

**PERFORMANCE EVALUATION SYSTEM (PES) FOR FACULTY**  
**[ACADEMIC YEAR: 2022-23]**  
**(Updated on 18 Mar. 2023)**

**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. Period under review:**

PES will be considered for the Academic Year from 1<sup>st</sup> June to 31<sup>st</sup> May

**2. 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 the desired plan in time.

**3. Increment of faculty due in July, 2022**

- a) Minimum of 300 work units would be needed to be achieved in the AY 2022-23 to earn the increment.
- b) The increment will be released only when at least one research paper would have been published in Scopus or Web of Science indexed journal or ABDC journal which are listed in Scopus or Web of Science too in the preceding academic year 2022-23. However, this condition does not apply on Adjunct Faculty.

**4. Incentives for work units achieved:**

- a) One research paper is to be published in the Scopus or Web of Science indexed or ABDC listed journal (which are listed in Scopus or Web of Science too) in the relevant Academic Year, for the PES incentive for that AY to be paid.
- 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 50% credit will be given for the balance work units above 225.

- 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.
- d) The faculty on probation will be eligible for Incentive.

**5. Adjunct faculty:**

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. However, for incentive or reward, they too, need to exceed 300 work units and fulfill requirement of research paper as per clause 4.

**6. 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 or reward, they too, need to exceed 300 work units and fulfill requirement of research paper as per clause 4.

**7. Faculty leaving before the PES evaluation:**

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.

**8. Annual performance report:**

Faculty will fill and submit the Annual performance report in the prescribed self-assessment format (attached as **Annexure 2**) for the preceding academic year latest by 7<sup>th</sup> June.

**9. PES review committee**

It will comprise Director, Dy Director, Dean (R) and Registrar 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. Feedback of the review committee will be given to respective faculty in case any modifications are made to claims.

**10. PES to apply to all faculty:**

AACSB requires that all faculty be evaluated. Accordingly, effective from AY 2019-20, it has been decided that PES will apply to all categories of faculty including:

- i. those above 65 years and
- ii. Those identified partly for Institution Building / Administrative positions who will earn the balance work units from teaching or research activities.

**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.

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

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

**TABLE: ACTIVITY WISE WORK UNITS**

Sr.	Activities	Work Units
<b>1</b>	<b>Intellectual Contributions</b>	
<b>1(a)</b>	<b>Research &amp; Publications:</b>	
1 (a.1)	<b>Article Published in Business Newspaper and Magazines:</b> (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: 1) On the editorial page of a newspaper of repute and not as a column or blog. 2) As a lead article of a reputed magazine. 3) The work units for a maximum of 12 articles during the year will be granted.	
1 (a.2)	<b>Research Paper Published in Journals:</b>	
	i) Published in the approved Practitioner Journals*	3
	ii) Published in the Journals listed in Scopus & Web of Sciences	50
	iii) Published in the Journals Classified by ABDC (listed in Scopus / Web of Science only):	
	a) Articles in Grade C Journals / ABS - 1	75
	b) Articles in Grade B Journals / ABS - 2	150
	c) Articles in Grade A Journals / ABS - 3	300
	d) Articles in Grade A* Journals / ABS - 4	450
	iv) FT 50 Journals	600
	<i>*Updated list has been circulated duly finalized by Area Heads and Dean (Research)</i>	
1 (a.3)	<b>Cases and Teaching Notes:</b> 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,	50

	Routledge, Sage, Springer, Taylor & Francis which are listed in Scopus / Web of Science	
1 (a.4)	<b>Reviewer of Publications:</b>	
	(i) Articles in ABDC Grade B / ABS - 2 Journals	3
	(ii) Articles in ABDC Grade A Journals ABS - 3	5
	(iii) Articles in ABDC Grade A* / FT 50 / ABS – 4 Journals	10
<b>Note (1a)</b>	<ul style="list-style-type: none"> <li>• <i>Affiliation with BIMTECH for the paper published is a must</i></li> <li>• <i>Work units available only after publication / issue of DOI number in the assessment year only.</i></li> <li>• <i>In case of joint authors, proportionate credits will be allowed.</i></li> <li>• <i>If publication is appearing in more than one category / section, the category /section with highest work units will be considered.</i></li> <li>• <i>The category of the journal is determinant and considered at the time of publication of the research paper and not that at the time of submission of paper.</i></li> <li>• <i>No work units will be granted for presentation of paper/case in any conference or same is published in conference proceedings.</i></li> <li>• <i>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.</i></li> <li>• <i>Work units for Reviewer ship will be awarded as per no. of journals and not as per no. of papers reviewed in the same journal.</i></li> </ul>	
1(b)	<b>Delivering Keynote address, Being a Panelist, Chairing of Session</b> in academic conferences (other than fully/partially funded by BIMTECH/in-house events)	
	(i) <b>International</b> - 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) <b>National</b> -Taking place in India and similar countries like Bangladesh, Nepal etc.	
	a) Keynote Address	5
b) Panelist/Chairing Session	2	
<b>Note (1b)</b>	<ul style="list-style-type: none"> <li>• <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></li> </ul>	
1(c)	<b>Publication of Books in the area of management</b>	
	(i) Research - based Book/National Report (Research Based)	75

	(ii) Text Book	50
	(iii) Edited Book	30
	<b>Chapter in Books</b>	
	(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
<b>Note (1c)</b>	<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>	
<b>1(d)</b>	<b>Sponsored Research</b> Leading to a report acceptable to the sponsoring organization.	
	(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 *
<b>Note (1d)</b>	<p><i>*Subject to ceiling of 100 lakh</i></p> <ul style="list-style-type: none"> <li><i>Prorata work units may be credited as per % progress report as of 31st March each year certified by sponsoring agency</i></li> <li><i>In case of joint research, all will share the work units. The project leader will decide the distribution.</i></li> <li><i>If the faculty is getting any monetary benefit from the project, no work unit will be provided.</i></li> </ul>	
<b>1(e)</b>	<b>Supervision of Ph.D./FPM/EFPM work</b>	
	(i) Guide/Chairperson of Thesis Supervisory Committee	20+20+20 (1 <sup>st</sup> 3 yrs)

	(ii) Co- Guide/Member of the Thesis Supervisory committee	10+10+10 (1 <sup>st</sup> 3 yrs)
<b>Note (1e)</b>	<i>Work units will be awarded for doctoral students admitted in BIMTECH only</i>	
<b>1(f)</b>	<b>Patent Publication</b> will be awarded at two stages	
	(i) Filing of Patent	20
	(ii) Award of Patent	100
<b>2</b>	<b>Teaching</b>	
	<b>Teaching Doctoral &amp; Post Graduate Programmes at BIMTECH:</b>	
<b>2 (a)</b>	(i) Immersion Course: For each hour	1 x 0.8 x hours taught
	<b>Core Elective Course:</b>	
	(ii) Upto 20 hours course: <ul style="list-style-type: none"> <li>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.</li> <li>If there are outsourced sessions, WU will be credited proportionately i.e. Total no. of hours –(minus) hours of outsourced session)</li> </ul>	1.5 x hours taught (30 WU Max.)
	(iii) 25 hours' course <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">WU = \frac{\text{No. of hours taught by faculty}}{25} * 45</math> </li> <li>If the outsourced sessions are more than 20% of total course hours, WU will be:  <math display="block">WU = \frac{25 - (\text{hours of outsourced session} - 20\% \text{ of } 25)}{25} * 45</math> </li> </ul>	45
	(iv) 30 hours' course <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">WU = \frac{\text{No. of hours taught by faculty}}{30} * 45</math> </li> <li>If the outsourced sessions are more than 20% of total course hours, WU will be:  <math display="block">WU = \frac{30 - (\text{hours of outsourced session} - 20\% \text{ of } 30)}{30} * 45</math> </li> </ul>	45
	(v) 35 hours' course	50

	<ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">WU = \frac{\text{No. of hours taught by faculty}}{35} * 50</math> </li> <li>If the outsourced sessions are more than 20% of total course hours, WU will be:  <math display="block">WU = \frac{35 - (\text{hours of outsourced session} - 20\% \text{ of } 35)}{35} * 50</math> </li> </ul>																	
(vi)	<p>40 hours' course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">WU = \frac{\text{No. of hours taught by faculty}}{40} * 55</math> </li> <li>If the outsourced sessions are more than 20% of total course hours, WU will be:  <math display="block">WU = \frac{40 - (\text{hours of outsourced session} - 20\% \text{ of } 40)}{40} * 55</math> </li> </ul>	55																
(vii)	FPM/EFPM Course: For each hour	As per 2(a) i to vi																
(viii)	Lead Course (60 hours course, stretched to 4 trimesters).	20.6 per trimester																
	Additional work units for First Time AOL courses	5																
	<p><b>Course Class Feedback:</b></p> <table border="1" data-bbox="432 1335 1150 1496"> <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"> <li>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.</li> </ul>	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															
<b>Note 2 (a)</b>	<b>In case of more than 225 work units under teaching, only 50% credit will be given for the balance work units above 225.</b>																	
<b>2(b)</b>	<p><b>Viva</b></p> <p>(i) Summer Internship //Experiential Learning</p> <p>(ii) (No WU for Lead viva or any other viva)</p>	2 per full day for 28 students' viva in a day (pro-rata)																
	(iii) STP- Short Term Project (Max. 10 Students per faculty)	0.5/student																



		(Max 5)
<b>2(c)</b>	<b>Summer Internship</b> 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)
<b>2(d)</b>	<b>Conducting FDP sessions as trainer at BIMTECH (Independent sessions only)</b>	
	(i) Half Day FDP Session	2
	(ii) Full Day FDP Session	4
<b>2(e)</b>	<b>Faculty Internship</b> *WU to be decided on case to case basis and remuneration by the Corporate House (approved by BIMTECH) will be considered.	2 per day*
<b>3</b>	<b>Administrative/ Student Activities</b>	
<b>3(a)</b>	<b>FDP Organized (Only if having min. 15 paid participants &amp; paid participants' amount is being paid to BIMTECH only and the concerned faculty is not receiving any monetary gain from BIMTECH or external org.)</b>  <b>(As Programme Director)</b>	2 per day
	(i) Internal FDP (ii) External FDP	2 per day
<b>Note (3a)</b>	<ul style="list-style-type: none"> <li>Bonus units for number of paid participants as follows:</li> <li>16 to 19 = 5 units, 20 or more = 10 units</li> <li>If there are two or more Programme Directors, work unit will be divided</li> </ul>	
<b>3(b)</b>	<b>Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants &amp; paid participants' amount is being paid to BIMTECH only) for the Organizing Head including team members to be distributed by the Organizing Head</b>	
	(i) <b>International (Minimum 10 overseas presenters/delegates)</b>	
	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) <b>National (having min. 10 paid participants)</b>	
	a) For one day event	15 Max.
b) For two day event	20 Max.	
	c) For three or more days	Additional 10 per day

<b>Note (3b)</b>	<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	
<b>3(c)</b>	<b>Participation in Admission Process / CCR activity/ Other activity approved by director</b>	
	(i) Full Day spent	2
	(ii) Half Day spent • Journey period may be added with duration of duty )	1
<b>3(d)</b>	<b>Activity Heading</b>	
	I. Programme Chairperson(up to 240 students in both years) Included Chairperson of Centre for Research Studies.	50
	II. Program Chairperson - PGPX	25
3(d)1	III. Program Chairperson - COOL	100
3(d)2	Programme Chairperson(above 240 students in both years)	100
3(d)3	Controller of Examination/Head Examination	75
3(d)4	Convener / Coordinator- Admissions	50
3(d)5	i. Coordinator - Academic Centre / Programme	30
	ii. Coordinator – PGPX	15
	iii. Coordinator – COOLS (no separate WUs will be awarded for the additional assignment of Deputy Registrar)	30
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	40
3(d)10	Editorial team of (including Editor in Chief, Managing Editor, Asst.Editor, Member - Editorial Board /Team) Journals SABJMC and 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)	100
3(d)11	Dy. Chairperson (CCR)	50
3(d)12	Editor - BIMTECH Newsletter	30
3(d)13	Chairperson- Internal Quality Assurance Cell- IQAC	40
3(d)14	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)15	Student Handbook (work units to be distributed among members by the Faculty-in-charge)	10 Max. for entire team
3(d)16	Dy. Controller / Asst. Controller of Examination	35
3(d)17	Faculty-Coordinator for On Job Training OJT (PGDM -RM)	20
3(d)18	Co-Convener - International Affairs	20

3(d)19	Students Conduits & Club Activities Committee (25 WU overall including convener and members both. WU to be distributed by the convener of the committee)	25 Max.
3(d)20	Faculty In charge - Conduit (except Alumni, Media and International Affairs) (25 WU Max. for all conduits and to be distributed by Dean-SWSS)	25 Max.
3(d)21	Faculty In charge - Clubs (20 WU Max. for all clubs' faculty-in-charge together. To be distributed by Dean-SWSS based on activity by the respective clubs)	20 Max.
3(d)22	Chairperson - Accreditations Committee	40
3(d)23	Vice Chairperson - Accreditations Committee	25
3(d)24	Coordinator / Member Secretary- Accreditation Committee	10
3(d)25	Chairpersons/ Conveners - Other Administrative Committees ( <b>except</b> Convener of Student Conduit & Club Activities Committee as he/she has been covered under point 3(d)20)	25
3(d)26	Chairperson and members of Centre for Corporate Communication including Media Conduit (work units to be distributed as in 3(d) 19)	25 Max.
3(d)27	Coordinator – Pratibha	5
3(d)28	Chairperson- Centre for Innovation and Entrepreneurship Development (CIED)	40
3(d)29	CEO-Atal Incubation Centre (AIC)	60
3(d)30	Faculty coordinator – Centre for Corporate Relations (CCR)	20
3(d)31	Chairperson - Developmental Centers (Centre for International Affairs( CIA) , Centre for Management Case Development (CMCD), Centre for MDP & Consultancy( CMDC), Centre for Sustainability and CSR ( CSC), Centre for Faculty Development (CFD)	40
3(d)32	Annual Activity Report (to be shared by faculty involved)	10 Max.
3(d)33	Vihaan (Distribution to be done by faculty-in-charge for the entire team including the faculty-in charge)	10 Max.
3(d)34	Convener- B-School Rankings	3 /ranking
3(d)35	Committee Member: i. (Any regular Committee working throughout the year) * *Allocation of work units is to be done by the Chairperson / Convener of committee ( <b>except members of Student Conduits &amp; Club Activities (SC&amp;CA) Committee members as they have been covered in point 3(d)20 &amp;21</b> ) as per the contribution of each member subject to total WUs not to exceed sum total of no. of members multiplied by 5.  ii. No WU for the members of AOL committee / Academic Council committee.	5
3(d)36	Dean Development	150
3(d)37	Dean Research	150
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	100

**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**

**For Approval:**

**Director**