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**Dr. Ambedkar Institute of Technology**

**(An Autonomous Institution, Aided by Govt. of Karnataka, Affiliated to Visvesvaraya Technological University (VTU) )**

**Mallathahalli, Bengaluru, Karnataka 560056**

**Career Advancement of Faculty Members**

**of Dr. AIT**

**Academic Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period of Appraisal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Appraisal Information for Career Advancement of Faculty Members of Dr AIT**

All faculty members of Dr. AIT seeking an annual increment or career advancement must provide the requested information, along with documentary evidence, in the format provided.

You are required to furnish the details of your academic credentials by the date mentioned to the office of the Principal, Dr. AIT, for further assessment and decision by the competent authority. Any influence from external authorities/sources for career advancement would be viewed seriously and may stall the processing of the candidate’s application**. Please provide the necessary data for the last three years. You are informed not to furnish the information if you have not fulfilled the necessary years of service in the present/current position with the applied grade pay. Attach additional sheets wherever needed.**

**PART A: GENERAL INFORMATION**

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| --- | --- | --- | --- | --- | --- |
| **NAME (In Block Letter)** | |  | | | |
| **Employee Id** | |  | | | |
| **Department** | |  | | | |
| **Current Designation** | |  | | | |
| **Date of Joining Dr. AIT** | |  | | | |
| **Mobile No.-** | |  | | | |
| **E-mail ID:** | |  | | | |
| **Address for Correspondence** | |  | | | |
| **Qualification Details** | | | | | |
| **Degree** | **Specialization** | | **University** | **Year of Award** | **Class Obtained** |
| **B.E/B.Tech (Bachelor Degree)** |  | |  |  |  |
| **M.E/M.Tech (Master Degree)** |  | |  |  |  |
| **Ph. D (Doctoral)** |  | |  |  |  |
| **Professional Experience Details** | | | | | |
| **Professional Experience** | **Position Held** | | **Years and Months** | **Remarks, if any** | |
| **Dr. AIT** |  | |  |  | |
| **Other**  **Institutions** |  | |  |  | |
| **Industry** |  | |  |  | |
| **Total** |  | |  |  | |

**PART B: ACADEMIC PERFORMANCE INDICATOR (API)**

**(Teaching, Learning & Evaluation Activities)**

**CATEGORY- I:**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES**

1. **Lectures, Tutorials and Practical hours (ODD and EVEN semesters):**

**Maximum Score: 50 [25 points per course for taking 100% classes and covering 100% syllabus otherwise 25 points \* percentage of syllabus covered or classes engaged, 25 points for Practical of 2 batches covering all the experiments from the lab syllabus otherwise 25 points \* percentage of experiments covered]. The maximum score will be scaled down to 50 points.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Academic**  **Year** | **SEM** | **Course/Subject**  **Taught (Code)** | **Level**  **(UG/PG)** | **Mode of Teaching\***  **L, T, P** | **No. of classes allotted /week** | **Self-Appraisal**  **Score** |
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**\* Lecture (L), Tutorial (T), Practical (P)**

1. **Performance of students in your Lab and/or theory classes (odd and even semesters):**

**Maximum Score: 10 [Self-appraisal score: if pass percentage (i) 40% to 50% - 5 (ii) 51% to 60% - 6 (iii) 61% to 70% - 7 (iv) 71% to 80% - 8 (v) 81% to 90% - 9 (vi) above 90% - 10]**

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| **Name of the course or Laboratory** | **Course Code** | **No. of Students registered** | **No. of Students Passed** | **No. of Not Eligible Students** | **Pass Percentage in Sem. End Exam** | **Self-Appraisal**  **Score** |
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1. **Remedial classes for weak students / Extra classes/tutorials conducted (Previous and current semester to improve student’s performance),**

**Maximum Score: 25**

**[Note: Remedial class = classes conducted for academically weak students**

**Tutorial= Classes conducted specifically to solve more problems (other than regular classes)**

**Extra class= Over and above 42 Hours for theory/ over and above 14 lab Sessions]**

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| --- | --- | --- | --- | --- | --- | --- |
| **SEM** | **Lab or**  **theory**  **(L/T)** | **Course** | **Course Code** | **No. of remedial/ Extra classes/ tutorial** | **Total No. hrs spent in these classes** | **Self-Appraisal**  **Score** |
|  |  |  |  | **Remedial:**  **Tutorial:**  **Extra:** |  |  |
|  |  |  |  | **Remedial:**  **Tutorial:**  **Extra:** |  |  |
|  |  |  |  | **Remedial:**  **Tutorial:**  **Extra:** |  |  |

**Maximum Score: 25 [Self-appraisal score: if pass percentage (i) 40% to 50% - 5 (ii) 51% to 60% - 6 (iii) 61% to 70% - 10 (iv) 71% to 80% - 12 (v) 81% to 90% - 15 (vi) above 90% - 20]**

1. **Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc., Maximum Score: 20. Total will be scaled down to 20.**

Participatory & innovative teaching-learning process with material for problem based learning, case studies, group discussions, project work, product development, assignment - 5 points each innovative teaching-learning strategy (based on documentary evidence).

Use of ICT in teaching-learning process with computer-aided methods like power-point/multimedia/simulation/software/self-learning packages etc., (Use of any one of these in addition to chalk & board : 5 points/each)

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| **Semester** | **Short Description including labs** | **Details** | **Self-Appraisal**  **Score** |
| **Odd SEM** | **Course 1:**  **Course 2:** |  |  |
| **Even SEM** | **Course 1:**  **Course 2:** |  |  |

1. **Counseling and Mentoring the students in the present semester, Maximum Score: 20**

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| **SEM**  **Academic Year** | **No. of students**  **Mentored\*** | **Action taken** | **Outcome in terms of exam results** | **Self-Appraisal**  **Score** |
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| **\*Systematic documentation regarding counselling the students need to be maintained and enclosed.** | | | | |

**Maximum Score: 20 [Self-appraisal score: if pass percentage (i) 40% to 50% - 5 (ii) 51% to 60% - 6 (iii) 61% to 70% - 10 (iv) 71% to 80% - 12 (v) 81% to 90% - 15 (vi) above 90% - 20]**

1. **Involvement in arranging Industry-Academic Interactions, Maximum Score: 30 (Attach documentation)**

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| --- | --- | --- | --- | --- |
| **Name of the Industry** | **Contact details of the Industry** | **Date** | **Activities Planned** | **Self-Appraisal**  **Score** |
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**Maximum Score: 30 [Self-appraisal score: Interaction with One industry involved: 10 and more than One industry involved - 20]. Total will be scaled down to 30.**

1. **Involvement in arranging Industrial /field visits with students, Maximum Score: 30(Attach documentation)**

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| --- | --- | --- | --- | --- |
| **Name of the Industry** | **Date** | **No of students** | **Outcome** | **Self-Appraisal**  **Score** |
| **Odd SEM:** |  |  |  |  |
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| **Even SEM:** |  |  |  |  |
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**Maximum Score: 30 [Self-appraisal score: One industry visit per semester is arranged: 10, Two visits arranged per semester: 20, and Three visits arranged per semester - 30]**

1. **Examination Duties Assigned & Performed**

**Maximum Score: 50, total will be scaled down to 50. SEM End Exam Paper setting: 10, Squad duty: 5, Room invigilation/relief per duty, BoE: 5, Coordination, CIE Question Paper setting: 5.**

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| **Sl. No.** | **Type of Examination duties** | **Mention the type of**  **Duties assigned** | **Self-Appraisal**  **Score** |
| **1.** | **SEM End Exam Paper setting (10)** |  |  |
| **2.** | **Conduction of SEE exam(30)** | **Mention in Numbers:**  **Squad:**  **Room invigilation:**  **Relief:**  **BOE:** |  |
| **3.** | **Continuous Internal Evaluation (CIE) conduction and valuation (10)** | **Mention in Numbers:**  **Invigilation:**  **Coordination:**  **Question Paper setting :** |  |

1. **Industry involvement in Partial delivery in your courses, Maximum Score: 25**

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| **Sl. No.** | **Industry expert** | **Course** | **Date** | **Self-Appraisal**  **Score** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Maximum Score: 25 [Self-appraisal score: One industry person involved: 10 and more than one person involved -25]**

1. **Student feedback: Maximum Score:10**

**[Take the average of the feedback given by the students on all the COURSES taught]**

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| --- | --- | --- |
| **Sl. No.** | **Feedback** | **Self-Appraisal**  **Score** |
| **1** | **Excellent (ABOVE 9)** |  |
| **2** | **Very Good (8)** |  |
| **3** | **Good (6)** |  |
| **4** | **Satisfactory (4)** |  |
| **5** | **Poor (0)** |  |

1. **Day-to-day activity records maintenance in the department**

(**Maximum Score =10** **Attendance register =5, Blue books =5,etc**)

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| **Sl. No.** | **Particulars** | **Self-appraisal Score** |
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1. **Guiding of Mini Projects** (**Maximum Score 10**, **5 per project**)

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| **Sl. No.** | **Particulars** | **Self-appraisal Score** |
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1. **Maintenance of Personal Academic File** (**Maximum Score 10**)

(**Documentation of all details of: CIE/Test Question Papers, Scheme, Assignments given and evaluated, additional work schedule, lesson plan and other relevant documents: Each document = 2 points**)

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| **Sl. No.** | **Details** | **Self-appraisal Score** |
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**CATEGORY II:**

**Co-curricular, Extra-curricular, Professional Development Related Activities**

1. **Co-curricular, Extra-curricular, Professional development related Activities Maximum Score:20 , Two activities arranged 10 points, more than two activities 20 points. Total score will be scaled down to 20.**

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| --- | --- | --- | --- | --- |
| **Sl. No.** | **Activity Details** | **Type of Activity**  **(Departmental)** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Academic and Administrative committees and responsibilities, Maximum Score: 10, total will be scaled down to 10.**

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| **Sl. No.** | **Type of Activity: Co-Curricular Activities**  **(Departmental/College/university level)** | **Maximum Score** | **Self-Appraisal**  **Score** |
| 1 | **Academic and Administrative committees and** **responsibilities**   * **Dean (5), HOD (5), Placement Officer (5), Deputy /Associate/ Assistant Deans (4)** * **Hostel Warden (5), Assistant Warden (3)** * **Member of Academic Council (4)** * **Member of Governing Body (4)** * **Member of IQAC (3)** * **College Level Committee: In charge (3), Member (2)** * **Department level: In charge (2), Member (1)** | 10 |  |

1. **Contribution of Articles to College / Department, Newsletters / Magazines (Maximum Score:**  – **15 @ 5 points / article**)

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| **Sl. No.** | **Details of Article with date** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Academic and Administrative outreaches and Responsibilities (BoS, BoE, Academic Council Members, LIC, NBA, AICTE, UGC, NAAC etc)** (**Maximum Score:**  **– 10) @ 5 points per each** **responsibility. Total will be scaled down to 10.**

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| **Sl. No.** | **Responsibilities** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Seminars/workshops/Technical talks/Guest Lecture/FDP arranged** (**Maximum Score: – 10**, **two events arranged :5, more than two events arranged:10**)

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| **Sl. No.** | **Details with date(s)** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Participation as a resource person in symposia, conferences, FDPs/Workshops/Any other events etc.** (**Maximum Score:**  **– 10, at least one participation score to 10 points**)

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| **Sl. No.** | **Details with Date(s)** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Participation in Outreach Activities (NCC / NSS / Reviewer for Journals/Conference Chair/ Technical Committee Members/Member of Industry/ RED Cross / Rotary /student’s club/etc.)** (**Maximum Score:**  – **10, any one participation -5 points, any two participation or more - 10 points**)

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| **Sl. No.** | **Details with Date(s)** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Member of Professional Bodies** (**Maximum Score :5**)

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| **Sl. No.** | **Type of Activity Co-Curricular Activities**  **(Departmental/College / University level)** | **Maximum Score** | **Self-Appraisal**  **Score** |
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1. **Awards/Recognitions, Maximum Score: 5**

**[International Award/ Recognitions from reputed bodies – 5 , National Level award – 3 , Best Paper award – 2] , total will be scaled down to 5 points.**

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| **Sl. No** | **Fellowships/Awards** | **Self-Appraisal**  **Score** |
| 1.  2.  3. |  |  |

1. **Honors Conferred for the contribution: by Government, Statutory body, Industry, University (only Unpaid Awards will be considered) Maximum Score: 5**

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| **Honors/Awards** | **When conferred** | **By whom** | **registration amount is Paid (Yes/No)** | **Self-Appraisal**  **Score** |
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**CATEGORY III:**

**Research, Publications & Academic Contribution   
Related Activities**

1. **Published Papers in Journals (SCI/ Scopus or Web of Science journal only)**

**[Q1/Q2-20 per paper published, Q3- 15 per paper published, Q4/OTHERS in Scopus-05 per paper published] Maximum Score: 100, the faculty should be among the first three authors. Total will be scaled down to 100.**

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| **Sl. No.** | **Title with Page Nos.** | **Name of Journal with Vol., Year, etc.** | **ISSN/ ISBN No.** | **Peer-reviewed/Impact factor, if any** | **No. of co-authors** | **Whether you are the main author** | **Journal Type (Q1/Q2/Q3)** | **Self-Appraisal**  **Score** |
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**Attach a separate, detailed List of publications in IEEE format only:**

1. **Published chapters in SCOPUS/WOS-indexed Books**

**[First Author- 20 per book chapter, co-author-15 per book per chapter]**

**Maximum Score: 100. Total will be scaled down to 100. The faculty should be among first three authors.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the book: Chapters** | **Details of Publishers** | **ISSN/ ISBN No.** | **No. of co-authors** | **Whether you are the main author** | **Self-Appraisal**  **Score** |
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1. **Authored Books (Score for publication: International = 50, National/Local=20, Co-author / editor -20, Solo author – 50**). **Maximum Score: 100, total will be scaled down to 100. The faculty should be among first three authors.**

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| **Sl. No.** | **Title** | **Details of Publishers** | **ISSN/ ISBN No.** | **No. of co-authors** | **Whether you are main author** | **Self-Appraisal**  **Score** |
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1. **Published Full Papers/Presented in Conference Proceedings (peer reviewed & recognized conference by professional societies) [ first author-20 per paper, co-author-05 per paper]. Maximum Score: 100, total will be scaled down to 100. The faculty should be among first three authors. (Scopus or Web of Science indexed only)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title** | **Details of Conference Publications ISSN/ ISBN No.** | **Scopus or Web of Science** | **No. of co-authors** | **Whether you are main author** | **Self-Appraisal**  **Score** |
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1. **Project Works (UG) Maximum Score: 20**

**[5 points per paper published in Scopus indexed Conferences/Journals, 10 points per patent published out of project, 5 points per project for fund received (Dr.AIT/Other sources, Otherwise 2 points per project]. Total will be scaled down to 20.**

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| **Sl. No.** | **Project Title** | **UG** | **% age of completion of the project** | **Paper/Patents publication out of the project (if any)** | **Self-Appraisal**  **Score** |
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**\*For each successful project completion with paper publication in refereed conference or journal.**

1. **Patents, Maximum Score: 10**

**[Granted- 5, Published – 4, Filed – 3]. Total will be scaled down to 10.**

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| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title of the patent** | **Date** | **Type (Indian/Foreign)** | **Status (Filed/Published/Granted)** | **Self-Appraisal**  **Score** |
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1. **Design Patents, Maximum Score: 5**

**[Granted- 5, Published – 4, Filed – 3]. Total will be scaled down to 5.**

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| **Sl.No** | **Title of the Design patent** | **Date** | **Type (Indian/Foreign)** | **Status (Filed/Published/ Grante)** | **Self-Appraisal**  **Score** |
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**H. Copyrights [Maximum Score: 5] Total will be scaled down to 5.**

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| **Sl.no** | **Title of the Copyrights** | **Date of registration** | **Type (Indian/Foreign )** | **Self-Appraisal**  **Score** |
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1. **Ongoing and Completed Funded Research Projects (Maximum Score: 50)**

**[30 lakhs and above –25, 05 to 30 lakhs – 20, 01 to 5 lakhs -15, less than 1 lakh – 5). Total will be scaled down to 50.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title** | **Agency** | **Year of sanction** | **Period of the project** | **Grant/Amount Mobilized**  **(Rs. In Lakh)** | **Status (Completed/Ongoing)** | **Self-Appraisal**  **Score** |
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1. **Research Guidance Maximum Score: 25**

**[Ph.D Guidance- 10 per candidate, M.Tech students guidance – 5 per candidate). Total will be scaled down to 25.**

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| --- | --- | --- | --- | --- |
| **Degree** | **Name of the Candidates Enrolled/Pursuing** | **Name of the Thesis Submitted/ Degree Awarded** | **University** | **Self-Appraisal**  **Score** |
| **Ph.D** |  |  |  |  |
| **MTech** |  |  |  |  |

1. **Consultancy Works and IRG (Internal Revenue Generation by each faculty per year)**

**[3 Lakhs and above – 10, 1 to 3 Lakhs – 5, 10,000 to 1 Lakh – 2]**

**Maximum Score: 25. Total will be scaled down to 25.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the consultancy work**  **Starting date**  **Ending date** | **Government/ Private/ Institutional** | **\*Nature of the consultancy work** | **Amount Generated for the institution**  **Rs.** | **Self-Appraisal**  **Score** |
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**\*Nature of the consultancy work: Design & Development/ Supervision/Testing/Software Development /Service and others**

1. **Training Courses, Pedagogy training, Faculty Development Program.**

**[Certification courses NPTEL/ SWAYAM: 10 points, Udemy/Coursera-3, FDP/ Pedagogy/ Workshop – 2]. Maximum Score: 25. Total will be scaled down to 25.**

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| --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Programme** | **Duration** | **Organized by** | **Self-Appraisal**  **Score** |
| **MOOCs – NPTEL/SWAYAM/Udemy/Coursera etc** |  |  |  |  |
| **Pedagogy** |  |  |  |  |
| **FDP** |  |  |  |  |
| **Workshop** |  |  |  |  |

1. **Innovative Developed Projects (Brief note of 500 words) (Need Document)**

**[10 per project for above TRL 7, 5 per project for above TRL 4, 2 per project for below TRL 4 ] Maximum Score: 25. Total will be scaled down to 25.**

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| **Sl. No** | **Title of the project** | **Status (ongoing/completed)** | **TRL** | **Self-Appraisal**  **Score** |
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* **Technology Readiness Levels(TRL)** **are a method for estimating the maturity of technologies during the acquisition phase of a program.**
* **TRL 1 — Basic principles observed, TRL 2 —Technology  Concept formulated, TRL 3 — Experimental proof of concept, TRL 4 —Technology validated in Lab, TRL 5 —  Technology validated in Relevant Environment, TRL 6 —  Technology validated in demonstrated  Environment, TRL 7 — System model or prototype demonstration in operational environment, TRL 8 — System complete and qualified, TRL 9 — Actual system proven in operational environment**

1. **Activities in the Recognized Professional bodies**

**[3 per professional body] Maximum Score: 10, total will be scaled down to 10.**

|  |  |  |
| --- | --- | --- |
| **Name of the professional body** | **Type of Activity\*** | **Self-Appraisal**  **Score** |
| **1.**  **2.**  **3.** |  |  |

**\*Ex-Com-Member, Chairman, Secretary, Treasurer, Mentor, Director, etc.**

1. **Disciplinary Charges Faced, If Any**

|  |  |  |
| --- | --- | --- |
|  | **Details** | **Remarks** |
| **Institution** |  |  |
| **Society** |  |  |

**SUMMMARY OF SELF API SCORES REQUIRED IN EACH CATEGORY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Criteria** |  | **Minimum Required** | | | **Self-Appraisal**  **Score** |
| **Maximum API Score** | **Asst. Prof.** | **Assoc. Prof.** | **Prof.** |
| **I** | **Teaching, Learning And Evaluation Related Activities** | **300** | **180** | **180** | **180** |  |
| **II** | **Co-curricular, Extra-curricular, Professional development related Activities** | **100** | **60** | **60** | **60** |  |
| **III** | **Research, Publication & Academic Contribution related Activities** | **600** | **240** | **360** | **420** |  |
| **Total Score** | | **1000** | **480** | **600** | **660** |  |

**LIST OF ENCLOSURES: (Please attach copy of certificates, papers etc., wherever necessary)**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

**I certify that the information provided is correct as per records available with the Institute and/or documents enclosed with the duly filled proforma.**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Signature of the Faculty**

**FACULTY SELF-APPRAISAL**

**PART – C**

(**To** **be filled by HoD)**

**Name of the faculty member: ……………………………………………………..………….**

**Designation…………………………………….. Department: ……….………………… ……**

1 Are the Reporting Officer’s claims with the evidence made in part-A covered?

if not, the extent of the unfound facts.

2. State of attitude of the Faculty towards academics:

3. Intelligence, devotion, hardworking nature and desire of learning:

4. Has the faculty carried out any additional responsibilities? Mention.

1. ………………………………………………………………………………………………
2. ………………………………………………………………………………………………
3. Amenability to discipline and attitude towards subordinates:
4. Regularity and punctuality:

1. Integrity and Morality:
2. Admonition of employee due to negligence in work, If yes, give details:

9. Trustworthiness and handling confidential matters.

10. Whether the Faculty achieved minimum point.

Yes/ No. …………….. [Score ………………… quoted by the employee]

[Actual score………………… . by the HOD/committee]

11. Overall Grading (Category-I + Category -II + Category -III)

|  |  |  |  |
| --- | --- | --- | --- |
| **Grading** | **If Actual Score for** | | |
|  | **Assistant Professor** | **Associate Professor** | **Professor** |
| **Outstanding (A)** | >90 | >90 | >90 |
| **Excellent (B)** | 85 to 89 | 85 to 89 | 85 to 89 |
| **Very Good (C)** | 80 to 84 | 80 to 84 | 80 to 84 |
| **Good (D)** | 75 to 79 | 75 to 79 | 75 to 79 |
| **Satisfactory (E)** | 60 to 74 | 65 to 74 | 70 to 74 |
| **Not Satisfactory (F)** | <60 | <65 | <70 |

12. Any other, remarks:

13. Recommended/ Recommended conditionally/ Not recommended for Increment/AGP/Promotion.

**Date:**

**Name & Signature of HOD**

**PART - D**

**REMARKS OF REVIEWING AUTHORITY (PRINCIPAL)**

**Name of the faculty member: ……………………………………………………..………….**

**Designation…………………………………….. Department ……….………………… ……**

1. **Are the claims of the faculty genuine, and does the faculty need further encouragement/promotion?**
2. Is the reviewing authority satisfied with the assessment given by the HoD, considering all related parameters with care?
3. Do you agree or disagree with the assessment of the HoD? Is there anything you will modify or add?
4. General Observations with specific comments about the general claims and remarks given by the HoD and remarks about the outstanding work of the faculty.
5. Does the faculty have any special characteristics and/ or any outstanding work or ability which would justify his/her advancement? If yes, please mention the characteristic briefly.
6. Duration of report

**Reviewing Authority**

**(PRINCIPAL)**