

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 9 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	15
9	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, Calendar 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. Please cross-check your Google Scholar profile to ensure only your publications are listed for accurate citation and h-index reporting.
5. For multi-institutional projects, only the funds received by the faculty with the affiliation of BIT Mesra is considered.
6. 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.
7. Any kind of testing and associated charges should not be considered as Consultancy.
8. Each PhD student will be counted only once—either as active/ongoing or as submitted/awarded.
9. For students registered before 2023: They will be counted only once as active/ongoing and not in subsequent years.
10. For students registered in 2023 or later: They will be counted according to their year of registration.

11. Once a student submits their thesis, they will be counted only under the submitted/awarded category and not as an active PhD student during the 3-year assessment period.
12. A student counted under the submitted category will not be counted again under the awarded category in the same year or in subsequent years.
13. 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.
14. 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
1	Publication / Patent / Book / Book Chapter	Average of 3 years
2	Funding, Research Grant and Consultancy	Sum of the score of all 3 years with a capping of 20
3	Conference / Workshop / Symposium / FDPs organized	Sum of the score of all 3 years with a capping of 5
4	Invited Lectures / Resource Person / Paper presentation in Conferences, FDPs, etc. / Full paper in Conference Proceedings	Average of 3 years
5	Ph.D. Supervision	Sum of the score of all 3 years with a capping of 10
6	Award / Recognition / Prizes / Fellowship	Sum of the score of all 3 years with a capping of 5
7	National / International Collaboration	Sum of the score of all 3 years with a capping of 5
8	Teaching and Student Feedback	Average of 3 years
9	Institute – level and Departmental Activities	Average of 3 years

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

This document provides standardized instructions for regular faculty members of Birla Institute of Technology, Mesra, to accurately fill their research credentials and the scoring scheme for performance evaluation.

Category 1: Publications, Patents, Books and Book Chapters (Max. Marks: 40)

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 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	Above 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	≥ 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. 15 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:

φ	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, α = Weighted number of Extra-mural Sponsored projects.

Grading:

α	0	< 0.5	0.5 \leq α < 0.75	0.75 \leq α < 1	1 \leq α < 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 (ψ) received:

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

Grading:

ψ	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: 10):

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 μ

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

μ	0	< 0.5	0.5 ≤ a < 0.75	0.75 ≤ a < 1	1 ≤ a < 1.25	≥ 1.25
Marks (10)	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. 10 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 ≤ a < 0.75	0.75 ≤ a < 1	1 ≤ a < 1.25	≥ 1.25
Marks (10)	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:

γ	0	< 0.5	0.5 ≤ a < 0.75	0.75 ≤ a < 1	1 ≤ a < 1.25	≥ 1.25
Marks (10)	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 ≤ y < 0.5	0.5 ≤ y < 0.75	0.75 ≤ y < 1	≥ 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

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

χ	0	< 0.25	0.25 ≤ z < 0.5	0.5 ≤ z < 1	1 ≤ z < 1.5	1.5 ≤ z < 2	≥ 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 η .

Let the total number of Awards / Recognition / Prizes / Fellowships after joining BIT be k

Then,

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

η	0	< 0.5	0.5 ≤ y < 1	1 ≤ y < 1.5	1.5 ≤ y < 2	≥ 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 ϵ .

Let the total number of outcomes from External collaborations be j

Then,

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

ϵ	0	< 0.25	0.25 ≤ y < 0.5	0.5 ≤ y < 1	1 ≤ y < 1.5	≥ 1.5
Marks (5)	0	1	2	3	4	5