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# GUIDELINES FOR FILLING THE FACULTY PERFORMANCE CALCULATION SHEET (REGULAR FACULTY)

This document provides standardized instructions for faculty members of Birla Institute of Technology, Mesra, to accurately fill their Faculty Performance Calculation Sheet for 3 consecutive years and the scheme to calculate the effective score for research and academic performance.

This annual assessment of a faculty with BIT affiliation is done under 10 different categories. These categories are:

| Sno. | Category | Maximum Marks |
|---|---|---|
| 1 | Publication / Patent / Book / Book Chapter | 30 |
| 2 | Funding, Research Grant and Consultancy | 20 |
| 3 | Conference / Workshop / Symposium / FDPs organized | 05 |
| 4 | Invited Lectures / Resource Person / Paper presentation in Conferences, FDPs, etc. / Full paper in Conference Proceedings | 05 |
| 5 | Ph.D. Supervision | 10 |
| 6 | Award / Recognition / Prizes / Fellowship | 05 |
| 7 | National / International Collaboration | 05 |
| 8 | Teaching and Student Feedback | 10 |
| 9 | Academic Outcomes | 05 |
| 10 | Institute – level and Departmental Activities | 05 |
| **TOTAL** | | **100** |

The annual assessment under various sections is based on Calendar year, except for Student Feedback where the evaluation is based on MO and SP data (Academic Year). For ex: For Student Feedback, Calender year 2023 is equivalent to MO2023 and SP2023.

**Common instructions:**

1. Marks under different categories are listed in the excel sheet.
2. Only data with BIT affiliation can be considered for evaluation.
3. Design patents and Copyrights should not be considered.
4. Annual Citation score from Google Scholar or WoS or Scopus may be considered.
5. Faculty members must thoroughly verify their Google Scholar, WoS and Scopus profiles and remove any publications that do not belong to them. As in these profiles papers of authors with similar names may automatically get indexed, only correctly attributed publications and citations should be reflected in the profile and considered for assessment purposes.
6. For multi-institutional projects, only the funds received by the faculty with the affiliation of BIT Mesra is considered.
7. Departmental Consultancy Grants received in the name of the Department / HoD should not be considered as Grant received by an individual. Separate marks are given to the faculty members handling Departmental Consultancy projects. A supporting document from HoD may be required in this regard.
8. Any kind of testing and associated charges should not be considered as Consultancy.
9. Each PhD student will be counted only once—either as active/ongoing or as submitted/awarded.

10. Each active/ongoing research scholar may be counted only once within the assessment period. Repeated counting of the same student in multiple years of the same assessment cycle shall not be permitted. For ex: For students registered before 2023: They will be counted only once as active/ongoing and not in subsequent years.
11. For students registered during the assessment period: They will be counted according to their year of registration.
12. Once a student submits his/her thesis, he will be counted only under the submitted/awarded category and not as an active PhD student during the 3-year assessment period.
13. A student counted under the submitted category will not be counted again under the awarded category in the same year or in subsequent years.
14. Possible outcomes in the following category can be considered as an outcome of signed MoU:
    a. Joint Research & Innovation – collaborative projects, publications, patents, prototypes, and funded proposals.
    b. Academic Collaboration – curriculum development, joint courses, lectures, faculty/student exchange.
    c. Student Development – internships, training programs, industrial visits, and placement support.
    d. Capacity Building & Mentoring – mentorship for skill development, hackathons, and FDPs.
    e. Resource & Knowledge Sharing – access to labs/equipment, shared facilities, seminars, workshops, and joint events.
15. In the "Awards// Recognition / Prizes / Fellowship" section, awards, recognitions, honours, distinctions, or notable accomplishments received by a faculty member from reputed organizations, institutions, professional bodies, funding agencies, industries, or government authorities. Following achievements may be regarded under this category:
    a. **Academic & Research Awards:** Awards received for sponsored research, consultancy, outreach contributions, such as, Best Researcher Award, Young Scientist Award, Outstanding Faculty Award, Excellence in Teaching Award, Best Teacher Award, Research Excellence Award, Distinguished Scientist/Academic Award, Early Career Research Award , Innovation Award, Best Paper Award at conferences/journals (presented by the faculty), Citation Excellence Award / Highly Cited Researcher recognition, or equivalent.
    b. **Research Grants & Fellowships:** Prestigious fellowships such as: SERB National Post-Doctoral Fellowship, Raman Fellowship, Fulbright Fellowship, Humboldt Fellowship, INSA/IAS/NASI Fellowships, or equivalent.
    c. **Professional Recognition:** Elected Fellow/Member of professional bodies, such as, INSA, NASI, IOP, IEEE, APS, Materials Research Society, or equivalent.
    d. **Institutional / Administrative Achievements:** BIFAA awards, other institute awards / recognitions
    e. **Rankings & Publication-Based Achievements:** Stanford Top 2% Scientist list, Research ranking recognitions
    f. **Government / National / Institute Honors:** National Awards from Government ministries, State Government education/research awards, AICTE/UGC/NIRF related recognitions

16. Only achievements supported by valid documentary evidence issued by the awarding/recognizing authority shall be considered.
17. Routine participation certificates, attendance certificates, membership without distinction, and recognitions lacking competitive or merit-based evaluation shall ordinarily not be treated as awards under this category.
18. Best paper/poster/presentation awards received by a PhD student should not be claimed by a faculty member
19. Faculty contributions to ongoing Institute and Departmental level assignments may be counted in subsequent years. For example, if a faculty member serves as a Hostel Warden in 2023, 2024, and 2025, he will receive 4 marks for each year.

The scheme to calculate the effective score for research and academic performance of a faculty is as follows:

| Sno. | Category | Scheme to calculate the effective score | Performance Factor (PF) | |
|---|---|---|---|---|
| | | | 3 Years | Last Year |
| 1 | Publication / Patent / Book / Book Chapter | The effective score is the average of the total score obtained over the three-year assessment period, followed by a capping of 30. | $\frac{\text{Total Score over the 3Yrs}}{3 \times 30}$ | $\frac{\text{Last year score}}{30}$ |
| 2 | Funding, Research Grant and Consultancy | Sum of the score of all 3 years with a capping of 20 | $\frac{\text{Total Score over the 3Yrs}}{20}$ | $\frac{\text{Last year score}}{20}$ |
| 3 | Conference / Workshop / Symposium / FDPs organized | Score for each assessment year shall be capped at a maximum of 5 marks, and the effective score is the average of the capped annual scores over the prescribed assessment period of 3 years. | $\frac{\text{Total Score over the 3Yrs}}{3 \times 5}$ | $\frac{\text{Last year score}}{5}$ |
| 4 | Invited Lectures / Resource Person / Paper presentation in Conferences, FDPs, etc. / Full paper in Conference Proceedings | Score for each assessment year shall be capped at a maximum of 5 marks, and the effective score is the average of the capped annual scores over the prescribed assessment period of 3 years. | $\frac{\text{Total Score over the 3Yrs}}{3 \times 5}$ | $\frac{\text{Last year score}}{5}$ |

| | | | | |
|---|---|---|---|---|
| 5 | Ph.D. Supervision | Sum of the score of all 3 years with a capping of 10 | $\frac{\text{Total Score over the 3Yrs}}{10}$ | $\frac{\text{Last year score}}{10}$ |
| 6 | Award / Recognition / Prizes / Fellowship | Sum of the score of all 3 years with a capping of 5 | $\frac{\text{Total Score over the 3Yrs}}{5}$ | $\frac{\text{Last year score}}{5}$ |
| 7 | National / International Collaboration | Sum of the score of all 3 years with a capping of 5 | $\frac{\text{Total Score over the 3Yrs}}{3 \times 5}$ | $\frac{\text{Last year score}}{5}$ |
| 8 | Teaching and Student Feedback | Score for each assessment year shall be capped at a maximum of 10 marks, and the effective score is the average of the capped annual scores over the prescribed assessment period of 3 years. | $\frac{\text{Total Score over the 3Yrs}}{3 \times 10}$ | $\frac{\text{Last year score}}{10}$ |
| 9 | Academic Outcomes | Score for each assessment year shall be capped at a maximum of 5 marks, and the effective score is the average of the capped annual scores over the prescribed assessment period of 3 years. | $\frac{\text{Total Score over the 3Yrs}}{3 \times 5}$ | $\frac{\text{Last year score}}{5}$ |
| 10 | Institute – level and Departmental Activities | Score for each assessment year shall be capped at a maximum of 5 marks, and the effective score is the average of the capped annual scores over the prescribed assessment period of 3 years. | $\frac{\text{Total Score over the 3Yrs}}{3 \times 5}$ | $\frac{\text{Last year score}}{5}$ |

# GUIDELINES FOR FILLING THE CAREER PROFILE

# (REGULAR FACULTY)

This document provides standardized guidelines for regular faculty members of Birla Institute of Technology, Mesra, for accurately recording their **Overall Career Profile** and **Career Profile at BIT**.

The **Overall Career Profile** encompasses the faculty member's research credentials and achievements accumulated throughout their entire academic and professional career, both prior to and after joining BIT.

The **Career Profile at BIT** reflects their research achievements and service contributions accrued during the faculty member's tenure at BIT in a UGC-recognized position.

This assessment of a faculty for his overall service period at BIT is done under 8 different categories. These categories are:

| Sno. | Category | Maximum Marks |
|---|---|---|
| 1 | Publication / Patent / Book / Book Chapter | 30 |
| 2 | Funding, Research Grant and Consultancy | 25 |
| 3 | Conference / Workshop / Symposium / FDPs organized | 05 |
| 4 | Invited Lectures / Resource Person / Paper presentation in Conferences, FDPs, etc. / Full paper in Conference Proceedings | 05 |
| 5 | Ph.D. Supervision | 15 |
| 6 | Award / Recognition / Prizes / Fellowship | 05 |
| 7 | National / International Collaboration | 05 |
| 8 | Service to the Institute | 10 |
| **TOTAL** | | **100** |

## Category 1: Publications, Patents, Books and Book Chapters (Max. Marks: 30)

This category evaluates the research productivity of the faculty member based on journal publications, citations, patents, books, and book chapters. All weighted scores must be calculated using the number of years of service at BIT Mesra.

### 1. Journal Publications (with BIT affiliation): (Max. 30 Marks)

For the purpose of scoring, WoS (Web of Science) publications are weighted higher. The weighted number of publications is calculated as:

| Parameter | Symbol | Description |
|---|---|---|
| No. of WoS Publications | a | Refereed journal publications indexed in WoS |
| No. of Scopus/UGC-recognized Publications | b | All other peer-reviewed publications |
| Years of Service at BIT | c | Total number of completed years |

Weighted Publication Score, x = (a + b/2) / c

Grading:

| $x$ | 0 | $x < 0.5$ | $0.5 \leq x < 1$ | $1 \leq x < 1.5$ | $1.5 \leq x < 2$ | $2 \leq x < 2.5$ |
|---|---|---|---|---|---|---|
| Marks (30) | 0 | 3 | 6 | 9 | 12 | 15 |

| $x$ | $2.5 \leq x < 3$ | $3 \leq x < 3.5$ | $3.5 \leq x < 4$ | $4 \leq x < 5$ | $x \geq 5$ |
|---|---|---|---|---|---|
| Marks (30) | 18 | 21 | 24 | 27 | 30 |

### 2. Total Citations (overall): (Max. 5 Marks)

Marks are awarded based on total citation count as per WoS/Google Scholar/Scopus. The following citation brackets determine the marks awarded.

| **Citations** | **0** | $< 200$ | $200 - 499$ | $500 - 999$ | $1000 - 1999$ | $\geq 2000$ |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

### 3. h-index(overall): (Max. 5 Marks)

Marks are awarded based on the h-index value listed on Google Scholar.

| **h-index** | **0** | $< 5$ | $5 - 9$ | $10 - 14$ | $15 - 19$ | $\geq 20$ |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

**Note: Please cross-check your profile (WoS/Scopus/Google Scholar) to ensure only your publications are listed for accurate citation and h-index reporting. Also, please indicate which scheme (WoS/Scopus/Google Scholar) is used.**

### 4. Patents (with BIT affiliation): (Max. 10 Marks)

| Type | Symbol | Weighted Score Formula |
|---|---|---|
| Granted Patents (κ) | p | $\kappa = 6 \times \frac{P}{c}$ |
| Published Patents (λ) | q | $\lambda = 6 \times \frac{q}{c}$ |

Grading:
Patents Awarded:

| κ | **0** | $< 0.5$ | $0.5 - 0.9$ | $1 - 1.4$ | $1.5 - 1.9$ | **2 and above** |
|---|---|---|---|---|---|---|
| Marks (10) | 0 | 2 | 4 | 6 | 8 | 10 |

Patents Published:

| λ | **0** | $< 0.5$ | $0.5 - 0.9$ | $1 - 1.4$ | $1.5 - 1.9$ | **2 and above** |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

### 5. Books and Book Chapters (with BIT affiliation): (Max. 10 Marks)

| Category | Symbol | Weighted Score Formula |
|---|---|---|
| Books Authored (ϕ) | B | $\phi = 5 \times \frac{B}{c}$ |
| Book Chapters Authored (φ) | BC | $\varphi = 3 \times \frac{BC}{c}$ |

Grading:
Books:

| ϕ | **0** | $< 0.5$ | $0.5 - 0.9$ | $1 - 1.4$ | $1.5 - 1.9$ | **2 and above** |
|---|---|---|---|---|---|---|
| Marks (10) | 0 | 2 | 4 | 6 | 8 | 10 |

Book Chapters:

| $\varphi$ | **0** | $< 0.5$ | $0.5 - 0.9$ | $1 - 1.4$ | $1.5 - 1.9$ | **2 and above** |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

## Category 2: Funding, Research Grants and Consultancy (Max. Marks: 25)

This section evaluates the faculty's contributions to externally funded research projects and consultancy work. Internal schemes such as Seed Money Grant and Institutional / Departmental Projects, such as, FIST, SAP, PURSE, MODROBs, etc., are not included in this assessment.

### (i). Number of Extra-mural Sponsored Research Projects (Max. Marks: 10):

| Role | Symbol | Weighted Score Formula |
|---|---|---|
| Principal Investigator (PI) | d | $a = 3 \times \frac{\left(d + \frac{e}{2}\right)}{c}$ |
| Co-Principal Investigator (Co-PI) | e | |

Where, $\alpha$ = Weighted number of Extra-mural Sponsored projects.

Grading:

| $\alpha$ | **0** | $< 0.5$ | $0.5 \leq a < 0.75$ | $0.75 \leq a < 1$ | $1 \leq a < 1.25$ | $\geq 1.25$ |
|---|---|---|---|---|---|---|
| Marks (10) | 0 | 2 | 4 | 6 | 8 | 10 |

### (ii). Total Extra-mural Sponsored Research Grant Amount (Max. 15 Marks)

For multi-institutional projects, only the funds received by the faculty for BIT Mesra is considered.

Let the total grant received by the faculty be $f$.
Then, the weighted amount of Grant ($\psi$) received:

$$\psi = 3 \times \frac{f}{c}$$

Grading:

| $\psi$ | **0** | **< 2.5** | **2.5 ≤ $a$ <5** | **5 ≤ $a$ < 7.5** | **7.5 ≤ $a$ <10** | **10 ≤ $a$ <15** | **15 ≤ $a$ <20** | **≥ 20** |
|---|---|---|---|---|---|---|---|---|
| Marks (15) | 0 | 2 | 4 | 6 | 8 | 10 | 12 | 15 |

## 3. Consultancy Grants

Individual Consultancy Grants received by the Faculty as individual (excluding testing charges and Departmental Consultancy Grants) (In case of multi-Institutional Consultancy, the amount for BIT can be considered as grant received.)

### (i). Number of Individual Consultancy Projects (Max. Marks: 5):

Let the number of individual Consultancy projects be $m$ and if, $c$ = No. of years in BIT as faculty

Let the Weighted number of individual consultancy projects be $\mu$

$$\mu = 3 \times \frac{m}{c}$$

| $\mu$ | **0** | $< 0.5$ | $0.5 \leq a < 0.75$ | $0.75 \leq a < 1$ | $1 \leq a < 1.25$ | $\geq 1.25$ |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

### (ii). Total Grant Amount received from Individual Consultancy (Max. 15 Marks)

The calculation for Weighted amount of individual Consultancy grant received is same as (ii) of Sponsored research grants.

### (iii). Departmental Consultancy (Max. 5 Marks)

In case of handling Departmental Consultancy Grants:

Let the number of Departmental Consultancy projects be $n$ and if, $c$ = No. of years in BIT as faculty

Let the Weighted number of Departmental consultancy projects be σ

$$\sigma = 3 \times \frac{n}{c}$$

Grading:

| σ | **0** | **$< 0.5$** | **$0.5 \leq a < 0.75$** | **$0.75 \leq a < 1$** | **$1 \leq a < 1.25$** | **$\geq 1.25$** |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

### Category 3: Conference/Workshop/Symposium/FDPs Organized (Max. Marks: 5)

Let the number of events organized be $g$ and if, $c$ = No. of years in BIT as faculty
Then, the weighted number of events organized as Coordinator/Convenor/Co-convenor/Organizing Secretary:

$$\gamma = 3 \times \frac{g}{c}$$

Grading:

| $\gamma$ | **0** | **$< 0.5$** | **$0.5 \leq a < 0.75$** | **$0.75 \leq a < 1$** | **$1 \leq a < 1.25$** | **$\geq 1.25$** |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

### Category 4: Invited Lectures / Resource Person / Conference Presentations (Max. Marks: 5)

This includes all invited talks, resource person engagements, and presentation of full papers at conferences. Marks are awarded based on annual frequency.

Total number of Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in conference Proceedings per year (δ):

Where,

$$\delta = \frac{\text{Total number of invited lectures, papers presented in Conference, etc. after joining BIT as faculty}}{\text{Total number of years in BIT as faculty}}$$

| δ | **0** | **$< 0.25$** | **$0.25 \leq y < 0.5$** | **$0.5 \leq y < 0.75$** | **$0.75 \leq y < 1$** | **$\geq 1$** |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

### Category 5: Ph.D. Supervision (Max. Marks: 15)

Total Number of Weighted PhD supervisions (χ):
Let the total number of Ph.D. supervised as Main Guide / Sole Guide be $h$ and the total number of Ph.D. supervised as Co-Guide / Joint Guide/ External Guide be $i$

$$\chi = 4 \times \frac{\left(h + \frac{i}{2}\right)}{\text{Total number of years in BIT as faculty (c)}}$$

| $\chi$ | **0** | $< 0.25$ | $0.25 \leq z < 0.5$ | $0.5 \leq z < 1$ | $1 \leq z < 1.5$ | $1.5 \leq z < 2$ | $\geq 2$ |
|---|---|---|---|---|---|---|---|
| Marks (15) | 0 | 2 | 5 | 8 | 10 | 12 | 15 |

## Category 6: Awards, Recognitions, Prizes and Fellowships (Max. Marks: 5)

Weighted number of Awards / Recognition / Prizes / Fellowships after joining BIT:
Let the weighted number of awards, recognitions, etc. be $\eta$.
Let the total number of Awards / Recognition / Prizes / Fellowships after joining BIT be $k$
Then,

$$\eta = 6 \times \frac{\text{k}}{\text{Total number of years in BIT as faculty (c)}}$$

| $\eta$ | **0** | **< 0.5** | $0.5 \leq y < 1$ | $1 \leq y < 1.5$ | $1.5 \leq y < 2$ | $\geq 2$ |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

## Category 7: National / International Collaboration (Max. Marks: 5)

This includes collaboration outcomes such as joint publications, joint patents, joint projects, and visits.
Let the weighted number of External collaborations be $\varepsilon$.
Let the total number of outcomes from External collaborations be $j$
Then,

$$\varepsilon = \frac{\text{j}}{\text{Total number of years in BIT as faculty (c)}}$$

| $\varepsilon$ | **0** | **< 0.25** | $0.25 \leq y < 0.5$ | $0.5 \leq y < 1$ | $1 \leq y < 1.5$ | $\geq 1.5$ |
|---|---|---|---|---|---|---|
| Marks (5) | 0 | 1 | 2 | 3 | 4 | 5 |

## Category 8: Service to the Institute (Max. Marks: 10)

This includes contributions made by a faculty member beyond their routine teaching and research responsibilities, which support the academic, administrative, professional, outreach, governance, and developmental activities of the Institute.

| **Institute Administrative Duties** | **Minimum Tenure (in years)** | **Scheme to calculate the overall score** |
|---|---|---|
| As Dean, Director/In-Charge (Ext. Centres), CoE, Registrar, Director (IQAC), As HoD, Director / In-Charge (STEP), Director/In-charge (Polytechnic), Chairperson (ICC), PIC or Head of Sections | 2 | Maximum marks 8 |
| Associate Deans, Dy. CoE, Wardens, NCC Coordinator, Faculty In-charge of Electricity & Maintenance / Water Supply / Security / PIC | 2 | Maximum marks 6 |
| Assistant Wardens, Asst. CoE, Institute IQAC team member, Faculty Advisors of various Institute Clubs or equivalent | 2 | 3 marks per post with a capping of 6 |

Each position shall be considered only once for scoring purposes and only if the faculty member has served in that position for a minimum continuous period of two years. During the tenure for which marks are claimed under a particular position, no additional marks may be claimed for any other position falling within the same category or a subsequent category.

For example, if a faculty member claims marks for serving as a Warden during the years 2003 - 2004 and, during the same period, also served as the Faculty Advisor of an Institute Club, marks may be claimed only for the Warden position. No separate marks shall be awarded for the Faculty Advisor role for the overlapping period of 2003–2004.