

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	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	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.