BIRLA INSTITUTE OF TECHNOLOGY

MESRA RANCHI – 835 215

PERFORMANCE RELATED INCENTIVE SYSTEM (PRIS)
FOR FACULTY MEMBERS

(Approved vide Executive Council Resolution No. : EC.08(87).01 Dated: 04.08.2026)



Performance Related Incentive System (PRIS) for Faculty Members

1. Introduction

Technological Universities can no longer operate only as a teaching institution, as most of the modern technologies, more often than that, have emerged from academic and research institutions, particularly in the developed nations like USA, Korea, Japan, Germany, UK, etc., BIT Mesra established in 1955, besides being known as an eminent institution for offering engineering degrees at UG/PG level, must establish itself as a leading hub for research, if it has to improve its reputation and ranking and be counted among the top technological institutions globally in India. Despite large investments in research infrastructure, research output at BIT has remained below par (less than 2 publications per faculty member in Mesra and far lower in its External Centers). BIT Mesra used to be among the top 20 engineering institutions until the 1980s and is ranked 51st in NIRF today. This decline occurred primarily because of the poor research and innovation outcomes from this Institution over the last several decades. The Institute has decided to make an unprecedented and unique (like never before in its history) investment of Rs. 100 crores to set up a Centre of Excellence in AI powered by NVIDIA. The Institute has pledged to spend over Rs. 150 crores to build hostels and faculty housing. Each year, BIT invests over Rs. 10 crores in student support, including doctoral scholars and another Rs. 5 crores in research equipment. The Institute is making every effort to forge effective collaborations with IITs and universities abroad. These investments will be futile unless the faculty and staff members perform at par with the top institutions around the world.

One of the key reasons for this lackadaisical image of BIT Mesra is the average or below-average performance of its faculty members over several past decades.

2. Action Plan

Therefore, a performance matrix and system must be devised to differentiate between performers and non-performers. The Institute's intention must be clearly articulated and transparently implemented, with incentives for performers and its transfer to the latter through both affirmative actions and disciplinary measures. In view of the above, the Institute proposed to introduce a new Performance Related Incentive System (PRIS), which will adopt the following measures:

a. Evaluate the annual performance of every faculty member (calendar year) through an elaborate evaluation and assessment system to quantify their performance based on the annual appraisal report submitted by themselves. This evaluation will be conducted through a very transparent, data-driven, and inclusive mechanism, using the data collection matrix and evaluation process already notified to and adopted by the community.
b. Award an annual incentive to excellent performers well above the threshold.

3. Objective

The salient features of the Performance Related Incentive System (**PRIS**) shall include a structured performance evaluation framework managed through a data matrix using the Faculty Performance Calculation Sheet (**FPCS**). PRIS aims to foster academic excellence, reward high-performing faculty members, and establish accountability across all of the Institute's campuses.

4. Standard Operational Procedure (SOP) and Workflow

To ensure transparency, objectivity, and acceptability, the annual PRIS cycle is designed to adopt the following steps:

(i) FPCS Submission by faculty members on or before 15th March, every year:

The individual faculty member shall complete a comprehensive Self-Appraisal form along with the initial, duly filled FPCS data for the last 3 calendar years. The complete digital file, along with physical copies of all required performance evidence, must be submitted to the Head of the Department by **15th March** every year.

(ii) Departmental Review Committee to submit the assessment report **on or before 30th April, every year**:

The duly filled Faculty Performance Calculation Sheet (FPCS) of the last 3 calendar years submitted by each faculty member shall be reviewed and evaluated by a Departmental Committee constituted with the following members:

Member 1: Chairperson: HoD

Member 2: Department Faculty Member, Nominated by HoD

Member 3: Department Faculty Member, Nominated by HoD

Member 4: Department Faculty Member, Nominated by DoFA

Member 5: Faculty member from Allied Department/ Campus Nominated by DoFA

The Departmental Review Committee, to be approved by the Competent Authority each year, shall submit the verified score on or before 30th April.

(iii) Institute Faculty Assessment Committee (IFAC) Review, Final Scoring & Preparation of Final List of faculties for the consideration under PRIS to be submitted **on or before 31st May, every year**:

The Institute Faculty Assessment Committee (IFAC) shall compile and cross-examine the verified scores forwarded by all Departmental Review Committees. The IFAC will prepare the final score, grading pattern and final list of faculties for consideration under PRIS as per institutional norms and submit the final proposals to the Competent Authority for formal approval.

The Institute Faculty Assessment Committee (**IFAC**) shall review:

i) Departmental verified Faculty Performance Score for the preceding three years,
ii) overall career profile,
iii) contributions to the Department/Institute and
iv) Department/Center/Domain-specific cutoff optimization/normalization (if required). Based on this evaluation, the IFAC shall recommend the final faculty performance score and grade based on the performance of the last calendar year, as presented in **Table 1** below.

Faculty performance shall be graded annually into five distinct categories (Outstanding / Very Good / Good / Average / Below Average) based on final audited/reviewed FPCS scores by the Institute Faculty Assessment Committee.

The grading matrices and corresponding s/incentives are proposed in **Table 1** as follows:

Table 1: IFAC recommends performance score and grading for final recommendations

Performance Score	Performance Grade	Performance Incentives (One time)
90 – 100	Outstanding	• Highest performance incentive (INR 1,00,000) • Higher eligibility for research professional grant (RPG) (INR 1,00,000 additional) (Both benefits are applicable)
75 – 89	Very Good	• High-performance incentive (INR 50,000) • High eligibility for research professional grant (RPG) (INR 50,000 additional) (Both provisions are applicable)
60 – 74	Good	• Eligible for research professional grant (RPG) (INR 50,000 additional)
40-59	Average	• Eligible for RPG of Rs. 25000 (discretionary)
< 40	Below Average	• Continuous three-year performance below average may invite serious penalty, including demotion or termination.

Note:

- ***If any faculty member is subjected to disciplinary action (minor or major) or is found guilty of scientific/research ethical violations during the assessment period, his/her performance score shall be reduced to zero***.

(iv) PRIS Disbursal:

The respective applicable incentive will be implemented in the salary of the respective faculty members.

This proposal, including the selection and assessment mechanism, workflow (SOP), criteria, eligibility and timelines, may be amended time to time, as per necessity, with the approval of the Competent Authority.

4. Grievance Redressal

In the event of a grievance regarding the implementation or selection process of the Performance Related Incentive System (PRIS), the affected faculty member shall submit a formal, written petition to the Competent Authority through DoFA.

If any procedural anomaly, calculation error, or discrepancy is found, the selection results will be reviewed accordingly. The revised outcomes will then be forwarded to the Competent Authority for final approval and implementation.

Enclosures:

1. **Annexure 1** - Performance Matrix for regular, probation and contractual faculty members (Faculty Performance Calculation Sheet (FPCS))
2. **Annexure 2** - FPCS Guidelines
3. **Annexure 3** - FAQs on FPCS
4. **Annexure 4** - Example Studies: Stress tested and data showing acceptable distribution across performance categories
5. **Annexure 5** - Institute Faculty Assessment Committee (IFAC) Constitution

ANNEXURE 1

Performance Matrix for regular, probation and contractual faculty members

(Faculty Performance Calculation Sheet (FPCS))

Each category has different benchmarks based on faculty type

S. No.	Category	Score (Last 3 Calander Year: 23-25)		
		REGULAR	PROBATION	CONTRACT
1	Publication / Patent / Book / Book Chapter	30	30	25
2	Industrial Funding, Research Grant and Consultancy	20	10	
3	Conference / Workshop / Symposium / FDPs organized	05	05	05
4	Invited Lectures / Resource Person/Equivalent	05		
5	Ph.D./Postdoc Supervision	10	(QUALITATIVE)	NA
6	Award / Recognition / Prizes / Fellowship	05	05	05
7	National / International Collaboration	05	05	05
8	Teaching and Student Feedback	10	15	30
9	Academic Outcome	05	05	05
10	Institute – level and Departmental Activities	05	*Dep. Feedback*: 25	*Dep. Feedback*: 25
TOTAL		**100**	**100**	**100**

Copyright Information

FACULTY PERFORMANCE CALCULATION SHEET (REGULAR FACULTY MEMBERS)

NAME OF THE FACULTY:	
PRESENT DESIGNATION & ACADEMIC LEVEL:	
DEPARTMENT:	
EMP CODE:	
HIGHEST DEGREE:	
CENTRE:	
DATE OF JOINING BIT IN UGC RECOGNIZED FACULTY POSITION (in DD-MM-YYYY format):	01-06-2020
TOTAL NUMBER OF YEARS IN BIT AS FACULTY:	5.5

S.N	Academic/Research Activity	Maximum Marks	Calendar Year-wise Score by the Applicant			Effective Score	PERFORMANCE FACTOR (PF)	
			2024	2025	2026		3 years	Last Year
1	**Publication / Patent / Book / Book Chapter**	30	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	(a) Journal Publications: (max. marks: 25)		0	0	0			
	Q1 Journal (WoS)		0	0	0			
	First/corresponding author: (8 marks per publication)		0	0	0			
	Other author: (4 marks per publication)		0	0	0			
	Q2 Journal (WoS)		0	0	0			
	First/corresponding author: (6 marks per publication)		0	0	0			
	Other author: (3 marks per publication)		0	0	0			
	Q3 Journal (WoS)		0	0	0			
	First/corresponding author: (4 marks per publication)		0	0	0			
	Other author: (2 marks per publication)		0	0	0			
	Q4 Journal (WoS)		0	0	0			
	First/corresponding author: (2 marks per publication)		0	0	0			
	Other author: (1 marks per publication)		0	0	0			
	Scopus or Peer Reviewed Journal (max. marks: 6)		0	0	0			
	First/corresponding author: (2 marks per publication)		0	0	0			
	Other author: (1 marks per publication)		0	0	0			
	(b) Patent (excluding design patents and copyright): (max. marks: 10)		0	0	0			
	Patent granted: (5 marks per patent)		0	0	0			
	Patent published: (2 marks per patent)		0	0	0			
	(c) Books authored: (max. marks: 5)		0	0	0			
	International publishers: (5 marks)		0	0	0			
	National publishers: (3 marks)		0	0	0			
	Chapter in Edited Book: (1 mark per chapter)		0	0	0			
	Editor of Book by International Publisher: (2 marks)		0	0	0			
	Editor of Book by National Publisher: (1 mark)		0	0	0			
	(d) Citation: (max. marks: 5)		0	0	0			
	Below 20: (0 marks); 20 - 49 : (1 marks); 50 - 99 : (2 marks); 100 - 199 : (3 marks); 200 - 299 : (4 marks); ≥ 300: (5 marks)		0	0	0			
2	**Industrial Funding, Research Grant and Consultancy** (Grant Amount to be Reported as per Sanction Budget & Year)	20	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	(a) Extra mural Industrial / Sponsored Research Grant sanctioned (In case of multi-Institutional projects, the amount for BIT can be considered as grant received.): (max. marks: 20)		0	0	0			
	As PI with total sanctioned budget:		0	0	0			
	<15 lakhs: (5 marks); Between 15 lakhs - 30 lakhs: (8 marks); Between 30 lakhs - 60 lakhs: (10 marks); ≥ 60 lakhs: (15 marks)		0	0	0			
	Grant received in Ongoing Projects as PI (sanctioned before 2023)		0	0	0			
	< 5 lakhs: (2 marks); Between 5 - 15 lakhs: (3 marks); > 15 lakhs: (5 marks)		0	0	0			
	As Co-PI with No sacntioned budget: (max. marks: 3)		0	0	0			
	With No sanctioned budget: (3 marks)		0	0	0			
	As Co-PI with sanctioned budget (Multi-institutional Projects):		0	0	0			
	≤15 lakhs:(5 marks); Between 15 lakhs - 30 lakhs: (8 marks); Between 30 lakhs - 60 lakhs: (10 marks); ≥ 60 lakhs: (15 marks)		0	0	0			
	Members of Project Implementation Committee (PIC) of Departmental / Institute projects like, FIST, SAP, PURSE, MODROBs, etc. : (2 marks)		0	0	0			
	(b) Consultancy received by the institute (excluding testing charges) (In case of multi-Institutional Consultancy, the amount for BIT can be considered as grant received.): (max. marks: 20)		0	0	0			
	Consultancy received by the Faculty Member (as individual): < 15 lakhs: (5 marks); Between 15 lakhs - 30 lakhs: (8 marks); Between 30 lakhs - 60 lakhs: (10 marks); 60 lakhs - 80 lakhs: (15 marks); ≥ 80 lakhs: (20 marks)		0	0	0			
	Handling Consultancy Projects Awarded to the Department (in the name of HoD): (max. marks: 2)		0	0	0			
3	**Conference/Workshop/FDPs/Symposium Organized**	5	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	As Coordinator/Convenor/Organizing Secretary: (5 marks per event)		0	0	0			
	As Co-convenor / Co-coordinator: (2 marks per event)		0	0	0			
	As Organizing committee member: (max. 1 marks)		0	0	0			
4	**Invited lectures/ Resource Person/ paper presentation in Conferences, FDPs, etc./ full paper in conference Proceedings**	5	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	International (Abroad): (3 marks per event)		0	0	0			
	International (within country): (2 marks per event)		0	0	0			
	National: (1 mark per event)		0	0	0			
5	**Ph.D. / Post-doc Supervision**	10	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	Ph.D. awarded: (max. 8 marks)		0	0	0			
	As sole guide: (5 marks per degree awarded)		0	0	0			
	As main guide under joint supervision: (3 marks per degree awarded)		0	0	0			
	As co-guide/external guide under joint supervision: (2 marks per degree awarded)		0	0	0			
	Ph.D. submitted: (max. 5 marks)		0	0	0			
	As sole guide: (3 marks per thesis submission)		0	0	0			
	As main guide under joint supervision: (2 marks per thesis submission)		0	0	0			
	As co-guide/external guide under joint supervision: (1 marks per thesis submission)		0	0	0			
	Ph.D. pursuing (Record each PhD student only in the year of registration, excluding subsequent years.): (max. 5 marks)		0	0	0			
	Students with individual fellowships like NET-JRF, CSIR-SRF, DST INSPIRE FELLOWSHIP, ICMR-JRF, NFST, etc. / Post-doc with fellowship: (3 marks per student)		0	0	0			
	Supervising active PhD. Students as Main guide: (2 marks per student)		0	0	0			

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	Supervising active PhD. Students as Co-guide or Joint guide: (1 student: (1 marks); 2 or more students: (2 marks))		0	0	0			
6	**Award/Recognition/Prizes/Fellowship**	5	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	International: (5 marks per award)		0	0	0			
	National: (3 marks per award)		0	0	0			
7	**National/International Collaboration**	5	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	(a) MoU / Other agreements: (max. 5 marks)		0	0	0			
	(i) MoU signed: (max. 2 marks)		0	0	0			
	International: (2 marks per MoU)		0	0	0			
	National: (1 marks per MoU)		0	0	0			
	(ii) Outcomes and Deliverables of signed MoUs or other agreements: (max. 4 marks)		0	0	0			
	1 outcome: (2 marks); 2 or more outcomes: (4 marks)		0	0	0			
	(c) Other research collaborations with outcome (Yearly outcomes from the same research collaboration will be counted for marking): (max. 5 marks)		0	0	0			
	International: (3 marks per collaboration)		0	0	0			
	National: (2 marks per collaboration)		0	0	0			
8	**Teaching and Student Feedback**	10	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	(a) Student Feedback (Average of SP and MO sessions): (max. marks: 7)		0	0	0			
	Above 4.0: (7 marks); 3.5 -- 3.99: (5 marks); 3.0 -- 3.49: (3 marks); 2.5 -- 2.99: (1 marks); Less than 2.5: (0 marks)		0	0	0			
	(b) Digital Pedagogy Enhancement: ICT Tools, MOOCs, Course creation/revision and E-Content Development , and Student mentorship (max. marks: 5)		0	0	0			
	(i) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula (max. marks: 3)		0	0	0			
	(i) Development of Innovative pedagogy: (3 marks)		0	0	0			
	(ii) Design of new curricula and courses: (2 per curricula/ course)		0	0	0			
	(iii) MOOCs/ Course Creation or Revision/E-Content: (max. marks: 5)		0	0	0			
	Development of MOOCs: (1 marks per module, 5 marks per complete course (4 credit))		0	0	0			
	Course Coordinator for MOOCs: (2 marks per course)		0	0	0			
	New Course creation: (2 marks per course)		0	0	0			
	Revising existing Course: (1 marks per course)		0	0	0			
	Development of course materials or e-content of a complete course/e-book: (5 marks per course)		0	0	0			
	Development of course materials or e-content of a course module: (1 mark per module)		0	0	0			
	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)		0	0	0			
	(c) UG / PG Course revision and Lab Development: (max. marks: 5)		0	0	0			
	Design and Development of new UG/PG - level lab experiments for a sessional course: (2 marks/exp.)		0	0	0			
	Development of UG / PG Lab manual for a sessional course: (5 marks)		0	0	0			
	Other Lab related developmental activities, like developing SOPs, standard protocols, guidelines, etc.: (1 mark)		0	0	0			
9	**Academic Outcomes**	5	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	(a) Student - Centered Approach: (max. marks: 5)		0	0	0			
	Identification and support to slow and fast learners: (1 marks)		0	0	0			
	Mentor-Mentee responsibilites: (1 marks per student)		0	0	0			
	Support to students beyond classroom: (1 marks)		0	0	0			
	Students Academic Outcomes: (2 marks)		0	0	0			
	(b) Other Academic Activities: (max. marks: 5)		0	0	0			
	Contribution to Institute / Department Perspective building: (2 marks)		0	0	0			
	Academic & Professional Visibility: (2 marks)		0	0	0			
	Maintenance of Faculty webpage / profile: (1 mark)		0	0	0			
	(c) Mentorship for Startups and Entrepreneurship: (max. marks: 5)		0	0	0			
	Mentored 1 startup/team: (1 marks); 2 or more startups/team: (2 marks)		0	0	0			
	Startup registered / incubated: (3 marks)		0	0	0			
	Prototype developed / Participation in recognized entrepreneurial events/competitions: (4 marks)		0	0	0			
	Technology Commercialization: (5 marks)		0	0	0			
	(d) Engagement in OBE practices: (max. marks: 5)		0	0	0			
	Readiness of Course File in ERP: (4 marks)		0	0	0			
	Outcome-oriented Teaching Strategies: (1 marks)		0	0	0			
	Course Attainment Calculation and Analysis: (1 marks)		0	0	0			
	Innovation in OBE implementation: (1 marks)		0	0	0			
10	**Institute-Level and Departmental Activities**	5	0	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0			
	(a) Institute-level Administrative Activitities: (3 marks)		0	0	0			
	As Dean, Director/In-Charge (Ext. Centres), HoD, CoE, Director (IQAC), Director / In-Charge (STEP), Director/In-charge (Polytechnic), Head of Sections: (8 marks)		0	0	0			
	Associate Deans, Dy. CoE, Wardens, Faculty Incharge of Electricity & Maintenance / Water Supply / Security / PIC: (6 marks)		0	0	0			
	Assistant Wardens, Asst. CoE, Faculty Advisors of various Institute Clubs: (4 marks)		0	0	0			
	Members of Institute level committee: (1 committee: (1 mark); 2 or more committees: 2 marks)		0	0	0			
	Student Activities related to DoSA Office: (2 marks)		0	0	0			
	(b) Departmental activities: (2 marks)		0	0	0			
	Departmental activities, like Lab Incharge, Course Coordinator, PhD Coordinator, Time-table / ERP Coordinator, NBA/NAAC Coordinator, etc.: (1 assignment: (2 marks); 2 or more assignments: (3 marks))		0	0	0			
	Members of Departmental level committee: (1 committee: (1 mark); 2 more committees: 2 marks))		0	0	0			
	TOTAL	**100**	**0**	**0**	**0**	**0**		

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NOTE:

1. For WoS Quartile (Q) - ranking information: https://wos-journal.info/
2. Only those research and academic credentials achieved with BIT affiliation should be entered for performance evaluation.
3. Only the white-coloured cells under the Year columns are active for data entry, all other cells are locked.

CAREER PROFILE

NAME OF THE FACULTY:	
PRESENT DESIGNATION & ACADEMIC LEVEL:	
DEPARTMENT & CENTRE:	
RESEARCH AREA:	
GOOGLE SCHOLAR ID:	
YEAR OF PH.D. AWARD with AFFILIATION:	
DATE OF JOINING BIT IN UGC RECOGNIZED FACULTY POSITION (in DD-MM-YYYY format):	01-06-2020
TOTAL NUMBER OF YEARS IN BIT AS FACULTY:	5.5

OVERALL CAREER PROFILE

RESEARCH PUBLICATIONS	WoS / SCOPUS
Total Number of Journal Publications:	
Total Number of Journal Publications as CORRESPONDING / FIRST AUTHOR:	
BOOKS/BOOKS CHAPTERS	
Total Number of Books Published:	
Total Number of Book Chapters Published:	
PH.D. SUPERVISION	
Total Number of Ph.D. supervised as Main Guide:	
Total Number of Ph.D. supervised as Joint Guide / Co-Guide / External Guide:	
TOTAL AMOUNT OF EXTRA MURAL FUNDS OBTAINED	
Total amount of Extra mural funds (Industrial funds / Research Grants) (in lakh):	
Consultancy (in lakh):	
PATENTS	
Number of Patents Granted:	
AWARD / RECOGNITION	
Name of one Best Award or Recognition received in Past:	

CAREER PROFILE (WITH BIT AFFILIATION)

S.N	Academic/Research Activity	Total Value	Maximum Marks	Overall Score
1	**Publication / Patent / Book / Book Chapter**		30	0
	(a) Publications: (max. marks: 30)			0
	Total Number of Publications in Web of Science (WoS) Journals	0		0
	Total Number of Publications in Scopus or any other UGC recognized Journal	0		
	Total Citation:	0		0
	h - Index:	0		0
	(b) Patent (excluding design patents and copyright): (max. marks: 10)			0
	Total number of Patents granted	0		0
	Total number of Patents published	0		0
	(c) Book / Book Chapter: (max. marks: 10)			0
	Total number of Books authored	0		0
	Total number of Book Chapters authored	0		0
2	**Funding, Research Grant and Consultancy (with BIT affiliation)(excluding Projects under Seed Money Scheme, Institute or Department projects like, FIST, SAP, PURSE, MODROBs, etc.)**		25	0
	(a) Extra-mural Sponsored Projects:			0
	Total number of Extra mural Sponsored projects as PI:	0		0
	Total number of Extra mural Sponsored projects as Co-PI:	0		
	Total amount of Grant received as PI (in lakh) (In case of multi-Institutional projects, the amount received by the faculty for BIT can be considered as grant received)	0		0
	(b) Consultancy received by the institute (excluding testing charges) (In case of multi-Institutional Consultancy, the amount for BIT can be considered as grant received)**:**			0
	Total number of Individual Consultancy Projects / Grants (in the name of the faculty:	0		0
	Total amount of Consultancy received by the Faculty Member (as individual): (in lakh)	0		0
	Total number of Departmental Consultancy Projects:	0		0
3	**Conference/Workshop/Symposium/FDPs Organized (at BIT)**		5	0
	Total number of events organized as Coordinator/Convenor/Co-convenor/Organizing Secretary	0		0
4	**Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in conference Proceedings (with BIT affiliation)**		5	0
	Total number of Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in conference Proceedings per year	0		0
5	**Ph.D. Supervision (with BIT affiliation)**		15	0
	Total Number of PhD supervised as main guide / sole guide	0		0
	Total number of PhD supervised as joint guide / Co-guide / External guide	0		
6	**Award/Recognition/Prizes/Fellowship**		5	0
	Total number of Awards / Recognition / Prizes / Fellowships after joining BIT	0		0
7	**National/International Collaboration (with BIT affiliation)**		5	0
	Total no. of outcomes from external collaborations	0		0
8	**Service to the Institute / Profession (with BIT affiliation)**		10	0
	Total no. of positions held as Dean, Director/In-Charge (Ext. Centres), HoD, CoE, Director (IQAC), Director / In-Charge (STEP), Director/In-charge (Polytechnic), Head of Sections	0		0
	Total no. of positions held as Associate Deans, Dy. CoE, Wardens, NCC Coordinator, Faculty In-charge of Electricity & Maintenance / Water Supply / Security / PIC	0		0
	Total no. of positions held as Assistant Wardens, Asst. CoE, Faculty Advisors of various Institute Clubs	0		0
	TOTAL		100	0

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FACULTY PERFORMANCE CALCULATION SHEET (PROBATIONARY FACULTY MEMBERS)

NAME OF THE FACULTY:	
PRESENT DESIGNATION & ACADEMIC LEVEL:	
DEPARTMENT:	
EMP CODE:	
HIGHEST DEGREE:	
CENTRE:	
DATE OF JOINING BIT IN UGC RECOGNIZED FACULTY POSITION (in DD-MM-YYYY format):	01-01-2024
DATE OF APPLICATION FOR PROBATION CONFIRMATION (in DD-MM-YYYY format):	08-09-2026
TOTAL DURATION IN BIT AS FACULTY (in YEARS):	2.7

S.N	Academic/Research Activity	Maximum Marks	Calendar Year-wise Score by the Applicant			PERFORMANCE FACTOR (PF)	
			2024	2025	2026	3 Year	Last Year
1	**Publication / Patent / Book / Book Chapter**	25	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	(a) Journal Publications: (max. marks: 25)		0	0	0		
	Q1 Journal (WoS)		0	0	0		
	First/corresponding author: (15 marks per publication)		0	0	0		
	Other author: (7 marks per publication)		0	0	0		
	Q2 Journal (WoS)		0	0	0		
	First/corresponding author: (10 marks per publication)		0	0	0		
	Other author: (5 marks per publication)		0	0	0		
	Q3 Journal (WoS)		0	0	0		
	First/corresponding author: (5 marks per publication)		0	0	0		
	Other author: (3 marks per publication)		0	0	0		
	Q4 Journal (WoS)		0	0	0		
	First/corresponding author: (3 marks per publication)		0	0	0		
	Other author: (2 marks per publication)		0	0	0		
	Scopus or any other UGC recognized Journal		0	0	0		
	First/corresponding author: (2 marks per publication)		0	0	0		
	Other author: (1 marks per publication)		0	0	0		
	(b) Patent (excluding design patents and copyright): (max. marks: 10)		0	0	0		
	Patent granted: (10 marks)		0	0	0		
	Patent published: (5 marks per patent)		0	0	0		
	(c) Books / Book Chapter: (max. marks: 5)		0	0	0		
	Book: (5 marks)		0	0	0		
	Chapter in Edited Book: (2.5 mark per chapter)		0	0	0		
	(d) Citation: (max. marks: 5)		0	0	0		
	5 - 19 : (1 marks); 20 - 49 : (2 marks); 50 - 74 : (3 marks); 75 - 99 : (4 marks); ≥ 100: (5 marks)		0	0	0		
2	**Industrial Funding, Research Grant, Consultancy & Seed Money Grant**	10	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	(a) Sanctioned:		0	0	0		
	Extramural Industrial / Research Funding as Principal Investigator: (10 marks per sanctioned project)		0	0	0		
	Extramural Industrial / Research Funding as Co-Principal Investigator: (5 marks per sanctioned project)		0	0	0		
	Consultancy received by the Faculty Member (as individual): (10 marks per consultancy)		0	0	0		
	Handling Consultancy Projects received by the Department (in the name of HoD): (3 marks)		0	0	0		
	Seed Money Grant sanctioned: (5 marks)		0	0	0		
	(b) Applied: (max. marks: 5)		0	0	0		
	As Principal Investigator: (1 project applied: (3 marks); 2 or more projects applied: (5 marks))		0	0	0		
	As Co-Principal Investigator: (1 project applied: (2 marks); 2 or more projects applied: (4 marks))		0	0	0		
3	**Award/Recognition/Prizes/Fellowship**	5	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	International: (5 marks per award)		0	0	0		
	National: (3 marks per award)		0	0	0		
4	**Academic / Industrial Collaboration** (Outcome-based as Joint Research & Innovation, Technology Transfer & Commercialization Collaboration, Infrastructure Development, Joint Publication, Prototype & Product Development, Strategic Partnerships, etc.)	5	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	International Collaboration: (5 marks per collaboration)		0	0	0		
	National Collaboration: (3 marks per collaboration)		0	0	0		
5	**Conference/Workshop/FDPs/Symposium Organized or Attended as an Invitee**	5	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	As Coordinator/Convenor/Co-convenor/Organizing Secretary: (5 marks per event)		0	0	0		
	As Organizing committee member: (max. 2 marks)		0	0	0		
	Invited lectures/ Resource Person/ paper presentation in Conferences, FDPs, etc.: (max. 2 marks)		0	0	0		
6	**Teaching and Student Feedback**	20	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	(a) Student Feedback (Average of SP and MO sessions): (max. marks: 10)		0	0	0		
	≥ 4.5: (10 marks); 4.4 -- 4.0: (8 marks); 3.9 -- 3.5: (6 marks); 3.4 -- 3.0: (4 marks); 2.5 -- 2.9: (2 marks); < 2.5: (0 marks)		0	0	0		
	(b) E-Content generation and upload in Department website: (max. marks: 5)		0	0	0		
	Development of course materials or e-content of a complete course/e-book: (5 marks per course)		0	0	0		
	Development of course materials or e-content of a course module: (1 mark per module)		0	0	0		
	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)		0	0	0		
	(c) UG / PG Course revision and Lab Development: (max. marks: 5)		0	0	0		
	Design and Development of new UG/PG - level lab experiments for a sessional course: (3 marks/experiment)		0	0	0		
	Development of UG / PG Lab manual for a sessional course: (5 marks)		0	0	0		
	Other Lab related developmental activities, like developing SOPs, standard protocols, guidelines, etc.: (2 marks)		0	0	0		
	Periodic revision of Course content: (2 marks)		0	0	0		
	(d) Student - Centered Approach: (max. marks: 5)		0	0	0		
	Identification and support to slow and fast learners: (1 marks)		0	0	0		
	Mentor-Mentee responsibilites: (1 marks per student)		0	0	0		
	Support to students beyond classroom: (1 marks)		0	0	0		
	Students Academic Outcomes: (2 marks)		0	0	0		
	(e) Other Academic Activities: (max. marks: 5)		0	0	0		
	Contribution to Institute / Department Perspective building: (2 marks)		0	0	0		
	Academic & Professional Visibility: (2 marks)		0	0	0		
	Maintenance of Faculty webpage / profile: (1 mark)		0	0	0		
7	**Institute-Level and Departmental Activities**	5	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	Institute-Level activities (Wardens, Assistant Wardens, Asst. CoE, NCC Co-coordinator, Faculty Advisors of various Institute Clubs, etc.): (max. 5 marks)		0	0	0		
	Members of Institute level committee: (1 committee: (3 marks); 2 or more committee: (5 marks))		0	0	0		
	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))		0	0	0		
8	**Ph. D. Supervision**		NO	NO	NO		
	As Main Guide / Sole Guide (Tick the box, if applicable)		☐	☐	☐	NA	NA
	As Co-Guide (Tick the box, if applicable)		☐	☐	☐		
9	**Departmental Feedback**	25	0	0	0	0.0	0.0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	Role / Contribution / Active Participation in Departmental activities: (max. 5 marks)		0	0	0		
	Academic activities (new course/lab design, New lab facility development at UG/PG level: (max. 5 marks)		0	0	0		
	Student Mentorship: (max. 5 marks)		0	0	0		
	Teaching Quality, Feedback, and Perspective: (max. 5 marks)		0	0	0		
	Punctuality, Sincerity, Dedication to Assigned Work, Teamwork Aptitude: (max. 5 marks)		0	0	0		
	TOTAL	100	0	0	0		

NOTE:

1. For WoS Quartile (Q) - ranking information: https://wos-journal.info/
2. Only research and academic credentials achieved with BIT affiliation during the probation period is to be considered.
3. Only the white-coloured cells under the Year columns are active for data entry, all other cells are locked.
4. Candidate should fill all sections in this sheet except (9. Department Feedback) and submit it to the HoD.
5. A Departmental Committee, chaired by the Head of the Department, shall verify the information submitted by the candidate, assign appropriate marks under Item No. 9 (Departmental Feedback), and forward one duly signed hard copy to the DoFA Office along with the completed Excel sheet (soft copy) to dofaoffice@bitmesra.ac.in

SAMPLE COPY

FACULTY PERFORMANCE CALCULATION SHEET (CONTRACTUAL FACULTY MEMBERS)

NAME OF THE FACULTY:	
PRESENT DESIGNATION & ACADEMIC LEVEL:	
DEPARTMENT:	
EMP CODE:	
HIGHEST DEGREE:	
CENTRE:	
DATE OF JOINING BIT IN UGC RECOGNIZED FACULTY POSITION (in DD-MM-YYYY format):	01-06-2024
TOTAL DURATION IN BIT AS FACULTY (in YEARS):	1.5

S.No.	Academic/Research Activity	Maximum Marks	Calendar Year-wise Score by the Applicant			PERFORMANCE FACTOR (PF)	
			2024	2025	2026	3 Years	Last Year
1	**Publication and Funding**	25	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	(a) Journal Publications: (max. marks: 20)		0	0	0		
	Q1 Journal (WoS)		0	0	0		
	First/corresponding author: (15 marks per publication)		0	0	0		
	Other author: (7 marks per publication)		0	0	0		
	Q2 Journal (WoS)		0	0	0		
	First/corresponding author: (10 marks per publication)		0	0	0		
	Other author: (5 marks per publication)		0	0	0		
	Q3 Journal (WoS)		0	0	0		
	First/corresponding author: (5 marks per publication)		0	0	0		
	Other author: (3 marks per publication)		0	0	0		
	Q4 Journal (WoS)		0	0	0		
	First/corresponding author: (3 marks per publication)		0	0	0		
	Other author: (2 marks per publication)		0	0	0		
	Scopus or any other UGC recognized Journal		0	0	0		
	First/corresponding author: (2 marks per publication)		0	0	0		
	Other author: (1 marks per publication)		0	0	0		
	(b) Patent (excluding design patents and copyright): (max. marks: 10)		0	0	0		
	Patent granted: (10 marks)		0	0	0		
	Patent published: (5 marks per patent)		0	0	0		
	(c) Books / Book Chapter: (max. marks: 5)		0	0	0		
	Book: (5 marks)		0	0	0		
	Chapter in Edited Book: (2.5 mark per chapter)		0	0	0		
	(d) Citation: (max. marks: 5)		0	0	0		
	5 - 14 : (1 marks); 15 - 24 : (2 marks); 25 - 34 : (3 marks); 35 - 49 : (4 marks); ≥ 50: (5 marks)		0	0	0		
	(e) Extramural funding (Industrial Funding, Research Grant, Consultancy, or any other sponsored financial support): (max. marks: 20)		0	0	0		
	(a) Sanctioned:		0	0	0		
	As Principal Investigator or equivalent: (20 marks)		0	0	0		
	As Co-Principal Investigator or equivalent: (10 marks)		0	0	0		
	(b) Applied: (max. marks: 5)		0	0	0		
	As Principal Investigator or equivalent: (5 marks)		0	0	0		
	As Co-Principal Investigator or equivalent: (3 marks)		0	0	0		
2	**Award/Recognition/Prizes/Fellowship**	5	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	International: (5 marks per award)		0	0	0		
	National: (3 marks per award)		0	0	0		
3	**Academic / Industrial Collaboration** (Outcome-based as Joint Research & Innovation, Technology Transfer & Commercialization Collaboration, Infrastructure Development, Joint Publication, Prototype & Product Development, Strategic Partnerships, etc.)	5	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	International Collaboration: (5 marks per collaboration)		0	0	0		
	National Collaboration: (3 marks per collaboration)		0	0	0		
4	**Conference/Workshop/FDPs/Symposium Organized or Attended as an Invitee**	5	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	As Coordinator/Convenor/Co-convenor/Organizing Secretary: (5 marks per event)		0	0	0		
	As Organizing committee member: (max. 2 marks)		0	0	0		
	Invited lectures/ Resource Person/ paper presentation in Conferences, FDPs, etc.: (max. 2 marks)		0	0	0		
5	**Teaching and Student Feedback**	30	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	(a) Student Feedback (Average of SP and MO sessions): (max. marks: 20)		0	0	0		
	≥ 4.5: (20 marks); 4.4 -- 4.0: (16 marks); 3.9 -- 3.5: (12 marks); 3.4 -- 3.0: (8 marks); 2.5 -- 2.9: (4 marks); < 2.5: (0 marks)		0	0	0		
	(b) E-Content generation and upload in Department website: (max. marks: 10)		0	0	0		
	Development of course materials or e-content of a complete course/e-book: (10 marks per course)		0	0	0		
	Development of course materials or e-content of a course module: (2 mark per module)		0	0	0		
	Development of Plagiarism free Course Question Bank (≥100 Q&A; 50% MCQs (aligned to relevant competitive exams) + 50% subjective) with Model Answers: (10 marks per course)		0	0	0		
	(c) UG / PG Course revision and Lab Development: (max. marks: 8)		0	0	0		
	Design and Development of new UG/PG - level lab experiments for a sessional course: (3 marks/exp)		0	0	0		
	Development of UG / PG Lab manual for a sessional course: (5 marks)		0	0	0		
	Other Lab related developmental activities, like developing SOPs, standard protocols, guidelines, etc.: (2		0	0	0		
	Periodic revision of Course content: (2 marks)		0	0	0		
	(d) Student - Centered Approach: (max. marks: 7)		0	0	0		
	Identification and support to slow and fast learners: (2 marks)		0	0	0		
	Mentor-Mentee responsibilites: (1 marks per student)		0	0	0		
	Support to students beyond classroom: (2 marks)		0	0	0		
	Students Academic Outcomes: (2 marks)		0	0	0		
	(e) Other Academic Activities: (max. marks: 5)		0	0	0		
	Contribution to Institute / Department Perspective building: (2 marks)		0	0	0		
	Academic & Professional Visibility: (2 marks)		0	0	0		
	Maintenance of Faculty webpage / profile: (1 mark)		0	0	0		
6	**Institute-Level and Departmental Activities**	5	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	Institute-Level Activities, like hostel administration, ERP management, NAAC/NBA related activities, Institute Clubs, etc. : (1 assignment: (3 marks); 2 or more assignments: (5 marks))		0	0	0		
	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))		0	0	0		
7	**Departmental Feedback**	25	0	0	0	0	0
	TOTAL SCORE IN THE CATEGORY		0	0	0		
	Role / Contribution / Active Participation in Departmental activities: (max. 5 marks)		0	0	0		
	Academic activities (new course/lab), New lab facility development at UG/PG level: (max. 5 marks)		0	0	0		
	Student Mentorship: (max. 5 marks)		0	0	0		
	Teaching Quality, Feedback, and Perspective: (max. 5 marks)		0	0	0		
	Punctuality, Sincerity, Dedication to Assigned Work, Teamwork Aptitude: (max. 5 marks)		0	0	0		
	TOTAL	100	0	0	0		

SAMPLE COPY

NOTE:

1. For WoS Quartile (Q) - ranking information: https://wos-journal.info/
2. Only research and academic credentials achieved with BIT affiliation during the probation period is to be considered.
3. Only the white-coloured cells under the Year columns are active for data entry, all other cells are locked.
4. Candidate should fill all sections in this sheet except (9. Department Feedback) and submit it to the HoD.
5. A Departmental Committee, chaired by the Head of the Department, shall verify the information submitted by the candidate, assign appropriate marks under Item No. 7 (Departmental Feedback), and forward one duly signed hard copy to the DoFA Office along with the completed Excel sheet (soft copy) to dofaoffice@bitmesra.ac.in

ANNEXURE 2

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
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.
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	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.
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.
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	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.
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.
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.

GUIDELINES FOR FILLING THE CAREER PROFILE

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	$0.5 \leq a < 0.75$	$0.75 \leq a < 1$	$1 \leq a < 1.25$	$^{3}\ 1.25$
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	$2.5 \leq a < 5$	$5 \leq a < 7.5$	$7.5 \leq a < 10$	$10 \leq a < 15$	$15 \leq a < 20$	≥ 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	$0.5 \leq a < 0.75$	$0.75 \leq a < 1$	$1 \leq a < 1.25$	$^{3}\ 1.25$
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	$0.25 \leq z < 0.5$	$0.5 \leq z < 1$	$1 \leq z < 1.5$	$1.5 \leq z < 2$	≥ 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,

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

η	**0**	**< 0.5**	$0.5 \leq y < 1$	$1 \leq y < 1.5$	$1.5 \leq y < 2$	≥ 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,

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

ε	**0**	**< 0.25**	$0.25 \leq y < 0.5$	$0.5 \leq y < 1$	$1 \leq y < 1.5$	≥ 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.

ANNEXURE 3

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.

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.

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.

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.

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

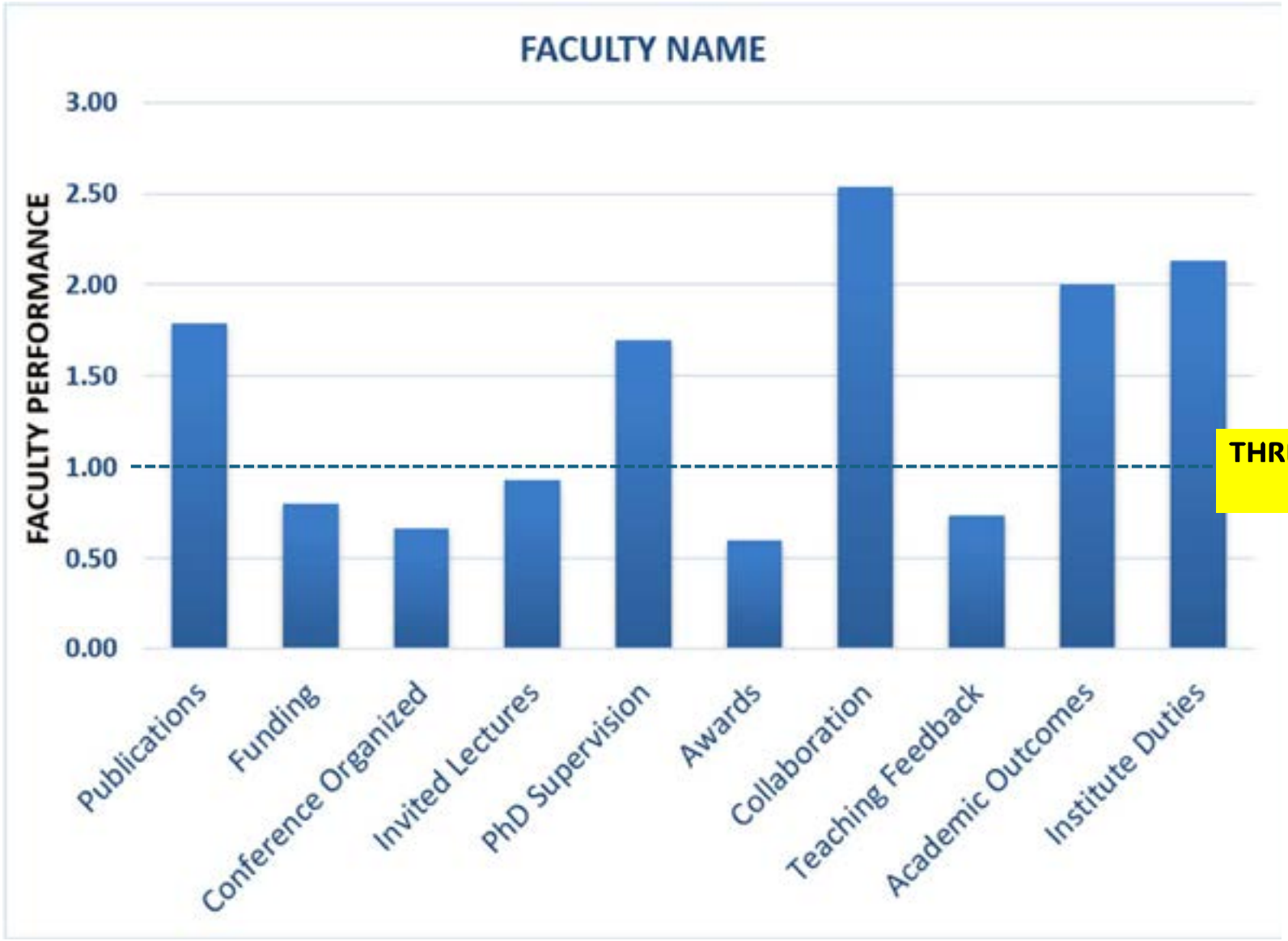
Ans: No. Life Membership of a Professional Body shall not be considered as an award or recognition for scoring purposes, as it is generally obtained through membership subscription or eligibility criteria and does not constitute a competitive academic or professional distinction. However, Fellowship 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.

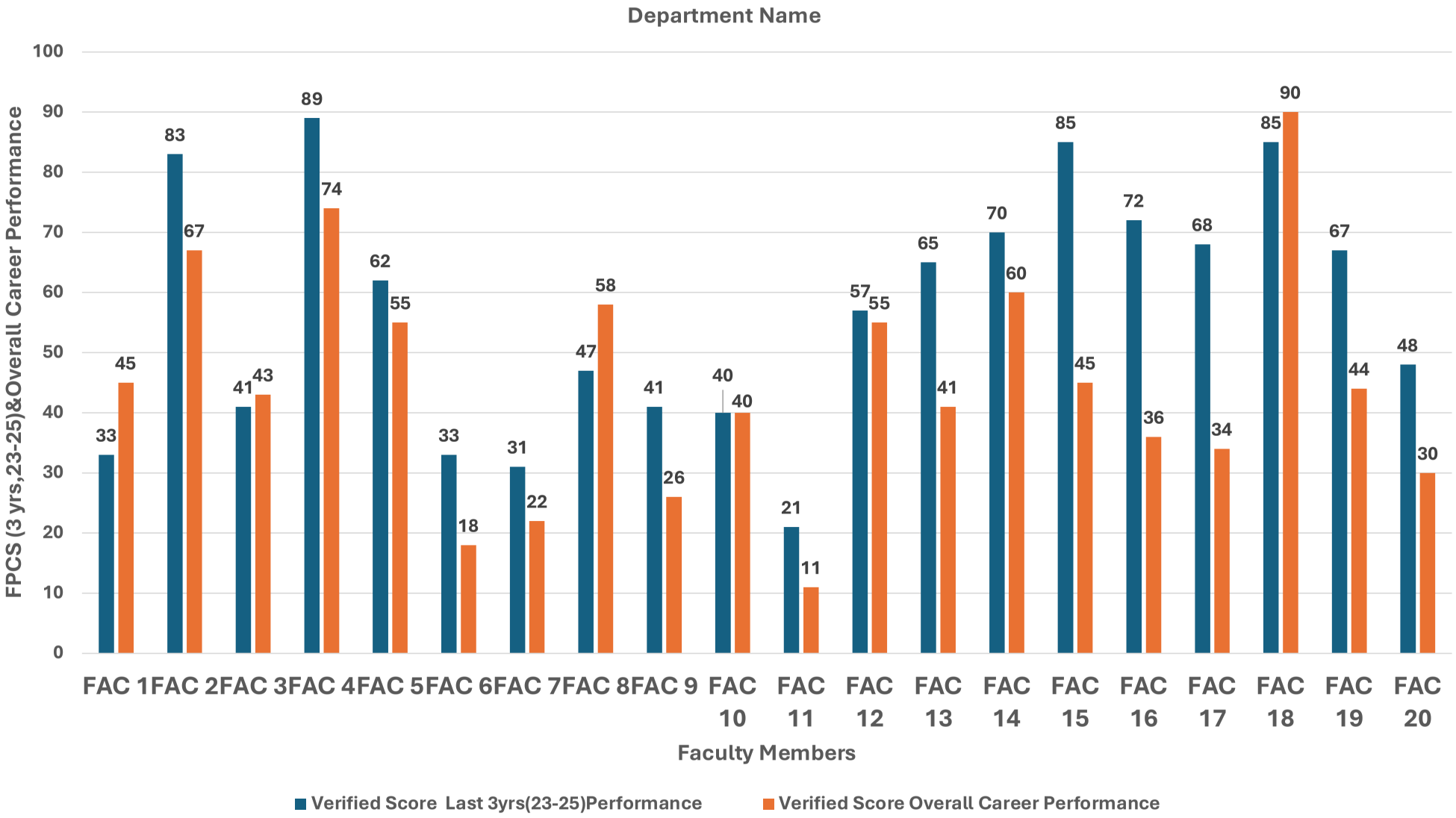
25. For acting as Judge/ Evaluator at any BIT event.

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

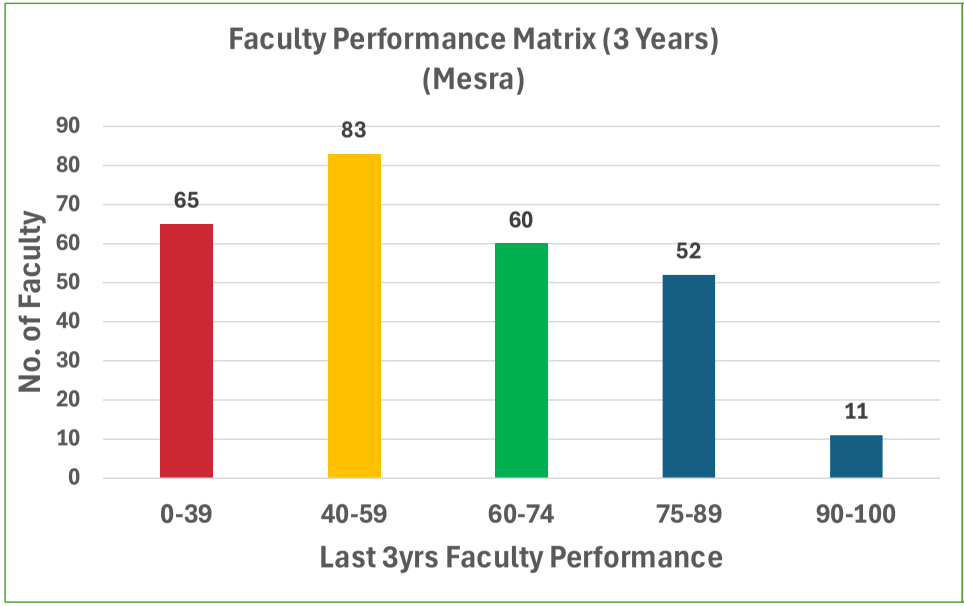
ANNEXURE 4

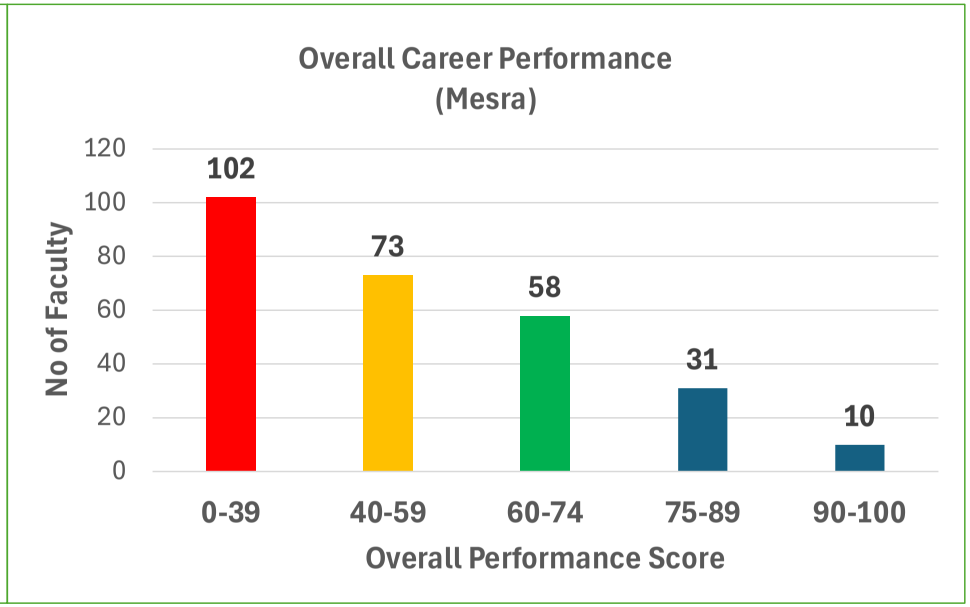
CASE STUDIES ON FPCS


FACULTY NAME
FACULTY PERFORMANCE
3.00
2.50
2.00
1.50
1.00
0.50
0.00
Publications
Funding
Conference Organized
Invited Lectures
PhD Supervision
Awards
Collaboration
Teaching Feedback
Academic Outcomes
Institute Duties
THRESHOLD


Department Name
FPCS (3 yrs,23-25)&Overall Career Performance
100
90
80
70
60
50
40
30
20
10
0
33
45
83
67
41
43
89
74
62
55
33
18
31
22
47
58
41
26
40
40
21
11
57
55
65
41
70
60
85
45
72
36
68
34
85
90
67
44
48
30
FAC 1
FAC 2
FAC 3
FAC 4
FAC 5
FAC 6
FAC 7
FAC 8
FAC 9
FAC 10
FAC 11
FAC 12
FAC 13
FAC 14
FAC 15
FAC 16
FAC 17
FAC 18
FAC 19
FAC 20
Faculty Members
Verified Score Last 3yrs(23-25)Performance
Verified Score Overall Career Performance

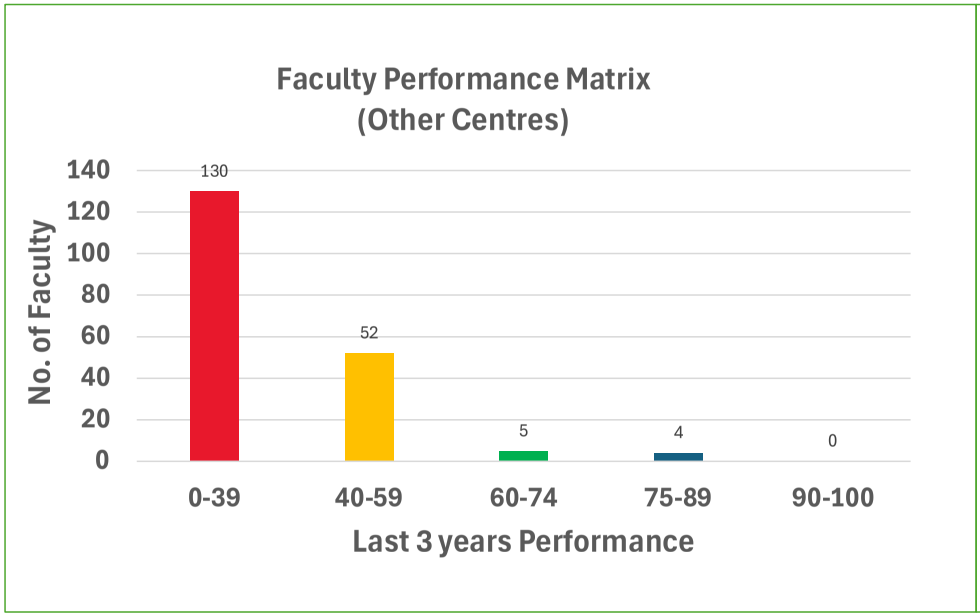
FACULTY PERFORMANCE (MESRA)

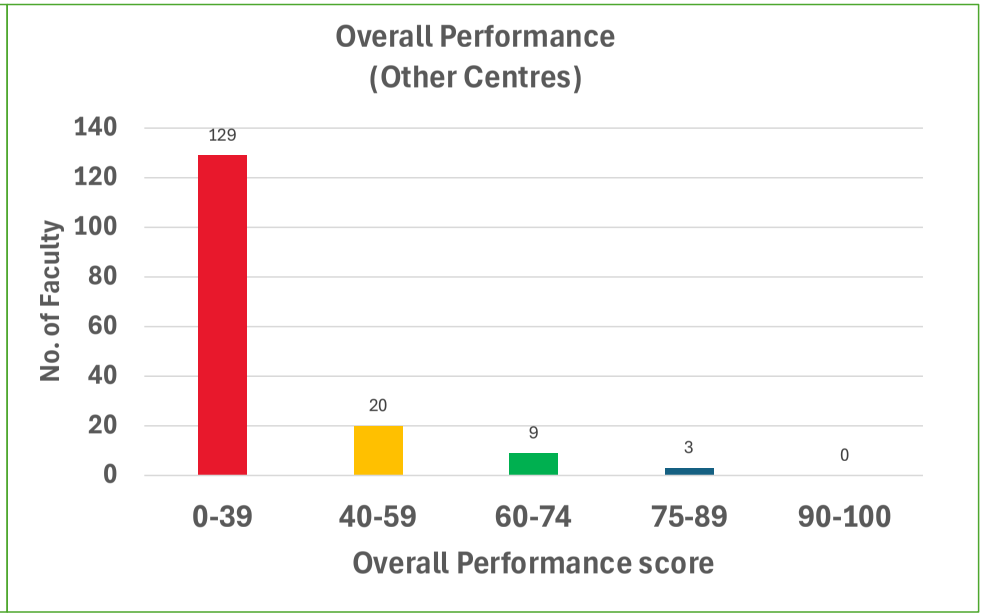




TOTAL NUMBER OF REGULAR FACULTY (MESRA): 271/344

FACULTY PERFORMANCE (OTHER CENTRES)





TOTAL NUMBER OF REGULAR FACULTY (OTHER CENTRES): 191

बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
डिम्ड यूनिवर्सिटी अधिनियम 1956 की धारा 3 के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of U.G.C. Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276802/2276806 फैक्स/Fax: 0651-2275401/2276852 वेबसाईट/website: www.bitmesra.ac.in

Ref. No. GO/Estb/FAC/25-26/259 17th April, 2025

OFFICE ORDER

COMMITTEE FOR FACULTY ASSESSMENT FOR INSTITUTIONAL EXCELLENCE

A Committee is being constituted as under to ensure a fair, transparent and constructive evaluation process that encourages excellence, recognizes merit and motivates continuous academic and professional development:

1. Dr. Ashoke Sharon - Chairman
   Dean of Faculty Affairs (DoFA)
2. Dr. Raju Poddar - Member
   Dean of Research & Innovation Entrepreneurship
3. Dr. Animesh Ghosh - Member
   Director (IQAC)
4. Dr. Sitanshu Shekhar Sahu - Member
   Associate Professor
   Department of Electronics & Communication Engineering
5. Dr. Aftab Alam - Member
   Assistant Professor
   Department of Electrical & Electronics Engineering
6. Dr. Akriti Nigam - Member Secretary
   Assistant Professor
   Department of Computer Science & Engineering

OBJECTIVE OF THE COMMITTEE:

- To propose the methodology of assessment of faculty performance comprehensively, focusing on teaching effectiveness, research productivity and service to the institution and community.
- To recommend actionable steps for professional development and recognition based on performance evaluations.
- To ensure that all assessments and recommendations are conducted fairly and transparently.

All the above objective may be framed through an Institutional Policy Document for establishing Institutional Excellence. The committee can take the necessary steps to identify that gap and possible solutions to propose in the policy document and to strategize the steps for the Institute's sustainable growth and perspective.

This has approval of the Competent Authority.

17/4/25
Registrar

To,
The Chairman
All Members

Copy to:
1. P. S. to Vice Chancellor
2. Files

Sample Copy

बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(डि॰ अनु॰ आ॰ अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

INTER OFFICE MEMO

Ref : RO/IOM/2026-27/125	13th August 2026
From : **Dr. Rajesh Jain** **Registrar**	**To :** **DOFA/DAIR/DRIE/** **FINANCE OFFICER/AR(HR)**
Sub: Forwarding of approved Policy Matters.	

Dear Madam(s)/Sir(s),

This is to inform you that the Executive Council (Governing Board) in its 8th meeting (87 session of Governing Board) conducted through circulation of agenda on 24.07.2026 and recorded vide Resolution dated 04.08.2026, has approved the following policy related matters, which shall come into force with immediate effect and shall remain applicable until further orders.

Agenda Item No.	Particulars	Responsibility	Enclosed as Annexure
EC.08(87).01	A) Standard Operating Procedure (Sop) For Corporate Social Responsibility (CSR) Funds (Revised)	DAIR/FO	01
	B) Performance Related Incentive System (PRIS) for Teaching Staff	DOFA/FO	02
	C) Introduction of Annual Performance Assessment System (APAS) for Annual Incentive and Career Growth Scheme (CGS) for Non-teaching Staff	AR(HR)/FO	03
EC.08(87).02	Incorporation of "BIT Mesra Technology business Incubation Hub" (TBiHUB) as a Section 8 Company	DRIE/FO	04 & 05

This communication is forwarded for your information, necessary implementation, and further dissemination among the relevant stakeholders, wherever deemed appropriate.

(Dr. Rajesh Jain) 13/8/26
Registrar

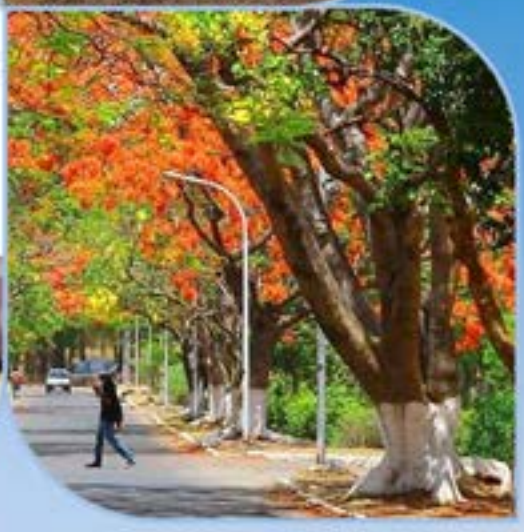
Encl: As stated above.

Copy forwarded for further circulation (if so required) to:

1. DoFA (*enclosed Annexure-02*)
2. DAIR (enclosed Annexure-01)
3. DRIE (enclosed Annexure -04 & 05)
4. Finance Officer (enclosed Annexure- 01, 02, 03 & 04 & 05)
5. Asst. Registrar (HR) (enclosed Annexure-03)
6. OSD to VC
7. File.











BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

बिरला प्रौद्योगिकी संस्थान, मेसरा, राँची

Ph. : 0651 - 2275402, 2276052 | Fax : 0651 - 2275401

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