

**PERFORMANCE EVALUATION SYSTEM (PES) FOR FACULTY
[ACADEMIC YEAR: 2023-24 & 2024-25]**

Preamble

In line with our vision & mission and in accordance with the requirements of AACSB for continuous evaluation of faculty, the Performance Evaluation System for the faculty, after due deliberations in PES committee and faculty council, has been revised keeping in view the shifting focus on research, teaching and administration including student activities as per need of the hour.

While teaching is an important component, research will make the faculty move in the direction of achieving our vision and mission. A faculty to be well rounded needs to be capable of teaching (including executive teaching), doing research, and attending to administrative and student activities. Accordingly, it is expected that a faculty earns his or her work units through a combination of these activities.

Rules and Procedure for Implementation:

1. **PES to apply to all faculty positions including**
 - a. faculty on a regular scale,
 - b. research track faculty,
 - c. faculty on a contract on BIMTECH payroll full time.
 - d. those identified partly for Institution Building / Administrative positions who will earn the balance work units from teaching or research activities

The PES policy will exclude:

- a) The faculty who are appointed as consultant / advisor on invoice basis.
- b) Non Faculty positions.

2. Period under review:

PES will be considered for the Academic Year from 1st June to 31st May

3. Annual Activity Plan:

Faculty will prepare activity plan for the relevant academic year so that they can do the self-review periodically of what had been achieved against what was planned to achieve in the desired plan in time.

4. Grant of Increment to Faculty:

- a) Minimum of 300 work units must be achieved in the AY 2023-24 and 2024-25 to earn the next increment in each year.
- b) At least one research paper should have been published in Scopus or Web of Science indexed journal which should also be listed at least in ABDC – C /ABS-1 category journal in the academic year 2023-24/2024-25 as the case may be.

5. Incentives for work units achieved:

The following conditions are applicable for all regular faculty members on payroll including adjunct faculty.

- a) One research paper is to be published in the B category ABDC /ABS 2 journals (also listed in Scopus/Web of Science indexed journals) once in two academic years. However, if the paper is published in the 2nd year (viz AY 2024-25), the incentive will be released for the first year (viz AY 2023-24) with the incentive for the second year.

OR

Two Scopus/Web of Science research papers which are listed in ABDC / ABS journals also in the relevant Academic Year, are to be published each year, for the release of PES incentive for that Academic Year.

- b) To discourage getting incentive based on heavy teaching mainly by compromising the research output and institution building of the institute, it has been decided that beyond 225 work units under teaching, only 20% credit will be given for the balance work units and a zero credit will be given beyond 300 work units.
- c) The Incentive will be provided for work units above 300 but up to 600 work units at the rate per work unit decided by the management. For the year 2023-24, the incentive at the rate of Rs.1200/- per work unit will be given.
- d) The faculty on probation are also eligible for Incentive.
- e) **If the faculty does not report the publications by the 15th of every month in the BIMTECH MIS platform and latest by the 10th of June for the month of May every year, and /or does not submit the PES form by the 10th June each year, he/she will not be released the increment and the incentive for the concerned year. This rule will not be relaxed.** PES work units will not be granted for any performance not reported under MIS from AY 2023-24 onwards.
- f) Any work units reported by faculty in PES Evaluation Form after 10th June every year will not be considered.

- g) Any wrong / incomplete information filled in PES form by faculty will not be considered for further correction and no work units will be allotted for the same unless corrected within 10th June every year.

A table of activity wise work units is attached as Annexure 1.

6. Adjunct faculty:

6.1 Increment to Adjunct Faculty:

- The adjunct faculty will get a Performance Linked Incentive (PLI) in place of an increment. PLI will be based on PES work units earned and the quality of Teaching and Institution Building activities individually evaluated by the PES Review Committee.
- Requirement of minimum 300 work units for annual increment will be adjusted in the ratio of days worked in a week to 5 days a week e.g. if an adjunct faculty's working days are 4 in a week, the required minimum work units for him will be: $(300/5) * 4 = 240$ work units.

6.2 Incentive to Adjunct Faculty:

- The Adjunct Faculty is expected to do all the activities and publish a number of research papers as per Clause 5 and as per their faculty qualifications like SA/PA/SP/IP/ Other for incentivizing work units in excess of 300 every academic year:

SN	Classification	Qualification	Journals of Publication of papers/articles
1	SA	Ph.D	Scopus/Web of Science indexed or ABDC/ABS/FT50 Journal as per clause 5 (a)
2	PA	Ph.D	Scopus/Web of Science indexed or ABDC/ABS/FT50 Journal as per clause 5 (a)
3	SP	PG	Scopus/Web of Science indexed journals or approved Practitioner journals
4	IP	PG	Scopus/Web of Science indexed journals or approved Practitioner journals
5	Other	CA/ICWA/CS	Scopus/Web of Science indexed journals or approved Practitioner journals

The faculty with classifications other than SA and PA have the option to publish as per SA qualification if they are comfortable with this option.

- The list of Practitioner journals is provided as per Annexure-2.
- The duration for publishing one research paper/article every year is being relaxed for the adjunct faculty as under:

No. of days worked in a week	Duration for paper publication
4 days	15 months
3 days	20 months

The incentive for the relevant Academic year will be released whenever a paper/article is published satisfying the above criteria.

7. Faculty joining in the middle of the academic year:

Requirement of minimum 300 work units for annual increment will be adjusted in prorate of their work period at the institute in the relevant academic year. However, for incentive, they too, need to exceed 300 work units and fulfill the conditions of Clause 4.

8. Faculty leaving before the evaluation under PES:

In case a faculty leaves before the PES evaluation is finished for his/her work done under the period of review, he/she will not be entitled for reward for his performance for the completed academic year of stay at BIMTECH.

9. Annual performance report:

Faculty will fill and submit the Annual performance report in the prescribed PES Evaluation form (attached as Annexure 3) for the preceding academic year latest by 10th June. After 10th June, no PES Evaluation Form will be accepted. Any work units reported by faculty in PES evaluation form after 10th June will not be considered.

Any wrong / incomplete information filled in PES form by faculty will not be considered for further correction and no work units will be allotted for the same unless corrected within 10th June, 2024.

10. PES review committee

The PES review committee will comprise Director, Deputy Director, Dean Academics, Dean (R) and Registrar.

The meetings of review committee will be convened each year for approving the claims presented by each faculty after scrutiny of the claims by the Convener and Member Secretary of PES Committee. Decisions of the review committee will be final.

11. Non Faculty positions:

Some positions have been identified as purely or fully Institution Building/ Administrative positions and they will be so designated. They will not be considered as

faculty. Persons occupying the following Institution Building Administrative positions will not be covered under PES for faculty.

Sr. No.	Position
1	Director
2	Deputy Director and Dean (Academics)
3	Registrar
4	Chairperson (Admissions)
5	Chairperson (CCR)
6	Controller of Examinations

ANNEXURE -1

TABLE: ACTIVITY WISE WORK UNITS

Sr.	Activities	Work Units
1	Intellectual Contributions	
1(a)	Research & Publications:	
1 (a.1)	Article Published in Business Newspaper and Magazines: (Economic Times, Financial Express, Business Line, MINT, Wall Street Journal, Finance Times, Business Today, Business World, Business India, Forbes India)*	5
	* Crediting WUs will be subjected to the condition that the article is published: a) On the editorial page of a newspaper of repute and not as a column or blog. b) As a lead article of a reputed magazine. c) The work units for a maximum of 12 articles during the year will be granted.	
1 (a.2)	Research Paper Published in Journals:	
	i) Published in the approved Practitioner Journals* (List of approved practitioner journals for Retail and Insurance Management is provided as Annexure 4)	3
	ii) Published in the Journals listed in Scopus & Web of Sciences	50

	iii) Published in the Journals Classified by ABDC or ABS (listed in Scopus / Web of Science only):	
	a) Articles in category C Journals / ABS - 1	75
	b) Articles in category B Journals / ABS - 2	150
	c) Articles in category A Journals / ABS - 3	300
	d) Articles in category A* Journals / ABS - 4	450
	iv) FT 50 Journals	600
	<i>Note: *Updated list has been circulated duly finalized by Area Heads and Dean (Research) as per Annexure 2 attached.</i>	
1 (a.3)	Cases and Teaching Notes: Case <u>with</u> Teaching Note (published only in one of the following)	
	a) Harvard Publishing	75
	b) Ivey Publishing	60
	c) Case Centre-UK, NACRA, ACRC	50
	d) Publication in publishing group: Blackwell, Elsevier, Emerald, Gower, IBS, Inderscience, Palgrave, Routledge, Sage, Springer, Taylor & Francis which are listed in Scopus / Web of Science	50
1 (a.4)	Reviewer of Publications:	
	(i) Articles in ABDC Grade B / ABS - 2 Journals	3
	(ii) Articles in ABDC Grade A / ABS - 3 Journals	5
	(iii) Articles in ABDC Grade A* / FT 50 / ABS - 4 Journals	10
Note (1a)	<ul style="list-style-type: none"> • <i>Affiliation with BIMTECH for the paper published is a must</i> • <i>Work units available only after publication / issue of DOI number in the assessment year only.</i> • <i>Minimum 25 work units must be earned by the faculty through research paper publications in case all the paper publications in the relevant year are in joint authorship in the journal(s) in the category mentioned in PES Policy 2023-24 onwards to earn increment and incentive under PES policy.</i> • <i>In case of joint authors, proportionate credits will be allowed.</i> • <i>If publication is appearing in more than one category / section, the category /section with highest work units will be considered.</i> • <i>The category of the journal is determined and considered at the time of publication of the research paper and not that at the time of submission of paper.</i> • <i>No work units will be granted for presentation of paper/case in any conference or same is published in conference proceedings.</i> 	

	<ul style="list-style-type: none"> If the paper / case presented in any funded or not funded or in-house conference gets published in the BIMTECH approved journals / case centers, the relevant work units will be awarded as per the category of publication. Work units for Reviewer ship will be awarded as per no. of journals and not as per no. of papers reviewed in the same edition of the journal. 	
1(b)	Delivering Keynote address, Being a Panelist, Chairing of Session in academic conferences (other than fully/partially funded by BIMTECH/in-house events)	
	(i) International - redefined as conference taking place abroad in North America, Europe, Australia, Japan, China and Singapore	
	a) Keynote Address	7
	b) Panelist/Chairing Session	5
	(ii) National -Taking place in India and similar countries like Bangladesh, Nepal etc.	
	a) Keynote Address	5
	b) Panelist/Chairing Session	2
Note (1b)	<i>No credit of work units will be made where BIMTECH has provided any partial / full financial support or monetary reward or in-house conferences.</i>	
1(c)	Publication of Books in the area of management	
	(i) Research - based Book/National Report (Research Based)	75
	(ii) Text Book	50
	(iii) Edited Book	30
	Chapter in Books	
	(i) International Publisher (Reputed publisher from North America, Europe, Australia, Japan, China, Singapore)	20
	(ii) National Publication (Publisher from India, Pakistan, Bangladesh, Sri Lanka etc. will considered in same category as National Publisher)	10
Note (1c)	<i>In all publications, affiliation with the institute should be mentioned for eligibility for work units. In case of joint authors, proportionate credit will be allowed.</i>	
1(d)	Sponsored Academic Research Leading to a report acceptable to the sponsoring organization. (WU will not be given to faculty if any benefit has been availed by faculty of any kind e.g. National/international visit paid partially or fully by BIMTECH or sponsored Org./ monetary benefit/ Material benefit like laptop	

	etc.) (Consultancy projects/ developmental projects are not part of Academic Research Project)	
	(i) 1 - 5 lakhs	5 per one lakh
	(ii) 6 - 10 lakhs	25 (upto 5 lakh) + 3 per lakh from 6 to 10 lakh
	(iii) 11 – 25 lakhs	40 (upto 10 lakh) + 2 per lakh from 11 to 25 lakh
	(iv) 26 – 100 lakhs	70(upto 25 lakh) + 1 per lakh from 26 to 100 lakh *
Note (1d)	<p><i>*Subject to ceiling of 100 lakh</i></p> <ul style="list-style-type: none"> <i>Prorata work units may be credited as per % progress report as of 31st March each year certified by sponsoring agency</i> <i>In case of joint research, all will share the work units. The project leader will decide the distribution.</i> <p><i>If the faculty is getting any monetary benefit from the project, no work unit will be provided.</i></p>	
1(e)	Supervision of Ph.D./FPM/EFPM work	
	(i) Guide/Chairperson of Thesis Supervisory Committee	20+20+20 (1 st 3 yrs)
	(ii) Co- Guide/Member of the Thesis Supervisory committee	10+10+10 (1 st 3 yrs)
Note (1e)	<i>Work units will be awarded for doctoral students admitted in BIMTECH only</i>	
2	Teaching	
	Teaching Doctoral & Post Graduate Programmes at BIMTECH:	
2 (a)	(i) Immersion Course: For each hour	1 x 0.8 x hours taught
	Core Elective Course:	
	(ii) Upto 20 hours course: <ul style="list-style-type: none"> If internal faculty shares the course, WU will be proportionate to hour of teaching e.g. if "A" and "B" faculty have shared a course and "A" has taught for 12 hours out of total 20 hours, his WU will be: 12*1.5. If there are outsourced sessions, WU will be credited proportionately i.e. Total no. of hours –(minus) hours of outsourced session) 	1.5 x hours taught (30 WU Max.)

	<p>(iii) 25 hours' course</p> <ul style="list-style-type: none"> If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $WU = \frac{\text{No. of hours taught by faculty}}{25} * 45$ If the outsourced sessions are more than 20% of total course hours, WU will be: $WU = \frac{25 - (\text{hours of outsourced session} - 20\% \text{ of } 25)}{25} * 45$ 	45
	<p>(iv) 30 hours' course</p> <ul style="list-style-type: none"> If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $WU = \frac{\text{No. of hours taught by faculty}}{30} * 45$ If the outsourced sessions are more than 20% of total course hours, WU will be: $WU = \frac{30 - (\text{hours of outsourced session} - 20\% \text{ of } 30)}{30} * 45$ 	45
	<p>(v) 35 hours' course</p> <ul style="list-style-type: none"> If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $WU = \frac{\text{No. of hours taught by faculty}}{35} * 50$ If the outsourced sessions are more than 20% of total course hours, WU will be: $WU = \frac{35 - (\text{hours of outsourced session} - 20\% \text{ of } 35)}{35} * 50$ 	50
	<p>(vi) 40 hours' course</p> <ul style="list-style-type: none"> If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $WU = \frac{\text{No. of hours taught by faculty}}{40} * 55$ If the outsourced sessions are more than 20% of total course hours, WU will be: $WU = \frac{40 - (\text{hours of outsourced session} - 20\% \text{ of } 40)}{40} * 55$ 	55

(vii)	FPM/EFPM Course For each hour	As per 2(a) i to vi																
(viii)	Lead Course (60 hours course, stretched to 3 trimesters only)	26.46 per trimester																
	Additional work units for First Time AOL courses	5																
<p>Course Class Feedback:</p> <table border="1" data-bbox="497 607 1107 779"> <thead> <tr> <th>FB</th> <th>WU</th> <th>FB</th> <th>WU</th> </tr> </thead> <tbody> <tr> <td>4.51-5.0</td> <td>5</td> <td>3.01-3.5</td> <td>-1</td> </tr> <tr> <td>4.01-4.5</td> <td>3</td> <td>2.61-3.0</td> <td>-3</td> </tr> <tr> <td>3.51-4</td> <td>1</td> <td>2.01-2.5</td> <td>-5</td> </tr> </tbody> </table> <ul style="list-style-type: none"> In case of more than one section of the same course taught in PGDM Programme, the average score of feedback of all sections will be considered. 			FB	WU	FB	WU	4.51-5.0	5	3.01-3.5	-1	4.01-4.5	3	2.61-3.0	-3	3.51-4	1	2.01-2.5	-5
FB	WU	FB	WU															
4.51-5.0	5	3.01-3.5	-1															
4.01-4.5	3	2.61-3.0	-3															
3.51-4	1	2.01-2.5	-5															
Note 2	In case of more than 225 work units under teaching, only 20% credit will be given for the balance work units above 225 upto 300 work units only. Beyond 300 work units no work unit will be given.																	
2(a)																		
2(b)	(i) STP- Short Term Project (Max. 10 Students per faculty)	0.5/student (Max 5)																
2(c)	Summer Internship 3 work units per students subject to maximum of 30 work units (Max. 10 students)	3 / student (Max. 30)																
	OJT Mentorship (Max 10 students)	1 /student (Max. 10)																
2(d)	Conducting FDP sessions as trainer at BIMTECH (Independent sessions only)																	
	(i) Half Day FDP Session	2																
	(ii) Full Day FDP Session	4																
2(e)	Faculty Internship *WU to be decided on case to case basis and remuneration by the Corporate House (approved by BIMTECH) will be considered.	2 per day*																
3	Administrative/ Student Activities																	
3(a)	FDP Organized (Only if having min. 15 paid participants & paid participants' amount is being paid to BIMTECH only and the concerned faculty is not receiving any monetary gain from BIMTECH or external org.)	2 per day																

	(As Programme Director)	
	(i) Internal FDP	
	(ii) External FDP	2 per day
Note (3a)	<ul style="list-style-type: none"> Bonus units for number of paid participants as follows: 16 to 19 = 5 units, 20 or more = 10 units If there are two or more Programme Directors, work unit will be divided 	
3(b)	Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants & paid participants' amount is being paid to BIMTECH only) for the Organizing Head including team members to be distributed by the Organizing Head	
	(i) International (Minimum 10 overseas presenters/delegates)	
	a) For one day event	20 Max.
	b) For two day event	30 Max.
	c) For three or more days	Additional 10 per day
	(ii) National (having min. 10 paid participants)	
	a) For one day event	15 Max.
	b) For two day event	20 Max.
	c) For three or more days	Additional 10 per day
Note (3b)	<i>Bonus units:</i> a) 11-25 delegates – 5 work units b) 26-50 delegates - 10 work units c) above 50 delegates-15 work units	
3(c)	Participation in Admission Process / CCR activity/ Other activity approved by director	
	(i) Full Day spent	2
	(ii) Half Day spent	1
	<ul style="list-style-type: none"> Journey period may be added with duration of duty) 	
3(d)	Activity Heading	
3(d)1	Programme Chairperson (up to 240 students in both years i.e. PGDM-IB/ RM/IBM/FPM) Including Chairperson Fellow Program.	75
3(d)2	Programme Chairperson (above 240 students in both years i.e. PGDM – Core)	150

	Program Chairperson – COOLS (PGDM – Online)	
3(d)3	Coordinator – Academic Programme	45
3(d)4	Coordinator – COOLS (no separate WUs will be awarded for the additional assignment of Deputy Registrar)	70
3(d)5	Advisor – COOLS	70
3(d)6	Convener - International Affairs (including International Affairs Conduit)	50
3(d)7	Convener - Alumni Relations (including Alumni Conduit)	35
3(d)8	Convener (MDP)	30
3(d)9	Area Heads	75
3(d)10	Editorial team of (including Editor in Chief, Managing Editor, Asst.Editor, Member - Editorial Board /Team) Journal- SABJMC (The Head of the Editorial team will allocate the work units to all the team members including the Head, based on the contribution)	100
3(d)11	Editorial team of (including Editor in Chief, Managing Editor, Asst.Editor, Member - Editorial Board /Team) Journal BIMTECH Business Perspectives (The Head of the Editorial team will allocate the work units to all the team members including the Head, based on the contribution)	75
3(d)12	Dy. Chairperson (CCR)	50
3(d)13	Editor - BIMTECH Newsletter	30
3(d)14	Chairperson- Internal Quality Assurance Cell- IQAC	40
3(d)15	Summit Souvenir (where transcription is involved) (Hours of recording to be approved by Chairperson-Centre for MDP and Consultancy (CMDc))	2/Hour of recording

3(d)16	Student Handbook (work units to be distributed among members by the Faculty-in-charge)	15 Max. for entire team
3(d)17	Dy. Controller / Asst. Controller of Examination	35
3(d)18	Faculty-Coordinator for On Job Training OJT (PGDM -RM)	20
3(d)19	Co-Convener - International Affairs	20
3(d)20	Students Conduits & Club Activities Committee – Convener (WUs to be distributed by the Dean-SW&SS) No WUs for the members of this Committee.	20 Max.
3(d)21	Faculty in Charge - Conduit (except Alumni, Media & International Affairs) (WUs to be distributed by the Dean-SW&SS. Minimum 5 quality activities are required to be eligible for availing WUs in an Academic year. There will be zero WUs if the quality activities in an academic year are less than 5 by any conduit.	20 Max.
3(d)22	Faculty in Charge - Clubs (WUs to be distributed by the Dean-SW&SS). Minimum 5 quality activities are required to be eligible for availing WUs in an Academic year. There will be zero WUs if the quality activities in an academic year are less than 5 by any club.	15 Max.
3(d)23	Chairperson - Accreditations Committee (Including B-School Rankings too, no separate WUs for ranking work)	60
3(d)24	Vice Chairperson - Accreditations Committee	25
3(d)25	Coordinator / Member Secretary- Accreditation Committee	10
3(d)26	Chairpersons/ Conveners - Other Administrative Committees (except Convener of Student Conduit & Club Activities Committee as he/she has been covered under point 3(d)20)	25
3(d)27	Chairperson and members of Centre for Corporate Communication including Media Conduit (work units to be distributed by Dy. Director.	25 Max.
3(d)28	Coordinator – Pratibha	5
3(d)29	CEO-Atal Incubation Centre (AIC)	150
3(d)30	Faculty coordinator – Centre for Corporate Relations (CCR)	20
3(d)31	Chairperson - Centre for International Affairs(CIA)	60
3(d)32	Chairperson - Developmental Centers: Centre for Management Case Development (CMCD), Centre for MDP & Consultancy(60

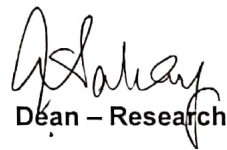
	CMDC), Centre for Sustainability and CSR (CSC), Centre for Faculty Development (CFD)	
3(d)33	Annual Activity Report (to be shared by faculty involved)	15 Max.
3(d)34	Vihaan (Distribution to be done by faculty-in-charge for the entire team including the faculty-in charge)	10 Max.
3(d)35	<p>Committee Member:</p> <p>i. (Any regular Committee working throughout the year) * <i>*Allocation of work units is to be done by the Chairperson / Convener of committee (except members of Student Conduits & Club Activities (SC&CA) Committee members as they have been covered in point 3(d)20 & 21)</i> as per the contribution of each member subject to total WUs not to exceed sum total of no. of members multiplied by 5.</p> <p>ii. No WU for the members of AOL committee / Academic Council committee.</p>	5
3(d)36	Dean Development	150
3(d)37	Dean Research	200
3(d)38	Member Secretary (AOL)	5
3(d)39	Convener - IT	35
3(d)40	Chairperson – Centre for Business 4.0	40
3(d)41	Coordinator - Centre for Business 4.0	20
3(d)42	Dean – SW&SS	150

Important Note:

In case a faculty member undertakes some activity assigned by the competent authority involving substantial time and energy but the same is not included in the annexure 1 above, the faculty may claim the work-units that will be reviewed and decided by the PES Review Committee.



Registrar



Dean – Research



Dean – Academics



Director