

FAQ's on FPCS

1. Should candidates be allowed to resubmit the forms before the Departmental Committee?
Ans: No, direct submission of the forms to the Departmental Committee is not permitted. However, any missed/ additional documents can be submitted to the committee during evaluation.

2. How should the committee handle an evaluation if the form belongs to one of its own members?
Ans: The evaluation will be done in the absence of that member. During the evaluation, he/she will not be a part of the evaluation committee.

3. What should be the Standard Operating Procedure (SOP)?
Will the committee ask candidates to submit supporting documents (especially those not available online)?
After evaluation, will the final marks (as evaluated by the committee) be shown to the candidate?
Ans: The SOP is as follows:
The filled forms (Excel files) will be sent to the departments by the DoFA office.
HoDs will form a committee in accordance with the guidelines.
An intimation email will be sent to the department's faculty members to submit evidence supporting the data entered in the form, except for data available online.
The committee will evaluate the forms and enter the verified data into the Excel sheet.
For any clarification, the committee may call the faculty member during the evaluation.
After entering the verified data, the generated score must be shown to the faculty member.
All the committee members must sign the final sheet for the record. The soft copy of the filled original Excel file needs to be submitted to the DoFA office.

4. Category 1: Publications / Patents / Books / Book Chapters
Can accepted papers/books (not yet published) be considered?
Can emails be considered as evidence?
Ans: Papers, Book chapters, etc., with volume no., issue no., published online, and an ISSN/ISBN/DOI can be considered.

5. Category 1: Publications / Patents / Books / Book Chapters
In certain cases, the quartile ranking (Q1–Q4) or even the indexing status (SCI/Scopus) of a journal may change over time. For example, a journal that was classified as SCI or Q1 at the time of publication may later be categorized as Scopus or Q2. In such situations, can the Journal's status at the time of publication be considered?
Ans: Yes, the status of the Journal at the time of publication may be considered only if the faculty member provides proper evidence.

6. Category 2: Funding, Research Grants, and Consultancy
Can funds generated for conferences/symposia/workshops (excluding funds received from BIT) be considered?
Can fellowships such as CSIR-SRF, INSPIRE, UGC, ICMR, or similar (for PhD students), where a guide serves as a mentor, be considered under the research grant category?
Ans: Funds generated from conferences/symposia/workshops cannot be considered in this category.

Fellowships such as CSIR-SRF, INSPIRE, UGC, ICMR, or similar (for PhD students) cannot be considered in this category.

7. Category 2: Funding, Research Grants, and Consultancy

Can a faculty member to whom a sponsored project, grant, or consultancy has been transferred—following the superannuation or resignation of the original Principal Investigator (PI)—be recognized as the PI of that project?

Ans: A faculty member can claim the score of Co-PI in that case.

8. Category 3: Organization of Conferences / Workshops / FDPs

Can notices, proceedings, or emails be considered as evidence?

Ans: Yes, Notices, proceedings and emails can be considered as evidence.

9. Category 4: Invited Lectures / Resource Person / Conference Participation / Full Paper Conference Proceedings

Can student presentations at a conference be considered as the guide's presentation (in cases where the guide does not have a certificate)?

Can the accepted full paper conference proceedings be considered for evaluation?

Ans: No, the student's presentation cannot be considered as the guide's presentation.

The accepted full paper in the conference proceedings will be considered after publication.

10. Category 5: Ph.D. Supervision

For Ph.D. awarded: Should we consider the date of defense or the date of award?

Ans: The date of defense will be considered.

11. Category 6: Awards / Recognition / Fellowships

Can emails for reviewing papers or records from ORCID/Publons as a reviewer be considered?

Ans: Reviewing papers is a regular professional activity for faculty members; it cannot be considered under this category.

12. Category 6: Awards / Recognition / Fellowships

Can Best Paper / Best Poster award received by the Ph.D. student of a faculty be considered as Recognition of the faculty?

Ans: Yes, a faculty member can claim the Best Paper / Best Poster award received by his/her PhD student under Recognition, provided he/she is the Corresponding / First author of the paper being presented.

13. Category 8: Academic Outcomes

Should feedback be taken for all courses (including labs) or only theory courses?

How should averages be calculated when some courses have 120–150 students and others only 5–10?

For points like 'slow learner,' 'fast learner,' and 'course file' in ERP (which are not being practiced at present), what approach should be taken?

Ans: For classes with more than 30 students, a 3.5 score can be considered for full marks.

Feedback for theory classes should be considered.

Faculty members who use the ERP for attendance and mark submission will be awarded full marks only for 2026. This practice needs to be addressed by faculty members in the future.

Sl. No. 1. Journal Quartile Information:

14. For SCI journals, if Quartile Information differs in the WoS Site (<https://wos-journal.info/>) and Journal Web Page, what source should we consider?

Ans: The official source for quartile information is the Journal Citation Reports (JCR) published by Clarivate. Therefore, in the event of any discrepancy between the journal website and other sources, the quartile information available in the official JCR database of Clarivate should be considered the authentic and final source.

15. And if Quartile information is not available in both places, which source should we consider for SCI journals?

Ans: If quartile information is not available from both the journal website and other secondary sources, then the official Journal Citation Reports (JCR) database of Clarivate shall be considered the authentic source. In case no quartile classification for the journal is available in the JCR database as well, the journal shall be considered under the Peer-Reviewed Journal category for scoring purposes.

Sl. No. 2. Grants obtained as Co-PI:

16. What score is to be awarded to the Co-PI in case the PI is also from BIT?

Ans: The same score shall be awarded to the Co-PI, regardless of whether the PI of the sponsored project is from BIT or another organization. In both cases, the score shall be considered under the category “As Co-PI with sanctioned budget.” If no separate project funds are sanctioned in the name of the Co-PI, then he/she shall be awarded 3 marks under the “without sanctioned budget” category, or higher marks as applicable based on the total sanctioned grant amount.

Sl. No. 4. Paper presentation at the conference:

17. Can score be awarded in case any paper has been presented by the student where faculty is the corresponding author?

Ans: No. A faculty member shall not claim any score for a conference paper if he or she has not personally presented the paper. However, marks may be claimed if the paper is subsequently published as a full-length article in the conference proceedings, provided the faculty member is listed as the corresponding author.

Sl. No. 6. Award/RECOGNITIONS/PRIZES/FELLOWSHIP:

18. Should score be claimed in case of the following conditions?

19. Student awarded in a conference for a paper presentation where faculty is the corresponding author?

Ans: A faculty member may claim marks if his or her student receives an award at a conference (such as Best Paper Award, Best Oral Presentation Award, etc.) for a paper presentation, provided the faculty member is the corresponding author of the paper. Relevant supporting documents must be submitted before the evaluation committee as proof.

20. Reviewer for manuscript of a journal?

Ans: This query has already been answered in the FAQ's shared previously (pt. no. 11). It states that Reviewing papers is a regular professional activity for faculty members; it cannot be considered under this category. Please refer to the previous FAQ document for further clarity.

21. PhD Thesis Evaluator for another universities

Ans: PhD Thesis Evaluator for another universities is a regular professional activity for faculty member and cannot be considered under this category.

22. Question Paper preparation/ moderation for another university?

Ans: Question Paper preparation/ moderation for another university is also a regular professional activity for faculty member and cannot be considered under this category.

23. Review of Sponsored Project Grants (National/ International)

Ans: Review of Sponsored Project Grants (National/ International) is also a regular professional activity for faculty member and cannot be considered under this category.

24. Life Membership of Professional Body

Ans: No. Life Membership of a Professional Body shall not be considered as an award or recognition for scoring purposes, as it is generally obtained through membership subscription or eligibility criteria and does not constitute a competitive academic or professional distinction. However, Fellowship or Associate Fellowship (such as Fellow, Associate Fellow, Senior Member, etc.) of a recognized professional body may be considered under the category of award or recognition, provided it is conferred based on significant professional achievements, academic contributions, experience, or peer evaluation, and is not granted merely through payment of a membership fee or routine subscription.

25. For acting as Judge/ Evaluator at any BIT event.

Ans: No marks should be claimed for acting as Judge/ Evaluator at any BIT event.