



BMS Institute of Technology and Management
Yelahanka, Doddaballapura Main Road, Avalahalli, Bengaluru - 560064

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**Instructions for filling the Performance Based Appraisal System (PBAS)
Application for the Academic Year - 2020-21**

Performance Based Appraisal System (PBAS) is always of imperative concern of any organization/institution while managing its human resources. Although, higher educational institutions depend upon both teaching and non-teaching staff working in it, yet major responsibility comes upon teachers who are the source of student's knowledge, learning and development. This need of teachers' performance management compels the institutions to have systematic performance appraisal system, in order to administer, evaluate and enhance teacher's performance. In line with this, BMSIT&M has been having a reliable and effective PBAS for the past five years. Given the need for improving the Academic and Research performance of the institution the PBAS for academic year 2020-21 has been revised as follows.

The Performance Based Appraisal Systems (PBAS) for the academic year 2020-21 is 1st Sep 2020 to 30th Aug 2021. The PBAS 2020-21 has the following sections.

Section	
1	Prerequisites
2	Personal Information
3	Results/Feedback
4	Research/ Consultancy/Executive Development Programme (EDP)
5	Contribution to the development of the department (Assessment & Evaluation by HoD)
6	Contribution towards Institutional development (Assessment & Evaluation by Principal)

**SECTION – 1
PREREQUISITES**

The faculty members who comply with the following prerequisites are eligible to submit the PBAS application on the web portal of BMSIT&M (<https://projects.bmsit.ac.in/>)

- 1.1 **Faculty Industry Internship:** A faculty member shall undergo internship programme in a business enterprise or company for a period of 10 days during the academic year. The internship report and the internship completion certificate shall be uploaded in the online portal.
- 1.2 **Journal Publication:** Associate Professors and Professors (including HoDs, Deans and Vice Principal) shall publish at least one research publication in an unpaid SCOPUS/ SCI/T&R/WOS indexed journal during the assessment year. However, Assistant Professors are required to publish at least one Paid / Unpaid SCOPUS /SCI/T&R/ WOS indexed research journal paper.
- 1.3 **Faculty Development Programme (FDP):** A faculty member shall attend at least one Faculty Development Programme (FDP) during the academic year at IITs/NITs/IIITs/IISc/Institutes accredited/ranked by NAAC/NBA/NIRF other than BMSIT. The HoD shall ensure that the topic of FDP is well related to the specialization of the faculty member.

**SECTION – 2
PERSONAL INFORMATION**

- 2.1 Faculty members to fill the personal information.

**SECTION – 3
RESULTS and FEEDBACK**

- 3.1 The details of Semester-end examination Results and student Feedback of all the courses (Theory, Laboratory and Project) which the faculty member was handling during the assessment year for various classes/sections shall be provided by the faculty member and the same will be evaluated as follows:

Sl. No.	Designation	Results Marks	Feedback Marks	Total Marks
1	Dean/VP	5	5	10
2	HoD	10	10	20
3	Professor	10	10	20
4	Assoc. Professor	20	10	30
5	Asst. Professor	30	10	40

Note: Table below shows the minimum percentage of passes acceptable at BMSIT&M

Course	Percentage of Passes
I Year	80 %
II Year	80 %
III Year	85 %
IV Year	90 %

	Results (% of passes in the University Examinations) better than those indicated in the above table are greatly appreciated. A better percentage of pass in individual courses will help in improving percentage of students passing without backlogs, percentage of eligible students and placement ratio in a program of study.				
SECTION - 4 RESEARCH/CONSULTANCY/Executive Development Program (EDP)					
4.1	Resource Person: Delivered at least one invited talk or Keynote address/ Participated as a panelist in a panel discussion in an institution accredited by NBA/NAAC (other than BMSIT&M): 5 Marks			Maximum 5 Marks	
4.2	Online Course: Completed an Online Course with a minimum of 25 hours in SWAYAM / NPTEL/ UDEMY / EDX / COURSERA / Others with a qualifying certificate: 5 Marks			Maximum 5 Marks	
4.3	Research Publications:				
		Sole Authored	First author	Second author	Maximum 15 Marks
	Publication in a Journal Indexed by SCOPUS/WOS/SCI/T&R	8 M /Publication	5M / Publication	3M / Publication	
	Conference Proceedings, Indexed by SCOPUS/WOS/SCI/T&R	5M /Publication	3M / Publication	2M / Publication	Maximum 5 Marks
	NOTE: Third author and above Zero Marks (No credits)				
4.4	Book/ Chapter/ Popular article: Authored at least a Book / Book chapter / Publication in popular print news media during the assessment year: 5 Marks each.			Maximum 5 Marks	
4.5	PhDs. Awarded: No. of PhDs awarded under your guidance: 5 Marks /Candidate awarded			Maximum 5 Marks	
4.6	Patents No. of Patents filed /awarded: 5 Marks for each inventor (First three Inventors only)			Maximum 5 Marks	
4.7	KSCST Sponsored Project: Details of KSCST sponsored project: 5 Marks / Project			Maximum 5 Marks	
4.8	Sponsored Research Projects: (Applicable for principal investigator only) :				
	Research project grant: Amount credited to BMSIT in the assessment year: Less than Rs. 5.00 Lakh	10 Marks	Maximum 15 Marks		
	Research Project Grant: Amount credited to BMSIT in the assessment year: Greater than or equal to Rs. 5.00 Lakh	15 Marks			
4.9	Consultancy/Executive Development Programme (EDP):				
	Revenue generated under Consultancy/ EDP in the assessment year	Up to Rs. 2.00 Lakh	05 Marks	Maximum 10 Marks	
		Rs. 2.00 Lakh and above	10 Marks		



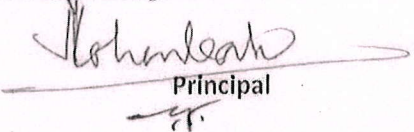
SECTION – 5 CONTRIBUTION TO THE DEPARTMENT			
5.1	Contribution to developmental activities of the Department: 5 marks	Minimum Marks:10 Maximum Marks: 15	
5.2	Attitude/Behavior/Discipline/Punctuality: 5 marks		
5.3	Examination/Test duties, Question paper preparation, Evaluation, Preparation of Course material and dedication in conducting Theory and Laboratory classes : 5 marks		
SECTION – 6 CONTRIBUTION TO THE INSTITUTIONAL DEVELOPMENT			
	Designation	Maximum Marks	Minimum Marks
A	Dean and Vice Principal	55	37
B	HoD	45	30
C	Professor	30	10
D	Associate Professor	20	5
E	Assistant Professor	10	5

Note:

1. Associate Professor holding HoDs responsibility shall be considered under HoDs category for evaluation
2. The minimum marks to be scored for sanctioning the annual increment is 65 out of 140
3. Minimum Marks to be secured by faculty members in various sections as follows

Sl. No.	Section	Assistant Professor	Associate Professor	Professor	HoD	Dean/VP
1	Section - 3 Results and Feedback	30/40	25/30	15/20	15/20	8/10
2	Section – 4 Research/ Consultancy/ EDP	20/75	25/75	30/75	20/75	20/75
3	Section – 5 Contributions to the dept.	10/15	10/15	10/15	--	--
4	Section – 6 Contribution to the Institution	05/10	05/20	10/30	30/45	37/55
	Total	65/140	65/140	65/140	65/140	65/140

4. The performance of the faculty members shall be evaluated by the respective HODs up to the Section - 5 and the head of the institution shall evaluate the Section – 6 and review the application for sanctioning their annual increment.
5. The faculty members are informed to update the Faculty Information Management System (FIMS) portal every month as the data may be drawn from the FIMS for evaluation PBAS application
6. Publications considered for the PBAS 2019-20 shall not be shown for the PBAS 2020-21 regardless of the grace period given for PBAS 2019-20.


 Principal