience in years (for the requested promotion) –set of requirement (tick the applicable)	

Set No	To have acquired in the cadre of Assistant Professor		
	Experience (Years)	Research publication in SCI/UGC/AICTE approved list of journals	Avg. 360 degree feedback score (Out of 10)
1	4	2	8 to 10
2	5	1	8 to 10
3	5	2	5 to < 8

Sarvajanik University's CAS scrutiny committee meeting is held today i.e. _____ as per Sarvajanik University's letter number _____ dated _____ in which, _____'s teaching faculty member _____ application for the CAS promotion is presented for scrutiny verification.

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The Sarvajanik University's CAS scrutiny committee has verified and evaluated relevant documents as submitted by the institute. As per ALL INDIA COUNCIL FOR TECHNICAL EDUCATION's NOTIFICATION dated 1st March, 2019 for -AICTE Degree Pay Scales Qualifications and Promotions, following conclusions are drawn based on the scrutiny.

4. Final recommendation/remarks (by SU-CAS scrutiny committee)	
5. Recommended date of promotion	

Sr. No.	Committee member's name (Present for the meeting)	Designation in committee	Sign
1			
2			
3			
4			
5			