Chinmaya Vishwa Vidyapeeth
Deemed to be University

OFFICE ORDER

Office of the Registrar

No: CVV/OO/21/2024 **Dated April 04, 2024**

Sub: Faculty Development and Career Advancement Policy

Ref: - Policy no: - CVV/HR/02/FDCAP_V1.0

In pursuance of the decision taken during the 22nd Board of Management meeting held on 11th December 2023 and consequent to the formation of Policy Review Subcommittee as per Agenda Point 5.2, via office order CVV/OO/09/2024, the Faculty Development and Career Advancement Policy has been drafted, reviewed and recommended by the Subcommittee. The policy as recommended by the Review Subcommittee was submitted to the Hon. Vice-Chancellor and subsequent to the Sanction accorded, the Faculty Development and Career Advancement Policy of CVV shall be read as follows. The same shall come into effect, from the date of release of this order.

// By the Order of Vice Chancellor//

Prof. T Asokan
Dean – Academics & Registrar I/c

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

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Faculty Development and Career Advancement Policy

Chinmaya Vishwavidyapeeth (CVV) places a strong emphasis on the importance of its faculty as one of the university's foundational pillars. To ensure their continuous growth and professional development, CVV is committed to providing faculty members with ample opportunities for research, career advancement, and participation in seminars, conferences, and workshops. This proactive approach is aimed at enhancing the research and pedagogical skills of the faculty, ultimately resulting in career advancements such as promotions and incentives. To further incentivise faculty involvement in these activities, CVV offers a financial allowance of 25,000 p.a (Financial Year) per faculty member for academic and professional development. This document outlines the eligibility criteria and operational guidelines for accessing the Faculty Allowances in two parts: Academic Allowance (AA) and Development Allowance (DA). In parallel, CVV has established a comprehensive appraisal policy that ensures a consistent and transparent assessment of teaching staff performance. This appraisal process is designed to support their growth within the institution's strategic plans, with a focus on enhancing their professional development. Faculty are evaluated based on measurable parameters across both semesters of the academic year, with clearly defined benchmarks for feedback. These benchmarks are communicated well in advance of the academic year to facilitate staff awareness and engagement in the appraisal process.

I. Faculty Allowances

Full-time regular faculty (excluding those on contract) at CVV are eligible for both Academic Allowance and Development Allowance. These guidelines are in force until further notice. Any exceptions must be approved by the Vice Chancellor.

1.Academic Allowance (AA)

1.1. Faculty can utilize the Academic Allowance for any of the following activities:

- Local travel for themselves, research assistants, and collaborators related to academic or research work.
- Purchase of books, journals, research magazines, and other academic materials in their domain or allied domains.
- Purchase of specialized equipment, and hardware that enhance research.
- Purchase of office stationery and consumables for academic or research work.
- Payment of membership dues and subscriptions for professional associations and societies in their academic domain.

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- Miscellaneous and incidental expenses related to academic or research work, including postage, courier, telephone, and other communication charges.

1.2. Process for Availing the Academic Allowance:

a. **Approval:** Faculty to submit a request for sanctioning the total spend to the Dean – Academics, through the Head of the school. Once approved by the Dean - Academics, it shall be sent to the Finance Office for further financial process.

b. **Reimbursement:** The faculty can incur the expense and submit the details of the expenditure to the Head of the School in a specified format (Reimbursement form available with finance office) within 15 working days of incurring the expense, along with supporting documents such as original self-attested bills and invoices. Once HoS approves, it can be sent to the Finance department for payment.

(In case of any discrepancies/Mismatch of bills, the files will be returned to the concerned faculty Via. HoS, and can rectify the error and resubmit the documents back to the HoS for processing the claim.)

Note: Incase of CVV IST, the approving authority is Principal.

Any items/ equipment purchased out of this grant other than consumables are the property of the university, and it should be recorded in the stock register of Chinmaya Vishwa Vidyapeeth. Any research outputs/Technology developed will also be the sole property of the University.

All expenses must be incurred on or before the last working day of February. Any expenses in March should be planned in advance and incurred by the last working day of February. Failure to claim reimbursement within 30 working days of incurring the expenditure will result in forfeiture of the allowance.

2.Development Allowance (DA)

2.1. Development allowance Activities include:

- This includes the support for teaching and research improvement.
- Presenting research papers or findings in conferences or seminars.
- Attending knowledge/skill enhancement programs such as workshops, Faculty Development Programs (FDPs), Refresher Courses, seminars, etc.
- Attending online courses to stay updated on the latest developments in their areas of teaching and research on MOOCs platforms.

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2.2. Process for Availing the Development Allowance:

a. Faculty must submit programme details and plans to the Head of the School. HoS ensures the substitution of class arrangements and the request to be forwarded with recommendations to the Dean - Academics.

b. Dean - Academics shall approve/reject after evaluating the case and forward it to the Finance Office for further financial process.

c. The record of class arrangements and event details will be documented in the Head of School's office and the Dean's office.

d. The faculty should submit the full abstract of the conference proceedings/ report of the event within 10 days of reporting back to the office.

2.3. Post approval, the process for financial support is as follows:

- Faculty can pay for the conference, workshop, FDP, or online course and request reimbursement within 15 working days from the last day of the event.
- Faculty can request an advance of up to 75% of the estimated travel cost and conference/workshop registration cost or Rs. 10,000, whichever is lower and the submission of the bills/vouchers shall be made to the finance department with the approval of the Head of School within 15 working days from the last day of the event.

2.4. Leave and Teaching Arrangements:

Prior to forwarding the recommendation to the Dean - Academics, The head of School should make sure the alternate class arrangements are made. The entire duration of the trip (including travel and attendance) will be treated as duty leave. The alternate arrangements shall be planned or implemented to compensate for the loss, as detailed in the provided format.

Note: Any of the above conditions can be exempted by the approval of the Vice Chancellor.

II. Faculty Career Advancement

1. Application process:

1.2. Faculty members who are applying for promotion under the career advancement scheme should have submitted their CVV Annual Faculty Assessment Form (Annexure I) at least for the last three academic years. The assessment period for promotion under CAS will be the current academic year plus the previous two academic years (i.e if the current Academic year/Assessment Year is 2023 - 24, then

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the last two years will be 2021-22, 2022-23.). Refer to HR Policy for annual faculty appraisal norms.

1.3. Dean - Academics incase of faculty members governed under UGC CAS/ Principal for the faculty members who governed under AICTE promotion scheme, will issue an office order every year in the month of December inviting applications for promotion under CAS. Faculty members who are applying should submit the application along with the documents to support the claim of the points within 21 days from the date of announcement in the prescribed format as per UGC/ AICTE.

1.4. The Office of Dean Academics (For the faculty fall under UGC CAS)/ The office of Principal (For the faculty fall under AICTE promotion scheme) will constitute a committee with the approval of the Vice Chancellor for scrutinizing the applications and interviewing the eligible candidates.

1.5. The faculty will be intimated in case of eligibility for promotion and an appointment letter will be issued by the Registrar, subjected to the approval of Hon. Vice Chancellor.

2. Eligibility & promotion criteria under UGC Career Advancement Scheme (Notification: F.1-2/2017(EC/PS)) are as follows:

2.1. Assistant Professor to Associate Professor

a. Eligibility:

i. All criterias as per the UGC career advancement scheme.

ii. In addition to the UGC CAS, the following will be applicable:

1. The faculty should have served at least 3 years at Chinmaya Vishwa Vidyapeeth (CVV).

2. Faculty members are required to have completed a minimum of one CVP Training session within the assessment year and must have successfully passed at least two CVP assessments within the preceding three years.

3. Faculty members must have completed any one of the Home study courses (Foundation Vedanta/ Advanced Vedanta/ Bhagavad Gita/ Upanishad etc.) from Chinmaya International Foundation during the assessment period.

b. CAS Promotion Criteria: A teacher shall be promoted if

i. The faculty gets 'satisfactory' or 'good' grade in the CVV Annual Faculty Assessment Form (Annexure I) of at least two of the last three years of the assessment period

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ii. Faculty members should have obtained at least a 70 score as per the UGC preferred CAS application form.

iii. The promotion to the post of Associate Professor is recommended through a selection committee proposed by the Vice Chancellor.

2.2.Associate Professor to Professor

a. Eligibility:

i. All criterias as per the UGC career advancement scheme.

ii. In addition to the UGC CAS, the following will be applicable:

1. The faculty should have served at least 3 years at Chinmaya Vishwa Vidyapeeth (CVV).

2. Faculty members are required to have completed a minimum of one CVP Training session within the assessment year and must have successfully passed at least two CVP assessments within the preceding three years.

3. Faculty members must have completed any one of the Home study courses (Foundation Vedanta/ Advanced Vedanta/ Bhagavad Gita/ Upanishad etc.) from Chinmaya International Foundation during the assessment period.

b. CAS Promotion Criteria: A teacher shall be promoted if

i. The teacher gets 'satisfactory' or 'good' grade in the CVV Annual Faculty Assessment Form (Annexure I) of at least two of the last three years of the assessment period and should have obtained at least 110 score as per the UGC preferred CAS application form.

ii. The promotion to the post of Associate Professor is recommended through a selection committee proposed by the Vice Chancellor. Composition of the committee will be as per the UGC Regulations.

2.3.Professor to Senior Professor

Senior Professor shall also be through promotion under CAS. Promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not less than the rank of a senior professor or a professor of at least ten years of experience. The selection shall be based on the recommendation of the selection committee constituted by the Vice Chancellor.

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a. **Eligibility:**

i. All criterias as per the UGC career advancement scheme.

ii. In addition to the UGC CAS, the following will be applicable:

1. The faculty should have served at least 3 years at Chinmaya Vishwa Vidyapeeth (CVV).

2. Faculty members are required to have completed a minimum of one CVP Training session within the assessment year and must have successfully passed at least two CVP assessments within the preceding three years.

3. Faculty members must have completed any one of the Home study courses (Foundation Vedanta/ Advanced Vedanta/ Bhagavad Gita/ Upanishad etc.) from Chinmaya International Foundation during the assessment period.

3. Eligibility & promotion criteria for faculty members governed under AICTE regulations (Notification: D. L.-33004/99) are as follows:

Career advancement for the faculty members appointed for the AICTE approved programmes will be as per the AICTE Regulations Dtd. March 1, 2019; Reg No:. D. L.-33004/99.

This is applicable for all promotions such as:

1. Assistant Professor to Associate Professor
2. Associate Professor to Professor
3. Professor to Senior Professor

In addition to the AICTE promotion criterias, the faculty members are eligible subject to fulfillment of the criterias below:

1. The faculty should have served at least 3 years at Chinmaya Vishwa Vidyapeeth (CVV) and have submitted at least 3 annual appraisals (Annexure I).

2. Faculty members are required to have completed a minimum of one CVP Training session within the assessment year and must have successfully passed at least two CVP assessments within the preceding three years.

3. Faculty members must have completed any one of the Home study courses (Foundation Vedanta/ Advanced Vedanta/ Bhagavad Gita/ Upanishad etc.) from Chinmaya International Foundation during the assessment period.

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REGISTRAR
CHINMAYA VISHWAVIDYPEETH

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Annexure I
Faculty Assessment Form

Name of Faculty	
School & Campus (CEG/ CNBG)	
Period (From – To)	

SECTION 1: TEACHING & PEDAGOGICAL INNOVATIONS

1.1. Teaching in Degree Granting Programs

Sl. No.	Title of the Course* (Mention if handled singly or jointly with other faculty)	Total Number of classes	No. of classes taken	No. of hours engaged (including preparation hours)

* Please Mark (N) for new Course introduced

1.2. Certificate Programs & Other Sessions:

Sl. No.	Name of the Programme	Number of hours teaching	Are you the program coordinator? (Y/N)

1.3. Examination Duties (Question paper setting, Invigilation, evaluation of answer scripts)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

1.4. Innovations in Teaching/Pedagogy (Learning methodologies, updating of subject contents/ courses, mentoring, etc.)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

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1.5. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

1.6. Development of e-learning delivery process/material:

Sl. No.	Details of Material Developed			
	Title	Type (Case/ Teaching Notes/ Academic Software/ Any Other, specify)	Co-Author/s	Status (Completed/ Ongoing)

1.7. Any other innovations and activities related to teaching

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

1.8. Inclusion of IKS subjects in TEACHING & PEDAGOGICAL INNOVATIONS. Please list out (Add more rows if necessary)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

1.9. Inclusion of CVP in TEACHING & PEDAGOGICAL INNOVATIONS. Please list out (Add more rows if necessary)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

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SECTION 2: RESEARCH AND ACADEMIC CONTRIBUTIONS

2.1. Journal Publications: Copies of Cover Page, Contents Page and Publication to be enclosed in the order of listing
(Refereed journals or other journals notified by UGC/ not notified in UGC) (Mention in reverse chronological order)

Sl. No.	Author/s, as appears in print	Title of Paper	Journal Name	dd-mm-yyyy, Volume, Issue, Pages (from-to)	ISSN No.	Impact Factor	Mention whether UGC refereed/ non-refereed/ Other

2.2. Publications in Conference Proceedings/ Presentation in Conferences/ Workshops: For Publications, Copies of Cover Page, Contents Page and Publication to be enclosed in the order of listing

Sl. No.	Author/s	Title of Paper	Details of Conference			Whether Presented (Yes/ No)	Whether Published (Yes/ No)	Title of the Proceedings	Pages (from-to)	ISSN No., if any
			Conference Name	Institution/ Location	dd-mm-yyyy					

2.3. Published Books (Text/ Reference/ Subject Books): Copies of Cover Page, Page bearing the name of Author/s and Published Book to be enclosed in the order of listing

Sl. No.	Author/s, as appears in print	Title of Book, including Sub title	Name of Publisher	Type of Publisher (Intl./ National/ State or Central Govt./ Local)	Place of Publn.	Year of Publin.	No. of pages including index, if any	Whether Book or monograph	ISBN/ ISSN No.

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2.4. Monographs: Copies of Monograph to be enclosed in the order of listing

Sl. No	Author/s, as appears in print	Title, including Sub title	Institution	Name of Publisher	Type of Publisher (International/ National/ State or Central Govt./ Local)	Place of Publication	Year of Publication	Whether Monograph or Working Paper	Monograph No./ Working Paper No.

2.5. Chapters in Monographs and Books: Copies of Cover Page, Page bearing the name of Author/s, Contents Page and Chapter in Monograph/ Chapter in Book to be enclosed in the order of listing

Sl. No.	Author/s, as appears in print	Title of Chapter	Details of Monograph/ Book						Whether Monograph or Book
			Title, including Sub title	Author(s) or Editor(s)	Name of Publisher	Type of Publisher (International/ National/ State or Central Govt./ Local)	Year of Publin.	Pages (From – To)	

2.6. Articles in Periodicals, Financial dailies & Newspapers or Blogs: Copies of article to be enclosed in the order of listing

Sl. No.	Author/s, as appears in print	Title of Article	Details of Periodical/ Financial daily & Newspaper or Blog		
			Name	Place of Edition	dd-mm-yyyy

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2.7. Unpublished Articles/Government Reports/Consulting & Other Reports/Working papers: Copy of the Article/ Report to be enclosed

Sl. No.	Author/s	Type (Article/ Govt. Report/ Consulting/ Other)	Title of Article/ Report	If Consulting/ Other	
				Beneficiary Name	Place

2.8. RESEARCH PROJECTS, OUTCOME/ OUTPUTS

2.8.1. Sponsored Research Projects: Copies of Project Award letter to be enclosed

Sl. No.	Description of Project (Title, Scope & Objectives)	Name(s) of Other faculty	Sponsor (s)	Amount of Seed Grant/ Project Grant	Status of Activity (Completed/ Ongoing/ Yet to Start)	Date of Commencement (dd-mm-yyyy)	Date/ Expected Date of Completion (dd-mm-yyyy)	Outcome/ Outputs, if any (Patent/ Technology Transfer/ Product/ Process): To attach Policy document Prepared for the sponsor)

2.8.2. IKS-CKS Integration Sponsored Research Projects: Copies of Project Award letter to be enclosed

Sl. No.	Description of Project (Title, Scope & Objectives)	Name(s) of Other faculty	Sponsor (s)	Amount of Seed Grant/ Project Grant	Status of Activity (Completed/ Ongoing/ Yet to Start)	Date of Commencement (dd-mm-yyyy)	Date/ Expected Date of Completion (dd-mm-yyyy)	Outcome/ Outputs, if any (Patent/ Technology Transfer/ Product/ Process): To attach Policy document Prepared for the sponsor)

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2.8.3. Consultancy Projects (Including Organization based programmes): Copies of Consultancy Award letter to be enclosed

Sl. No.	Description of Consulting Assignment/ Activity (Title, Scope & Objectives)	Consulting Team member/ s, if any	Organization for which Consulting	Status of Activity (Completed/ Ongoing/ Yet to Start)	Date of Commencement (dd-mm-yyyy)	Date/ Expected Date of Completion (dd-mm-yyyy)	Amount mobilized by Consultancy	Outcome/ Outputs, if any (Patent/ Technology Transfer/ Product/ Process): To attach Policy document Prepared for the sponsor)

2.8.4. IKS-CKS Consultancy Projects (Including Organization based programmes): Copies of Consultancy Award letter to be enclosed

Sl. No.	Description of Consulting Assignment/ Activity (Title, Scope & Objectives)	Consulting Team member/ s, if any	Organization for which Consulting	Status of Activity (Completed/ Ongoing/ Yet to Start)	Date of Commencement (dd-mm-yyyy)	Date/ Expected Date of Completion (dd-mm-yyyy)	Amount mobilized by Consultancy	Outcome/ Outputs, if any (Patent/ Technology Transfer/ Product/ Process): To attach Policy document Prepared for the sponsor)

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2.9. RESEARCH GUIDANCE

2.9.1. Theses Supervision: Copy of letter stating nature of involvement to be enclosed. If Thesis submitted, copy of degree awarded to student to be enclosed

Sl. No.	Name of Student	Topic	Whether Doctoral or Masters	If Doctoral		Status of Thesis (Submitted/ Ongoing/ Yet to Start)	Date of Commencement	Date/ Expected Date of Submission
				Name of University/ Institution	Nature of Involvement (Supervisor/ Chair/ DC Member)			

2.9.2. IKS-CKS Theses Supervision: Copy of letter stating nature of involvement to be enclosed. If Thesis submitted, copy of degree awarded to student to be enclosed

Sl. No.	Name of Student	Topic	Whether Doctoral or Masters	If Doctoral		Status of Thesis (Submitted/ Ongoing/ Yet to Start)	Date of Commencement	Date/ Expected Date of Submission
				Name of University/ Institution	Nature of Involvement (Supervisor/ Chair/ DC Member)			

2.9.3. Student Projects: List of students with Project titles to be enclosed

Sl. No.	Title of Project	Semester	No. of Students	Status of Project (Completed/ Ongoing/ Yet to Start)	Date of Commencement	Date/ Expected Date of Completion

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2.9.4. IKS-CKS Student Projects: List of students with Project titles to be enclosed

Sl. No.	Title of Project	Semester	No. of Students	Status of Project (Completed/ Ongoing/ Yet to Start)	Date of Commencement	Date/ Expected Date of Completion

2.10. Research Contributions in the field of performing Arts: Copy of the research work to be enclosed

Sl. No.	Title of Research Work	Nature of Research Contribution	Authors & their roles	Any verifiable output/outcome from the work?	Details if it is presented anywhere & any recognitions of the work

SECTION 3: PROFESSIONAL & PERSONAL DEVELOPMENT, RECOGNITIONS & AWARDS

3.1. Extension and dissemination activities: (Public /popular lectures/talks/seminars etc.) Copy of flyer/brochure, etc. comprising details of the activity and attendance certificate to be enclosed

Sl. No.	Type of Activity	Topic	Institution	Date of activity (dd-mm-yyyy)	No. of hours

3.2. Professional Development activities: (such as participation in seminars, colloquia, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and any other contribution) Copy of flyer/brochure, etc. comprising details of the activity and attendance certificate to be enclosed

Sl. No.	Name of speaker	Type of Activity	Topic	Institution	Date of activity (dd-mm-yyyy)	No. of hours

3.3. Attended Short Term Training Courses (STC)| Refresher Course (RC)| Faculty Development Courses (FDP) etc. on IKS-CKS integration area Copy of flyer/brochure, etc. comprising details of the activity and attendance certificate to be enclosed

Sl. No.	Name of speaker	Type of Activity	Topic	Institution	Date of activity (dd-mm-yyyy)	No. of hours

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3.4. Fellowships, Awards and Distinctions: Copy of the Fellowship/ Award Certificate to be enclosed

Sl. No.	Details of Fellowship/ Award/ Distinction				
	Name	Type (Fellowship/ Award/ Distinction)	Nature (International/ National/ State/ University)	Awarded by (Academic Body/ Association)	Date of Award (dd-mm-yyyy)

3.5. Invited lectures delivered in conferences/ seminars/Vākyartha Sabhas/Concerts performed: Copy of flyer/brochure, etc. comprising details of the activity and attendance certificate to be enclosed

Sl. No.	Conference/ Seminar	Topic	Institution	Date of activity (dd-mm-yyyy)	Nature of Activity (International/ National/ State or University Level)

3.6. Other Activities & Recognitions (In the University or Outside including Membership of Regional and National Committees and Membership on Boards of Companies) Copy of supporting documents to be enclosed

Sl. No.	Description of Activity	Nature of Involvement

3.6. IKS Activities & Recognitions (In the University or Outside including Membership of Regional and National Committees and Membership on Boards of Companies) Copy of supporting documents to be enclosed

Sl. No.	Description of Activity/Recognition	Nature of Involvement

3.7 Attended Short Term Training Courses (STC)| Refresher Course (RC)| Faculty Development Courses (FDP) etc. on IKS-CKS integration area Please list out (Add more rows if necessary)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

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3.8. Personal Development: Attending a spiritual Chinmaya Mission study group(weekly/monthly) or Certificate course(CIF Homestudy course)
Please list out (Add more rows if necessary)

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

SECTION 4: SERVICE TO THE UNIVERSITY

(Contribution to management of the department and institution through participation in academic and administrative committees and responsibilities)

4.1. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Copy of supporting documents to be enclosed

Sl. No.	Type of Activity	Date of activity (dd-mm-yyyy)	No. of hours

4.2. Administrative responsibility (Dean / Principal / Chairperson / Convener / HoD/CoE/Teacher-in-charge/ BoS, BoM, Academic Council/ similar other duties as part of adhoc committees) Copy of supporting documents to be enclosed

Sl. No.	Role Assumed	Standing committee or Adhoc Committee	Duration (From – to)

I hereby declare that the information provided above is true and best of my knowledge. I understand that any misappropriations or fudging the documents will lead to disciplinary actions.

Date:

Signature of the Faculty
with name and designation

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Feedback from Head of School

Criteria	Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Exceeds Expectations (4)	Outstanding (5)
SECTION 1: TEACHING & PEDAGOGICAL INNOVATIONS					
1.1 Teaching in Degree Granting Programs					
1.2 Certificate Programs & Other Sessions:					
1.3. Examination Duties (Question paper setting, Invigilation, evaluation of answer scripts)					
1.4. Innovations in Teaching/Pedagogy (Learning methodologies, updating of subject contents/ courses, mentoring, etc.)					
1.5. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)					
1.6. Development of e-learning delivery process/material:					
1.7. Any other innovations and activities related to teaching					
1.8. Inclusion of IKS in TEACHING & PEDAGOGICAL INNOVATIONS					
1.9. Inclusion of CVP in TEACHING & PEDAGOGICAL INNOVATIONS					
SECTION 2: RESEARCH AND ACADEMIC CONTRIBUTIONS					
2.1 Journal contributions					
2.2. Publications in Conference Proceedings/ Presentation in Conferences/ Workshops:					
2.3. Published Books (Text/ Reference/ Subject Books					
2.4. Monographs:					
2.5. Chapters in Monographs and Books:					
2.6. Articles in Periodicals, Financial dailies & Newspapers or Blogs:					
2.7. Unpublished Articles/Government Reports/Consulting & Other Reports/Working papers:					
2.8. RESEARCH PROJECTS, OUTCOME/ OUTPUTS					

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2.8.1. Sponsored Research Projects					
2.8.2. IKS-CKS Integration Sponsored Research Projects					
2.8.3. Consultancy Projects (Including Organization based programmes)					
2.8.4. IKS-CKS Consultancy Projects (Including Organization based programmes					
2.9. RESEARCH GUIDANCE					
2.9.1. Theses Supervision:					
2.9.2.IKS-CKS Theses Supervision:					
2.9.3. Student Projects					
2.9.4. IKS-CKS Student Projects					
2.10. Research Contributions in the field of performing Arts					
SECTION 3: PROFESSIONAL & PERSONAL DEVELOPMENT, RECOGNITIONS & AWARDS					
3.1. Extension and dissemination activities: (Public /popular lectures/talks/seminars etc.)					
3.2. Professional Development activities: (such as participation in seminars, colloquia, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and any other contribution					
3.3. Fellowships, Awards and Distinctions					
3.4. Invited lectures delivered in conferences/ seminars/Vākyartha Sabhas/Concerts performed					
3.5. Other Activities & Recognitions					
3.6. IKS Activities & Recognitions					
3.7 Attended Short Term Training Courses (STC)| Refresher Course (RC)| Faculty Development Courses (FDP) etc. on IKS-CKS integration area					
3.8. Personal Development: Attending a spiritual Chinmaya Mission study group(weekly/monthly) or Certificate course(CIF Homestudy course)					
SECTION 4: SERVICE TO THE UNIVERSITY					
4.1. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)					
4.2. Administrative responsibility					

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Overall Score (To be filled by the HoS) *(In 5 Point Scale)*	

Date: Signature of the Head of the School

(Office seal of the HoS)

For Administrative Use Only

Acknowledgement from the HR department on receipt of the Faculty appraisal form.

Date: Signature of the Manager - HR

(CVV Seal)

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