

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 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 \leq ψ < 5	5 \leq ψ < 7.5	7.5 \leq ψ < 10	10 \leq ψ < 15	15 \leq ψ < 20	\geq 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 \leq μ < 0.75	0.75 \leq μ < 1	1 \leq μ < 1.25	\geq 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	³ 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	³ 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,

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

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

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.