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# KIET GROUP OF INSTITUTIONS

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## (Guidelines or expectation from the Faculty)

### Innovative Teaching & Learning Process (Expectation)

- ✓ The teaching should meet the learning objectives and course requirement as per University definition
- ✓ The design of delivering notes/contents of the subject course meets the learning objectives – Quality & Delivery of course content
- ✓ The extra efforts made for making subject interesting – assignments given to the students/animation/books referred journals & book/industry visit
- ✓ Availability of the faculty for resolving the queries of students – out of the class. Easy student reach to the subject faculty
- ✓ Opportunity given to the students for class discussions, student-faculty interaction
- ✓ **Instructional Effectiveness:** Aids & innovations used in teaching. Use of innovative evaluation methods, use of online tests, multimedia based content, use of software tools for instruction, unstructured labs, field visits, and self learning components. Sensitivity to students needs accessibility to students, awareness of learning styles and student feedback.
- ✓ **Participation in teaching & learning process** – out of the Department: Act as examiner, invigilator, examiner – viva-voice, university copy checking activity, invigilator duty out of the Institute. Participated in offering short terms courses for industries/organisations conducted by the Institute, participated in summer and winter schools as instructor/content developer
- ✓ **Professional Development:** Workshop/certification courses undergone for professional enhancement. If doing PhD, status of progress and likely date of completion of it. Any awards and recognitions received from outside agencies and organisations of repute. Membership of international/national professional organisations and membership of national committees. If you are a member of the editorial committee or reviewed papers for reputed journals.

### Quality of Research & Development (Expectation)

#### ❖ Research & Consultancy:

- Mention the first degree thesis/higher degree dissertation supervised (the research areas, number of students). Mention the first degree projects supervised (the project areas, number of students).
- Mention the name of PhD students supervised, if you are eligible, (research areas, number of students, and thesis status: awarded/submitted/under preparation).
- If participated as examiner for PhD qualifying exam or PhD viva-voice. Description of the involvement and achievements in collaborative research and consultancy project.
- If you have received research funding (as Principal or co-investigator) from external agencies, give details such as title of project, funding agency, amount granted in Rs. (in Lakhs), sanctioned month and date and project period.
- If you have sent proposals for funding and awaiting award, clearly mention the same, along with the title of the project, funding agency and month and year of submission.
- If you have received funding from external agencies for consultancy, give details such as project area, agency, and amount in Rs (in lakhs).

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- If you have obtained /applied patents, give details.
- If you have played a lead role in organising international/national conferences/seminars/workshops/symposia, give details. Clearly mention your role/contribution.
- ❖ **Publications in Journals and Conferences:**
  - Give the number of national/international publications. Provide details (title, journal name, volume, and year of publication) of your top 5 research publications in international journals and top 5 national publications. Mention the impact factor of the journal and paper citations wherever available.
- ❖ Provide details of international conferences attended by you where you presented papers/talks. Do not include chairing sessions etc.
- ❖ Provide details of national conferences attended by you where you presented papers/talks. Do not include chairing sessions etc.
- ❖ Please give details, if you have delivered key note address/invited lectures in any international or national level conferences/symposia.
- ❖ Number of Text or reference books published by International Publishers with an established peer review system
- ❖ Number of subject books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers

### Quality of Service (Expectation)

- (Please specify your role and contributions during the year in the areas mentioned below.)
- ✓ Provide details about the contributions made to the Institute apart from Teaching & Learning process and research as mentioned above. Specifically include responsibilities handled as management of additional responsibilities like (additional heads, DEANs of various activities defined, proctors, section heads etc.), as a resource person for subject workshops, student mentoring,
  - ✓ Provide details of assistance given in conduction of academic administration at department level (in vigilator/co-ordinator/question bank preparation, SO/NBA Coordinator, Department - library Incharge, T&P Incharge/Industrial Visits incharge, Research/Project Incharge, Timetable Incharge, Lab Incharge, Coordinator Seminars/Guest Lectures, Attendance Monitoring, Student Counselling Record, Website Incharge, Basket III Monitoring, Animation In-Charge, Women Cell, Infrastructure Incharge, Internal/External Examination Incharge, Coordinator Co-curricular/Extracurricular Activity/Literary Affairs, Students Welfare & Social Activities)
  - ✓ Provide details of assistance given in conduction of academic administration at Institute level ( Transport Incharge, Discipline Incharge, Member IRD, Library Committee, Incharge Student Magazine (Horizon) & Palash, Participation in Education Fairs, KIET Chaupal conduction, Incharge Internet/Server Room, Internet Committee, Website maintenance, software programming in charge, Network security Lab, Cultural Committee, Campus Connect Program
  - ✓ Provide details of contributions related to service to society. Please specify the details.