**Check List for Employee**

1. **Teaching**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Evidence** | **Attached (Tick if yes)** |
| Teaching Load/Year  | Time table showing No. of Cr. Hrs. [Excluding Paid Evening Classes] |  |
| Refresher Course/trainings related to teachings (online courses from Coursera etc.) | Training certificates |  |
| Evaluation by Students | Certificate by QEC |  |

1. **Research**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Evidence** | **Attached (Tick if yes)** |
| Papers in Impact Factor Journals | First Page |  |
| Papers in X & Y Category Journals[Business & Social Sciences Only] | First Page |  |
| Papers Presentation (Oral) in Conferences | Abstract |  |
| Books with ISBN Published by Reputed International Publisher | First Page |  |
| Books with ISBN Published by Reputed National Publisher | First Page |  |
| Monographs with ISBN Published by Reputed International Publisher | First Page |  |
| Monograph with ISBN Published by Reputed National Publisher | First Page |  |
| ISBN Books Edited | First Page |  |
| Book Chapters in International ISBN Books | First Page |  |
| Book Chapters in National ISBN Books | First Page |  |
| International Patents (Granted) | First Page |  |
| National Patents (Granted) | First Page |  |
| Commercialized Art, Design, software or Product | Proof |  |
| International Exhibition | Proof |  |
| National Exhibition | Proof |  |
| PhD Students Supervised  | Thesis completion Certificate |  |
| MS Theses Supervised | Thesis completion Certificate |  |
| BS Theses Supervised | Thesis completion Certificate/Attestation by HoD |  |
| Govt. Research funding (Rs. Million) | Award letter & copy of cheque |  |
| Industrial Research Funding (Project/Development)  | Contract /copy of cheque |  |
| Funding (Training/ Donation/Consultancy. (Rs. Million)) | Contract /copy of cheque |  |
| Engagement as Referee | Certificate from Publons.com |  |
| Invited Keynote Talks | Emails/Certificates/ Program |  |
| Engagement as (External/Internal) Examiner | Invitation letter/email |  |

1. **Administrative work**

|  |  |  |  |
| --- | --- | --- | --- |
| Administrative & Committee Work  | As Dean/Director Faculty | Office order |  |
| As Director /HOD/equivalent | Office order |  |
| As Convener of a Committee | Office order |  |
| As Member of a Committee | Office order |  |
| As Program Coordinator/Focal Persons | Office order |  |
| Establishing Industrial or International Collaboration | No. of Collaborations/MOUs | Copy |  |
| Organizing Conferences as Chair/Secretary | International Conference | Office order |  |
| National Conference | Office order |  |
| Organizing Workshops, Trainings, Short-course etc. | As organizer/team leader or resource person for one full-day workshop/training etc. | Office order |  |
| Awards  | National Award | Copy |  |
| International Award | Copy |  |
| Preparation of Self-Assessment Report for Academic Program Self-Assessment/Accreditation | As Sole Author | Attestation from HoD/Dean |  |
| As Team Leader | Attestation from HoD/Dean |  |
| As Team Member | Attestation from HoD/Dean |  |