KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL

No.1176/Chairman/KITS/2022/   Date: 05/08/2022

CIRCULAR

Sub: Performance Based Appraisal System (PBAS) –Policy on Academic Research, Consultancy and Industrial Training – Reg.

Ref: (1). The MoE's National Education Policy 2020
      (2). The AICTE Regulation-2019 on pay scales, dated 1st March, 2019
      (3). Duties and responsibilities of faculty as mentioned in appointment orders

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The vision of the National Education Policy 2020 (NEP 2020), vide ref(1) cited, is to improve the quality of education by giving an equal space to creativity and innovation and transform India into a vibrant knowledge society. The fundamental principles of the NEP 2020 are to identify and foster the unique capabilities of each student by promoting self-learning, creativity and critical thinking to encourage logical decision-making and innovation. For this, the NEP 2020 envisages **outstanding research as a requisite for outstanding education** and extensive use of technology in teaching and learning.

Hence, to foster innovation, incubation, research and entrepreneurship (I^2RE) among our students, it has now become very important for our faculty to have the up-to-date knowledge by participating in quality research, innovation and entrepreneurial activities. This will eventually help us **to impart quality education to our students** in achieving some of their goals, like
    (i)   entering industry by grabbing a high CTC job
    (ii)   joining higher education and research, and
    (iii)   exposure to innovation & incubation to become an entrepreneur

Upon examining the progress that we made in the last three academic years (AY), we have found that our institute has not fared well in the area of **Research & Professional Practice.** We can maximize the impact of our institutional research by **improving academic research, consultancy and patents.** Being a 43 year old institute, we must be leaders in technical education and stand like a tower in the areas of teaching-learning, research, innovations and entrepreneurship. **The management is prepared to give all support and encouragement and expects the faculty to perform well and bring laurels.**

In this context, the management feels that our faculty should engage themselves in
    (i)   quality teaching
    (ii) publishing their academic research in peer-reviewed indexed journals and
    (iii) consultancy work

Faculty should plan to do much better in their specialization areas for quality research outcome. Most importantly, meticulous planning should be there to convert students' project works (*UG/PG students' Mini Project work / Major Project work / Dissertation*), into Scopus/WoS/SCI journal papers.

It is to remind all faculty, that the **AICTE Regulation-2019 on pay scales,** vide ref(2) cited, is also insisting on quality academic research publications, innovative teaching-learning practices and minimum training requirements, which include relevant industrial training and 360° feedback.

In light of the above, the faculty members have to put focused efforts in the following areas

1. **Implementing OBE:** Effective implementation of Teaching-Learning, Assessment & Evaluation in outcome based education (OBE) framework through outcome based lecture schedule (OBLS) with faculty video lectures on SLTs and CDTs
2. Academic research, Consultancy and Industrial training
3. Student counseling and
4. Minimum average credit points in 360° feedback

A. Policy on Academic Research, Consultancy and Industrial Training

1. **All faculty members:** It is mandatory for all faculty members to
   (i) publish **at least one research paper in peer-reviewed Scopus/WoS journal, every academic year.**
   (The journal paper can be an outcome of faculty's research (Ph.D.) work or UG/PG Students' Mini Project work / Major Project work / Dissertation)
   (ii) complete minimum two weeks of relevant industrial training once in two academic years

In addition to the above,

2. **Doctorates, Associate Professors and Professors:** All Doctorates, Associate Professors and Professors have to
   (i) publish one paper in SCI journal / ABDC journal over a period of every two academic years.
   (ii) present at least one paper, in person, in a refereed national / international conference over a period of every two academic years

3. **Associate Professors and Professors:** All Associate Professors & Professors have to
   (i) obtain at least one externally funded research project / consultancy project over a period of every three academic years
   (ii) **FDPs:** Organize at least one FDP (one-week duration) on emerging technologies/ applications of emerging technologies in the branch/specialization concerned, over a period of every three academic years
   (iii) **Book Chapters:** publish at least one book chapter over a period of every three academic years

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NOTE:

i. *It is the prime responsibility of the faculty to publish in peer-reviewed quality indexed journals only.*

ii. *It is not just publication, the citations of your paper also matters a lot. The faculty are instructed not to publish in predatory journals. The papers you publish in predatory journals will not be cited, and hence will affect the impact of your research.*

iii. *In all publications, the author affiliation should bear the name of the department and our institute*

iv. *In case of papers with multiple authors from our institute:* Claiming same paper by more than one faculty will not be allowed.

Ex. In a paper, if there are two authors from our institute, then both of them need to publish one more paper.

If there are three authors from institute, then all of them need to publish two more.

The underlying fact is that every faculty has to publish one paper either by adding up co-authored or individually authored.

4. **CS/IT Faculty – SWAYAM-NPTEL course certifications:** The faculty members of CS/IT departments have to demonstrate in-depth knowledge and skill on programming languages, databases and industry 4.0 courses. Irrespective of their specializations (at M.Tech & PhD level), all CS/IT faculty should be ready to teach the programming languages, databases, and industry 4.0 courses on emerging technologies.

It is mandatory for every CS/IT faculty to complete SWAYAM-NPTEL certification courses mentioned below. The minimum level of certificate to be achieved is **ELITE.**

    (i) programming languages: C, C++, Java, Data Structures using C/Java, JavaScript, Python and others

    (ii) databases: Oracle RDBMS, IBM DB2, MS SQL server, MySQL and others

    (iii) industry 4.0 courses on emerging technologies: AI, ML, DL, IoT, block chain, networks, cyber security, cloud computing, virtual/augmented reality and others

Every CS/IT faculty should plan to complete at least one SWAYAM-NPTEL course per semester from the above and submit compliance as and when completed. It is mandatory to complete all the courses. Those who have already completed some of the above listed courses, shall get exemption and complete the remaining courses.

5. **Non-CS/IT Faculty – SWAYAM-NPTEL course certifications:** The faculty members of non-CS/IT department have to have hands-on skill on programming languages, industry 4.0 courses. Irrespective of their branches, all non-CS/IT departments faculty should be ready to teach the programming languages to the students of their branch, branch-specific programming languages, and branch-specific industry 4.0 courses on emerging technologies.

It is mandatory for every non-CS/IT faculty to complete SWAYAM-NPTEL certification courses as mentioned below. The minimum level of certificate to be achieved is **ELITE.**

    (i) programming languages: C, Java, Data Structures using C/Java, Python and others- *to teach students of their branch. Depts. of CS/IT will not handle these courses in coming academic years*

    (ii) branch-specific programming languages: ANSYS, VHDL/Verilog, Matlab, PSpice, embedded C, and others

    (iii) branch-specific industry 4.0 courses on emerging technologies

Every non-CS/IT faculty should plan to complete at least one SWAYAM-NPTEL course per semester from the above and submit compliance as and when completed. It is mandatory to complete all the courses. Those who have already completed some of the above listed courses, shall get exemption and complete the remaining courses.

This policy on Academic Research, Consultancy and Industrial Training will come into force w.e.f. August, 2022.

Every faculty member has to fill up the annual appraisal (PBAS) form for every academic year and submit on or before June 30th. The IQAC approved format for PBAS has to be followed. This report is the basis for deciding on annual increment, special increment and promotion. Deficiencies will be bought to the notice of the employee in writing and acknowledgement will be obtained. The new PBAS format will be released by the IQAC in August, 2022 which will be followed for appraisal of AY 2022-23.

All faculty should note that no increment is mandatory. Increments are based on performance and hence one needs to be earned. For getting the annual increment sanctioned, in addition to this academic research, consultancy and Industrial training policy, the faculty members are expected to get satisfactory performance in the other areas of PBAS, which include implementation of OBE, student counseling, academic administration and 360° feedback. The management will be constrained to stop the annual increments of the non-performing faculty members. If annual increments are not granted for three consecutive years, it indicates that the faculty member is unable to deliver the expected academic work to the institute.

In the coming one year, the management expects the results in the area of research, consultancy and industrial training. The Principal, senior faculty, Deans and HoDs should see that this policy on research, consultancy and industrial training is strictly implemented for the results.

(Capt. V. Lakshmikantha Rao)
CHAIRMAN, KITSW

To
1. All faculty members
   - through HoDs
   - through WhatsApp groups
   - through emails
2. The Principal, senior faculty, Deans and HoDs for necessary action

Copy to:
1. IQAC coordinator - to prepare PBAS form accordingly
2. Dean R&D
3. Research & Academic Coordinator
4. AO