



BMS Institute of Technology and Management

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Ref: BMSIT&M/Off/21-22/

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Performance Based Appraisal System (PBAS) - 2023

Preamble: Performance Based Appraisal System (PBAS) is an important dimension in any organization while managing its human resources. Although, a higher educational institution depends upon its teaching as well as technical staff, major responsibility comes upon teachers who are the source of students' knowledge, learning and development. Hence, to administer, evaluate and enhance teachers' performance we need a robust and systematic teachers' performance appraisal system. In line with this, BMSIT&M&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 and creating opportunity for every teacher to get into the main-stream of progress, the following PBAS is being implemented from 1st July 2023. All applications for annual increment that fall due from 1 July 2023 would be assessed as per this PBAS-2023. The assessment period for a faculty member is the 12 months previous to the date on which his/her increment is due. For instance, the assessment period for an increment due on 1 July 2023 will be from 1 July 2022 to 30 June 2023.

Instructions for filing application under Performance Based Appraisal System (PBAS): The application form to be filled-in has the following sections.

Section	Description
1.0	Section - 1
	Prerequisites
2.0	Section - 2
	Personal Information
3.0	Section - 3
	Results and Feedback
4.0	Section - 4
4.1	Research Publications/ Sponsored Projects / Consultancy / Patents Published / EDP / Certificate programs / Skill Development Programs/Product development / Books
4.2	Resource person/ Online course / Student project/Book chapter/ Journal publication/ Patents Filed/ Open course
5.0	Section - 5
	Contribution to the development of the department (Assessment & Evaluation by the HoD)
6.0	Section - 6
	Contribution towards Institutional development (Assessment & Evaluation by Principal)

SCETION – 1
PREREQUISITES

The following are the prerequisites for a faculty member to file his/her application under PBAS.

- 1.1 **Faculty Industry Internship:** The faculty member shall have completed industry internship in a business enterprise for a minimum period of 10 days during the 12 months previous to the date on which the increment is due. The internship report and the internship completion certificate shall be uploaded in the online portal.
- 1.2 **Faculty Development Program (FDP):** The faculty member shall have attended at least one FDP during the 12 months previous to the date on which the increment is due at IITs/NITs/IIITs/IISc/Institutes accredited by NAAC/programs accredited by NBA, or NIRF ranked institutes other than BMSIT&M. The faculty member and the HoD shall ensure that the topic of FDP is as per the training need analysis submitted by the department.

SCETION – 2
PERSONAL INFORMATION

- 2.1 Faculty members shall fill all the personal information as required in the portal.

SECTION – 3
RESULTS and FEEDBACK

- 3.1 **The Details of Semester-end examination:** 'Students' feedback' and the 'SEE results' in all the courses (Theory, Laboratory, Project, etc.) handled by the faculty member during the assessment period shall be provided by the faculty member, and the same will be evaluated as follows:

Sl. No.	Designation	Max. marks for Results	Min. marks for Results	Max. marks for feedback	Min. marks for feedback
1	Dean/VP	10	08	10	07
2	HoD	10	08	10	07
3	Professor	15	11	15	11
4	Assoc. Professor	15	11	15	11
5	Asst. Professor	20	15	20	15

SECTION - 4		Max Marks
4.1: Research Publications/ Sponsored Projects / Consultancy / Patents / EDP / Certificate programs / Skill Development Programs/Product development / Books		
(a)	Research Publications:	05
	Publication in a Q1/Q2 journal: Sole/First/Second/Third author Publication in a Q3/Q4 journal: Sole/First/Second author	
(b)	Sponsored Projects:	05
	Grant for sponsored research project: If the sponsored research project grant amount credited to BMSIT&M is at least Rs.2 Lakh per investigator.	
(c)	Consultancy:	05
	Revenue from Consultancy: If the surplus credited to BMSIT&M from Consultancy work is at least Rs 20,000 per consultant.	

(d)	Executive Development Program (EDP):	05
	Revenue from EDP: If the surplus credited to BMSIT&M from EDP assignment is at least Rs. 20,000 per resource person/ trainer.	
(e)	Patents (IPR): Granted / Published / Industrial design Registered:	05
	BMSIT&M shall be the applicant. First two BMSIT&M inventors (among the first 3 inventors) of the patent published/ granted are eligible for marks. No marks for just filing IPR.	
(f)	Certificate programs:	05
	If the surplus credited to BMSIT&M from Certificate programs (conducted for External participants only) is at least Rs. 20,000 per coordinator.	
(g)	Skill Development Program:	05
	If the surplus credited to BMSIT&M from Skill development program (conducted for internal and/or external students) is at least Rs. 20,000 per coordinator.	
(h)	Product development and commercialization	05
	If the surplus credited to BMSIT&M from commercialization of products developed by the teacher is at least Rs. 20,000 per innovator.	
(i)	Author of a Book:	05
	Authored a book published by an international publisher (first and Second authors only)	
	4.2: Resource person/ Online course / Student project/Book chapter/ Journal publication/ Patents Filed/ Open course	Max. Marks
(a)	Resource Person / Conference Chaired:	05
	Delivered at least one invited talk/keynote address or Participated as a panelist in a panel discussion (Host institution/program shall be accredited by NAAC/NBA – Other than BMSIT&M&M)	
(b)	Online Course:	05
	Completed an Online Course with a minimum of 25 hours in SWAYAM / NPTEL/ UDEMY / EDX / COURSERA with a qualifying certificate	
(c)	KSCST/Industry/Government Supported (financial) Student Project:	05
	Guided a sponsored student project (Only for the main project guide).	
(d)	Book Chapter/ Newspaper article:	05
	Authored (first author only) a Chapter in a Book/a newspaper article (print version)	
(e)	Journal / Conference Publications:	05
	Scopus / WoS Indexed journal/Conference papers: First author only Note: Corresponding proceedings shall figure in the Scopus/WoS (Core Collection) journal repository on the day of PBAS evaluation.	
(f)	Patent filed: Year of Filing:	05
	BMSIT&M shall be the applicant. Each of the first two BMSIT&M inventors (out of first three inventors) will get marks (Patent filing charges: 50% institute and 50% Inventor)	
(g)	Open course coordination:	05
	Surplus credited to BMSIT&M is at least Rs.5,000 per coordinator	
SECTION – 5		
CONTRIBUTION TO THE DEPARTMENT		
5.1	Contribution to developmental activities in the Department: 5 Marks	Max.:

5.2	Quality of course material prepared, passion in conducting classes, and sincerity in examination/test work: 5 Marks	20 marks	
5.3	Attitude/ behaviour/team spirit towards dept's development work: 5 marks		
5.4	Significant activities conducted under MoU/Professional Clubs: 5 Marks		
SECTION – 6 CONTRIBUTION TO THE INSTITUTIONAL DEVELOPMENT			
Proactive initiatives, Commitment to the progress and Significance of the Outcome			
List of proactive initiatives (institute level only): 1) 2) 3), etc.			
	Designation	Maximum Marks	Minimum Marks
A	Dean and Vice Principal	50	35
B	HoD	50	35
C	Professor	20	13
D	Associate Professor	20	13
E	Assistant Professor	10	05

Note:

1. Asso. Professor holding HoD's responsibility shall be considered under HoD category for evaluation.
2. Minimum Marks to be secured by faculty members in various sections are as follows:

Sl. No.	Section	Assistant Professor	Associate Professor	Professor	HoD	Dean/VP
1.	Section - 3 Results and Feedback	30/40	22/30	22/30	15/20	15/20
2.	Section - 4 4.1 Research Publication etc.,	05/45	05/45	05/45	05/45	05/45
	4.2 Conference attended etc.,	05/35	05/35	05/35	05/35	05/35
3.	Section – 5 (HOD's evaluation) Contributions to the dept.	15/20	15/20	15/20	-	-
4.	Section – 6 (Principal's Evaluation) Contribution to the Institution	05/10	13/20	13/20	35/50	35/50
	Min. total marks to be secured	60/150	60/150	60/150	60/150	60/150

3. The performance of the faculty members shall be evaluated by the respective HoDs up to the Section - 5 and the head of the institution will evaluate the Section – 6 and consider the application for sanctioning the annual increment.
4. The faculty members are informed to update their achievements/information in the ERP portal by 20th of every month as the data for the evaluation of PBAS applications will be drawn from the ERP portal.



Principal