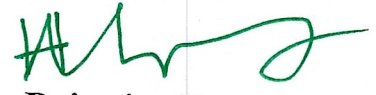Ref: BMSIT&M/2025-2026/ESTB/ 522   Date: 11-06-2025
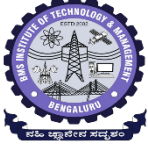
CIRCULAR

Kind attention of Teaching Staff Members:

The Teaching staff members whose annual increments are due for the period between July 1, 2025, and December 31, 2025, are hereby informed to submit their applications as per the proforma attached, along with all relevant documents. The Annual Increment applications, duly verified with the recommendation of the Head of Department (HoD), may be forwarded to the office of the Vice Principal on or before July 10, 2025. Furthermore, Faculty Members promoted under CAS 24-25 shall be eligible for an annual increment after completing a year of service in the Elevated Position.

Principal

Copy to:

1. All Faculty Members
2. Office
3. Accounts

Information by Teaching Staff for Annual Increment for the year_____

Faculty Name: **Department:**

Sl. No.	Category	Details			Supporting Documents Enclosed (Y/N)
1	Students' Feedback (Average of all courses Handled) – Score 20 Above 95 - 20 90 - 94.99 - 18 85 - 89.99 - 16 80 - 84.99 - 14 75 - 79.99 - 12 Below 75 - 0	Academic Term	Course Code	Student Feedback %	
		Odd Sem			
		Even Sem			
		Average			
2	Results Obtained – Score 10 Above 90 - 10 85 - 89.99 - 9 80 - 84.99 - 8 75 - 79.99 - 7 70 - 74.99 - 6 65 – 69.99 - 5 60 - 64.99 - 4 Below 60 - 3	Academic Term	Course Code	Results %	
		Odd Sem			
		Even Sem			
		Average			
3	Count of SCI / Scopus / WoS Indexed Journal Publications (The faculty should be one among first three authors) – Score 10 per paper				
4	Count of Scopus / WoS Indexed Conference Publications (The faculty should be one among first three authors) – Score 5 per paper				
5	Count of Scopus / WoS Books / Chapters (The faculty should be one among first three authors) – Score 5 per publication				
6	Patents Filed / Published (BMSIT&M as Applicant) – Score 5 per filing / publication				
7	Patents Granted (BMSIT&M as Applicant) – Score 10 per filing grant				
8	Projects Guided – Score 2 per project work with a maximum cap of 10	UG			
		PG			
9	Count of Ph.D. / M.Sc. Engg. Research Scholars Guidance – Score 5 per scholar				
10	Grants Received from National Funding Agencies - Score 2 per Lakh received				
11	Grants Received from State Funding Agencies - Score 1 per Lakh received				
12	Consultancy Amount Generated – Score 5 per Lakh received				

Sl. No.	Category	Details	Supporting Documents Enclosed (Y/N)
13	Reviewer of Q1 / Q2 / Q3 / Q4 Journals – Score 2 per review		
14	Conference / Session Chaired at reputed International Conferences – Score 1 per activity (Capped @ 5)		
15	Chief Coordinator for FDP / Workshop / SDP (Minimum 1 Week) - Score 5 per activity (Capped @ 5)		
16	MOOC course completed (NPTEL / Industry certification) Score 5 per activity (Capped @ 5)		
17	Count of FDP / Workshop / Industrial Training Attended outside BMSIT&M (Minimum 1 Week) - Score 5 per one-week program (Capped @ 5)		
18	Count of Invited Technical Talks in Top 200 NIRF Ranked Institutes / Govt Organizations - Score 5 per programme (Capped @ 10)		
19	Industry Relations - SPOC for Industry driven activities (Functional MoU / Industry driven student projects etc.) – Score 10 per industry		
20	Professional Body Activities – Faculty Coordinator (IEEE / ACM / CSI / ASCE / ASME / BIS / IETE etc.) – Score 5 per Professional Body (Capped @ 5)		
21	Institution / Department Activities- Dean / HoD, Coordinators of NIRF / IQAC / NAAC / AICTE / NBA etc. – Score 5 per Coordination (Capped @ 5)		
22	Other Services to Institution / Department Contributions as Dean / HoD, Project Work / Internship / Timetable / BICEP / Newsletter / Magazine etc. – Score 5 per Coordination (Capped @ 5)		
23	Awards / Honours Received by Government / Recognised Organizations – Score 5 per Award / Honour (Capped @ 5)		
24	Any Other Major / **Notable** Contributions / Dean / HoD or any other – Score 5 per Coordination (Capped @ 5)		

*Sl.No - 3/4/5 are Mandated

Assistant Professor - Minimum Expected Score: 50	Associate Professor - Minimum Expected Score: 60	Professor - Minimum Expected Score: 70

Recommendation of the HoD	

Date: **Signature of Staff**   **Signature of HoD**