GUIDELINES FOR FILLING THE FACULTY PERFORMANCE CALCULATION SHEET (PROBATIONARY FACULTY)

(Consider only achievements with BIT affiliation)

To ensure a transparent and objective evaluation of faculty members in probation, a structured scoring framework has been developed to assess teaching-cum-research performance and academic contributions. The criteria aim to recognize quality teaching-cum-research outputs, externally funded projects, and scholarly contributions aligned with the institution's affiliation. The following guidelines outline the scoring scheme under the following specified categories:

1. **Publication / Patent / Book / Book Chapter ---------- (Max. 25 marks)**

The research credentials of probationary faculty members shall be evaluated based on publications in research journals indexed in Web of Science (WoS) and Scopus. Published or granted patents shall also be considered for scoring. Authorship of books and book chapters will likewise be included in the evaluation. All such contributions must carry a BIT affiliation to be eligible for scoring. The scores assigned under the above categories are as follows:

a) Journal Publications (Max. 25 marks)

Journal Name	Journal Category	Marks (First / Corresponding Author)	Marks (Other Authors)
Web of Science (WoS) indexed	Q1	15	7
	Q2	10	5
	Q3	5	3
	Q4	3	2
Scopus indexed	All	2	1

b) Patent: (Max.10 marks)
- Patent Published: 5 marks
- Patent Granted: 10 marks

c) Book / Book Chapter: (Max. 5 marks)
- Book: 5 marks
- Book Chapter: 2.5 marks per chapter

d) Citation: (Max. 5 marks) (as per WoS / Google Scholar)

Citations per Calendar Year	Marks
5 - 19	1
20 - 49	2
50 - 74	3
75 - 99	4
≥ 100	5

2. **Industrial Funding / Research Grant / Consultancy / Seed Money Grant----------(Max. 10 marks)**

Probationary faculty members are expected to initiate and develop research activities within their respective disciplines. To support this process, the Institute provides Seed Money Grants to help establish and strengthen research programs within the Department. For faculty members on probation, research performance shall be assessed based on research or consultancy grants received with BIT affiliation, including the Institute's Seed Money Grant and funding obtained from external agencies.

a) Sanctioned:
- Extramural Sponsored Research Grant sanctioned as Principal Investigator: (10 marks per sanctioned project)
- Extramural Sponsored Research Grant sanctioned as Co-Principal Investigator: (5 marks per sanctioned project)

- Consultancy received by the Faculty Member (as an individual): (10 marks per consultancy)
- Handling Consultancy Projects received by the Department (in the name of HoD): (3 marks)
- Seed Money Grant sanctioned: (5 marks)

b) Applied: (max. marks: 5)
- As Principal Investigator: (1 project applied: (3 marks); 2 or more projects applied: (5 marks))
- As Co-Principal Investigator: (1 project applied: (2 marks); 2 or more projects applied: (4 marks))

3. Award/Recognition/Prizes ----------(Max. 5 marks)

Recognition through awards, honors, or prizes received with BIT affiliation shall be considered under this category, subject to the following scoring scheme:
- International: 5 marks per award
- National: 3 marks per award

4. National / International Collaboration ----------(Max. 5 marks)

National and international collaborations yielding measurable outcomes—such as outcome-based as Joint Research & Innovation, Technology Transfer & Commercialization Collaboration, Infrastructure Development, Joint Publication, Prototype & Product Development, Strategic Partnerships, etc.—with BIT affiliation shall be evaluated under this category as per the following scoring scheme:
- International collaboration: 5 marks per collaboration
- National collaboration: 3 marks per collaboration

5. Conference Organized/ Attended as an invitee ----------(Max. 5 marks)

Academic engagement through organization of conferences or participation as an invited speaker, resource person, or oral / poster presenter in conferences, FDPs, and similar academic events shall be considered under this category as per the following scoring scheme:
- As Coordinator/Convenor/Organizing Secretary: 5 marks per event
- As an Organizing committee member: Max. 2 marks
- Attended as an invitee (Invited lectures/ Resource Person/ paper presentation in Conferences, FDPs, etc.): Max. 2 marks

6. Teaching and Student Feedback ----------(Max. 20 marks)

a) Student Feedback (Average of SP and MO sessions): (max. marks: 10)

Teaching effectiveness and academic resource development shall be evaluated through student feedback and contributions to e-content creation and UG/PG-level lab development activities. Student feedback scores are computed on a 5-point scale and considered as per the following scoring scheme:

Average Feedback Score (out of 5)	**Marks**
≥ 4.5	10
4.0 - 4.4	8
3.5 – 3.9	6
3.0 – 3.4	4
2.5 – 2.9	2
Less than 2.5	0

b) E-Content: (Max. 5 marks)

Credit is awarded for the development of course-level digital learning resources. All e-content must be uploaded to the Department website for free student access, and the Department should formally endorse faculty members for such contributions.

- Development of e-Content of a complete course/e-book: (5 marks per course)
- Development of e-content of a course module: (1 mark per module)
- Development of Plagiarism-free Course Question Bank (≥100 Q&A; 50% MCQs (aligned to relevant competitive exams) + 50% subjective) with Model Answers: (5 marks per course)

c) UG/PG course revision and lab development: (Max. 5 marks)

Faculty contributions toward laboratory development are evaluated to recognize efforts in strengthening practical teaching and research infrastructure. Activities include introducing new UG/PG laboratory experiments, preparing laboratory manuals, and developing Standard Operating Procedures (SoPs), guidelines, standard protocols, etc., to enhance laboratory effectiveness, safety, and academic quality. The departmental evaluation committee should endorse these activities.

- Design and Development of new UG/PG–level lab experiments for a sessional course: (3 marks /experiment)
- Development of UG/PG lab manual for a sessional course: (5 marks)
- Other lab developmental activities, like developing SOPs, standard protocols, guidelines, etc. (2 marks)
- Periodic revision of Course content incorporating latest knowledge, technological advancements, industry-oriented components and continuous improvement based on structured student-feedback inputs: (2 marks)

d) Student-Centered Approach: (Max. 5 marks)

The Institute actively promotes a student-centered approach and closely monitors the extent to which faculty members contribute to student learning, engagement, mentoring, and overall development. Faculty performance under this criterion shall be evaluated based on the following parameters:

- Identification and support to slow and fast learners: Maintaining proper documentation and registers for slow learners, Preparing plan charts for slow learners, conducting remedial/tutorial sessions, providing additional study materials/resources to slow learners, giving advanced assignments and higher level tasks to fast learners, encouraging fast learners to take MOOCs / advanced modules, motivating them for seminars, competitions or projects: (1 marks)
- Mentor-Mentee responsibilities, such as, number of mentees assigned, number of formal meetings held (Mentoring records/logbooks to be maintained), parent communication twice per semester (email communication with parents can be kept as record), necessary communication groups (WhatsApp/e-mail) for mentees, etc.: (1 mark per student)
- Support to students beyond the classroom: Conduct of remedial/tutorial sessions (Evidence of remedial/tutorial classes conducted), guidance for career or higher studies (Evidence: Certificates/reports of student achievements under guidance), Industry exposure, internships, or training facilitation (Proof of internships or industry interaction facilitated) (1 mark)
- Students' Academic Outcomes: Course pass percentage and grade distribution, reduction in failure or drop-out rates, and improvement in student performance over time. (Evidence: Attendance and assessment records, Result analysis reports, etc.)(2 marks)

The departmental evaluation committee should examine the evidence provided and endorse these activities.

e) Other Academic Activities: (Max. 5 marks)

- Contribution to Institute / Department Perspective building: This includes participation in strategic planning, accreditation, or ranking activities, branding, outreach, and institutional promotion activities, Preparation of departmental reports, etc. (2 marks)

- Academic & Professional Visibility: This includes dissemination of departmental/institutional activities , Promotion of departmental/institutional achievements through professional platforms, like LinkedIn, Instagram, Facebook, etc. (2 marks)
- Maintenance of Faculty webpage/profile: This includes regularly updating the faculty webpage with publications, projects, courses, achievements, academic activities, course materials, and visibility of research and academic contributions. (1 mark)

7. **Institute-level and Departmental Activities ----------(Max 5 marks)**
   Faculty contributions toward institute-level and departmental administrative, academic, and student-support responsibilities shall be evaluated under this category, with marks awarded based on the extent of active participation and responsibilities undertaken, subject to a maximum of 5 marks.
   - Institute-Level activities (Wardens, Assistant Wardens, Asst. CoE, NCC Co-coordinator, Faculty Advisors of various Institute Clubs, etc.): (max. 5 marks)
   - Members of Institute level committee: (1 committee: (3 marks); 2 or more committees: (5 marks))
   - Departmental activities, like Lab Incharge, Course Coordinator, PhD Coordinator, Time-table Coordinator, NBA/NAAC Coordinator, etc.: (1 assignment: (3 marks); 2 or more assignments: (5 marks)

8. **Ph.D. Supervision**
   To promote sustained research activity, the Institute encourages faculty members to supervise Ph.D. students. However, being aware of the constraints of a newly recruited faculty member, this criterion has been considered as a qualitative indicator and can be specified as:
   - "YES" or "NO" (with details)

   The efforts of a faculty member during the probation period in engaging in Ph.D. supervision and developing research activities, including the registration or co-supervision of research scholars, will be considered positively in evaluation.

9. **Department Feedback ----------(Max. 25 marks)**
   Departmental evaluation shall assess faculty contributions to academic, administrative, and student-centric activities. Each of the following parameters shall be rated on a five-point scale, with the cumulative score determining performance under this category, subject to a maximum of 25 marks.
   1. Role / Contribution / Active Participation in Departmental activities
   2. Academic activities (new course/lab design, new lab facility development UG/PG)
   3. Student Mentorship
   4. Teaching Quality, Feedback, and Perspective
   5. Punctuality, sincerity, dedication to assigned work, and teamwork aptitude

   Sum of scores in all five, maximum total: 25 marks.

Performance Factor (PF):

The Performance Factor (PF) of a faculty member shall be calculated separately for each category based on the total score obtained in the respective category, using the following relations:

1. Three-Year Performance Factor (PF):

$$\text{Performance Factor (PF)} = \frac{\text{Cumulative Score for Each Category over the Three} - \text{Year Period}}{3 * (\text{maximum score in each category})}$$

Note: This factor shall not be applicable where the probation period is less than three years.

2. Last-Year Performance Factor (PF):

$$\text{Performance Factor (PF)} = \frac{\text{Total score in each category in the last year}}{\text{maximum score in each category}}$$