



**Management, Law and Humanities Faculty Performance Evaluation Guidelines**

Item No.	Guidelines to calculate points (Submit relevant proofs against your claims)	Points
1	It is MANDATORY for all the faculty in the University to Attend 5 man days of Training and successful completion of training programmes, which makes them eligible for PE. This translates to 1 point for a one-day FDP or 0.125 points / hour of FDP, whichever is applicable	5
2	Arranging Industry expert Lecture- 1 point will be awarded for 1 Lecture arranged (divide the point(s) equally for more than one coordinator per lecture)	2
3	Students feedback for LAB and theory on VTOP (Avg. of Theory+Lab / AY) < 60% = 0 pt., ≥ 60% & < 70% = 1 pt., ≥ 70% & < 80% = 2 pt., ≥ 80% & < 90% = 3 pt., ≥ 90% & < 95% = 4 pt.; ≥ 95% = 5 pt.	5
4	Students Mentee feedback on VTOP < 60% = 0 pt., ≥ 60% & < 70% = 1 pt., ≥ 70% & < 80% = 2 pt., ≥ 80% & < 90% = 3 pt., ≥ 90% & < 95% = 4 pt.; ≥ 95% = 5 pt.	5
5	Each VAC will fetch 4 Points, (divide the point(s) equally for more than one instructor) / Extra classes for slow learners through academic enhancement centre (1 class- 0.5 pt.)	8
6	Arranging Lecture by Foreign Professor through Video Conferencing- 1 Lecture will carry 2 points (divide the point(s) equally for more than one coordinator per lecture)	2
7	Average – Pass Percentage in all theory classes taught in an AY--- < 50% - 0 pt.; ≥ 50% & < 60% - 1 pt.; ≥ 60% & < 70% - 2 pt.; ≥ 70% & < 80% - 4 pt.; ≥ 80% - 6 pt.	6
8	Creation of one full MOOC in a year using effective technology- one course will fetch faculty 6 points (This point is adjusted with item no. 19, 20)	0
9	Each Field Visit/ Language Enhancement Events will fetch the faculty 3 points, [Max. two visits in AY]	6
10	Students Credit Hrs < 15 – 0 pt.; ≥ 15 & < 90 - 2 pt.; ≥ 90 & < 200 - 3 pt.; ≥ 200 & < 280 - 4 pt.; > 280 – 5 pt.	5
11	Smart Board Use / Video Capturing of Lecture/Usage of Technology - each lecture will attract 2.5 pt.	5

12	Innovations in Teaching / Evaluation Introduced: Each innovation leading to qualitative outcome = 2.5 pt.	5
13	Paper published in Scopus/ UGC CARE/ WoS/ indexed/ ABDC listed Journal or Conference Proceedings (max. of 2 conference papers): as First author or as Second author provided Scholar guided by respective Faculty member should be the First author, each carrying 4 points (However a faculty member is recommended to publish a min. of 4 papers in any above category per AY). Only one faculty can claim full points as first author/corresponding author for any given paper. Otherwise, except first author or corresponding author, the points (4) will be divided by total number of authors for all remaining authors.	24
14	Increase in individual "h" Index- <i>Comparative Proof of increase in H index has to be disclosed (Google Scholar/ Scopus) H index &lt; 5 = 0 pt.; <math>\hat{}</math> 5 &amp; &lt; 10 = 1 pt.; <math>\hat{}</math> 10 &amp; &lt; 15 = 2 pt.; <math>\hat{}</math> 15 &amp; &lt; 20 = 3 pt.; <math>\hat{}</math> 20 = 4 pt.</i>	4
15	Joint Publication with foreign Professors. Each publication with a Foreign Professor/collaborator = 2.5 pt. (not to consider same publication which is already counted under item no. 13, 16, 21) (This point is adjusted with item no. 19, 20)	5
16	Publication of Books/ Monographs/ Book Chapters -- one chapter at least in a year 1 book = 10 pt.; 1 monograph/ book chapter/ article in reputed periodicals = 5 pt.	10
17	Contribution to Inter/Trans-Disciplinary Research on submission of consultancy/ project proposal – each proposal carries 1 point	2
18	Patent as certified by IPR Cell [1 pt./Published or 2 pt. / Awarded], Divide the point(s) equally for more than one inventor. Data to be collected from Dy. Dir. IIC	2
19	Ph.D. degree progress of candidates under your guidance (DC(2pt)/ CV(2pt)/ Colloquium(4pt)/ Synopsis(4pt)/Award (5pt))	10
20	Funded Project [4 pt. / submission or 12 pt. / granted] (A faculty is recommended to submit a min. of 2 proposals/AY)	12
21	Publication of Review/ Survey Paper (3 Points/ paper) (not to consider same publication which is already counted under item no. 13,15,16)	6
22	International Collaborations (4 Points / Collaboration)	8
23	Citation Index of the faculty. 1 – 10 citations = 2 pt.; 11 – 20 citations = 4 pt.; 21 – 30 citations = 8 pt.; > 30 citations = 10 pt.	10
24	Attending International Conferences to present paper –one paper will fetch 2 points	2
25	Consultancy work done and revenue generated out of it. 2 pt. of each lakh of consultancy revenue	8
26	Contribution to Research Centre –The faculty are supposed to be a part of research center and should actively participate in the activity. Each prominent contribution = 2 pt.	4

<b>27</b>	Office bearer in Professional Bodies---Coordinator of Professional bodies like (Treasurer of IEEE etc.;;) – if office bearer of at least one professional body = 2 pt.; else zero	2
<b>28</b>	Organized one Virtual International Conference. Organizing committee = 4 pt.; session chair = 2 pt.	4
<b>29</b>	FDPs / EDPs / MDPs organized. Organizing one FDP/ EDP/ MDP will attract 2 points	2
<b>30</b>	Organizing Hack-a-thon/ Make-a-thon/ Idea-a-thon. Organizing one event will attract 2 points	2
<b>31</b>	Invited Talks given. One invited talk delivered other than VIT institutions will earn 1.5 points	3
<b>32</b>	Organizing National Workshop / Seminar/ Management Conclave. One Event will attract 3 points	6
<b>33</b>	Awards/ Honours received (State/ National/ Govt. or Govt. recognized bodies). Each award carries 6 points	6
<b>34</b>	Admin Responsibility (QP Moderation/ Coordinator Work/ Clubs/ Lab In-charge/ Events) QP Moderator / Coordinator / Club Coordinator/ Lab In-charge/ Event Coordinator = 2 pt. per semester or event. (school dean will verify, separate proof is not required)	4
<b>35</b>	Professional international Visit. One visit / AY = 1 pt. (This point is adjusted with item no 19, 20)	0
<b>36</b>	Accreditation contribution (School level Coordinators/ Others) Worked in at least one School level committee = 1 pt. per semester. (school dean will verify, separate proof is not required)	2
<b>37</b>	Introducing new industries/ internship/ job opportunities as (as assessed by Dy. Dir CDC, in consultation with School Dean) min 2 / individual – 1 pt. for providing each new contact	2
<b>38</b>	Effectiveness of documentation / filing / etc., (as assessed by Asst. Dir. NAAC in consultation with School Dean) > 90% documents filed as per requirement in a semester = 3 pt.; < 90% documentation per semester = 1.5 pt.; Non- filing = zero pt.	6

**Note:**

- All the Faculty/HoD/Dean/Coordinators/Assistant Directors should use the Faculty PE form.
- For School Deans- 50% weightage taken from their individual scoring and 50% from the overall School average
- Whichever school scores highest average will get bonus 5 points.