

## Guidelines for Calculation of Credit Points

Sr. No.	Activity	Credit Points	Guidelines
i	One external Sponsored Research and Development Projects completed or ongoing or Patent granted	8 credit points per project or 8 credit points per patent as inventor (in case of more than one person in a project, the Principal Investigator gets 5 credit points and the rest to the divided equally among other members)	<ol style="list-style-type: none"> <li>1. Only external research project funding agencies will be considered.</li> <li>2. In case of letter in the name of PI, documents specifying information of CO-PI shall be submitted</li> <li>3. Acceptance Letter of R&amp;D Project from Government departments/ PSU will be considered as ongoing project.</li> <li>4. In case sanction letter mentions multiple PIs (N)/ Patent granted to multiple persons, each one will get 8/N points.</li> <li>5. The project needs to be of research type. Grants received under TEQIP/COE/ MODROB/ FIST etc. will not come under this category.</li> <li>6. Young Scientist awards will be considered for promotions only upto AGP 8000.</li> </ol>
ii	Consultancy projects	2 credit points @ Rs.5 lakhs of consultancy, subject to maximum of 10 Credit points	<ol style="list-style-type: none"> <li>1. Cumulative Consultancy amount has to be equal or more than Rs. 5 lakhs. Each such group consultancy will get only 2 points in total.</li> <li>2. If there are 'N' coordinators the points shall get divided by N for each coordinator.</li> </ol>
iii	Ph.D. completed (including thesis submitted cases)	8 credit points per Ph.D. student (in case there are more than one supervisor, then the Guide (1 <sup>st</sup> Supervisor) gets 5 credit points per student and the rest to be divided equally among other supervisor	If guide and co-guide are not mentioned explicitly then 8 points will be divided equally amongst all guide . It should be supported by notification.
iv	Journal papers in Science Citation Index or Scopus (Paid Journals not allowed)	4 point per paper since the last promotion. First author or Main supervisor will get 2 point and rest will be divided among others.	
v	Conference paper indexed in Science Citation Index of Scopus or Web of science Conference or any internationally renowned conference	1 credit points per paper up to a maximum of 10 credit points. First author or Main Supervisor will get 0.6 and rest will be divided among the rest.	
vi	Head of the Department, Dean, Chief Warden, Professor Incharge (Training and placement), <b>Advisor (Estate)</b> , Chief Vigilance Officer, <b>PI (Exam)</b> , TEQIP (Coordinator)	2 points per semester up to a max of 16 credits points since the last promotion.	Any duty assigned by Head of Institution at par with HOD / Dean etc. within the institute for minimum one year shall be considered (for example Registrar Incharge).
vii	Warden, Assistant wardens, Associate Dean, Chairman or Convener institute academic committees, Faculty In charge Computer Center or Information and Technology Services or Library or Admission or student activities and other Institutional activities.	1 credit point per semester up to a maximum of 8 credits points since the last promotion.	Any duty assigned by Head of Institution at par with Warden/ Asso. Dean etc. within the institute for minimum one year shall be considered. (For example Appellant Authority, CPIO, Prof. In-charge (SMP), First year coordinator)

viii	Chairman and Convener of different standing committee and special committee (Ex officio status will not be considered). Faculty incharges (Each for one year duration) of different Units or equivalent	0.5 credit point per Semesters up to a maximum of 3 credits points since the last promotion.	Chairman / Convener of various committees at institute level i.e. special cell, women cell, grievance committee, store purchase committee, students grievances, academic discipline and vigilance committee, etc.
ix	Departmental activities identified by Head of the Department like lab in charges, or department level committee for a minimum period of one year.	0.5 credit point per Semesters up to a maximum of 3 credits points since the last promotion.	Any duty assigned by Head of Department for minimum one year shall be considered. i.e., Faculty advisor (UG/PG), UG/PG Coordinator, Chairman class committee, DEC, Time Table, PhD coordinator first year subject coordinator, NBA, NIRF, TEQIP, Academic Audit, departmental student society, departmental gathering coordinators, departmental library in-charge, seminar hall / smart class room in-charge, Mentor (Departmental) and any other duty of similar nature assigned by HoD for a year
x	Workshop or Faculty Development program or short term courses of min 05 working days duration offered as coordinator or convener	2 credit points per course up to a maximum of 8 credit points since the last promotion.	In case of multiple coordinators (N) credit these credits shall be divided by N
xi	For conducting national programs like Global Initiative of Academic Networks etc. as course coordinator Program of two weeks duration Program of one week duration	2 credit points per course up to a maximum of 4 credit points since the last promotion.  1 credit point per course up to a maximum of 2 credit points since the last promotion.	In case of multiple coordinators (N) credit these credits shall be divided by N
xii	National or International conference organized as Chairman or Secretary	3 credit points per program up a maximum of 6 credits points since the last promotion.	1. In case of multiple coordinators (N) i.e. Chairman/ Secretary / Coordinator / Convener, these credits shall be divided by N. 2. The conference should be conducted at VNIT.
xiii	Length of service over and above the relevant minimum teaching experience required for a given cadre	2 credit points per semester with maximum of 10 credit points since the last promotion.	The credit point shall be in multiple of two. No fraction and odd numbers are allowed.
xiv	Establishment of New Lab(s)	4 credit points since the last promotion.	Max. 4 credits and this do not include the basic labs for core subjects and facility developed as a part of R&D projects (i) Lab should have facility of conducting at least 8 experiments with documentation. In case of less experiment, point based on pro-rata basis can be assigned i.e. per experiment 0.5. This should be certified by HoD with photograph.

			<p>(ii) At least 04PG students should have completed their dissertation project using the lab setup.</p> <p>(iii) At least 02 Ph.D. students should have completed their dissertation project using the lab setup.</p> <p>In case of more coordinators (N) points shall be equally divided amongst them.</p> <p>Lab developed under TEQIP, COE, MODROB will come here.</p>
xv	Theory Teaching of over and above 6 credit hrs. course	1 credit point or credit hrs. up to a maximum of 6 credit points since the last promotion.	i.e. 12 credits (only Theory hrs. without counting credits for practical/tutorial hrs.) per year and average shall be taken to calculate the credit points
xvi	Post Graduate Dissertation guided	0.5 credit point per project to a maximum of 10 points since the last promotion.	
xvii	Under Graduate Projects	0.25 credit point per project up to a maximum of 4 points since the last promotion.	
xviii	Text or Reference Books published on relevant subjects from reputed international publishers	6 credit points per book up to a maximum of 18 points since the last promotion.	<ol style="list-style-type: none"> <li>1. The book shall be in his/her own academic area (Department).</li> <li>2. In case of multiple authors (N) the credit points shall be divided by N.</li> </ol>
xix	Text or Reference book published on relevant subjects from reputed national publishers or book chapters in the books published by reputed international publishers	2 credit points per unit up to a maximum of 6 points since the last promotion.	<ol style="list-style-type: none"> <li>1. The book/ chapters shall be in his/her own academic area (Department).</li> <li>2. In case of multiple authors (N) the credit points shall be divided by N.</li> </ol>
xx	Significant outreach activities outside Institute	1 credit point per activity up to a maximum of 4 credit points since the last promotion.	<ol style="list-style-type: none"> <li>1. This includes sustainable social activities continued for at least one year. I.e. Rashtriya Avishkar Abhiyan, Prayaas, Unnat Bharat Abhiyan etc.</li> <li>2. If there are more conveners (N) points shall get divided by N.</li> <li>3. This also does not include industrial visits.</li> </ol>
xxi	Fellow IEEE, FNA, FNAE, FNASc	10 credit points	
xxii	Placement percentage (only for the placement cell officers or faculty incharge of placement)		
	Above 85%	4 credit points per year upto a maximum of 20 points since the last promotion.	
	75% - 84% (% to be based on total number of students passing out and single job offer)	2 credit points per year upto a maximum of 10 point since the last promotion.	