

Office of the Dean - Academic Affairs



GLA
UNIVERSITY
MATHURA
Recognized by UGC Under Section 2(F)

Accredited with **A** Grade by NAAC

12-B Status from UGC

Revised Faculty Performance Evaluation Guidelines for Assistant Professor

Heads	Points	Unit	Max.	Cut-off	Remark
1: TEACHING					
No. of Lectures	0.25	Per L/T/P	145	110	Relaxation of 25 points in cut-off for PC/YC. Preferably 2 subjects
Student's Feedback (Once in Semester, may be after II Mid-Term)	25	100: Green 50: Yellow 0: Red	25	To be decided	
Panel's Feedback (Once in Semester, may be after II Mid-Term)	50		50		
HoD's Feedback (Once in Semester, may be after II Mid-Term)	25		25		
2: RESEARCH					
Category*	CAT – 1	CAT – 2	CAT – 3		1 SCI is equal to 2 Scopus (Scopus indexed paper may be through conference or journal)
	SCI-Journal	WOS/ SCOPUS	WOS/SCOPUS indexed conference		
Assistant Professor (Level-4)	0	0	1	10	
Assistant Professor (Level-3)	0	0	2	20	
Assistant Professor (Level-2)	0	0	3	30	
Assistant Professor (Level-1)	0	1	3	40	
3: Workshop					
Workshop/FDP (Internal) (For attending workshop taken by external faculty at GLA)-min 5 days/30 hours	10	Per Workshop	20	10	Faculty members can attend workshop in Top 75 NIRF Ranked Institution/NAAC A++ Grade University with Full reimbursement up to 10K, Workshop/FDP should be for Innovation, Entrepreneurship and IPR based
Workshop/FDP (External) (For attending workshops conducted by institutions provided in pre-defined list)-min 5 days/30 hours		Per Workshop			
4: Admin					
4.1: Programme Coordinator/Year Coordinator YC - 1 per Year, For programme whose average number of section per year is 4 or more. PC - 1 per Programme	20	Per Semester	60 per year	20 per year	From 4.1 to 4.6, only 1 responsibility can be assigned to 1 Assistant Professor
4.2: PREP/PDP Coordinator 1 per 1000 students in department	20	Per Semester			

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4.3: Placement Coordinator 2 per Dept. till 600 final year student, additional 1 till next 300 final year students and so on	20	Per Semester			
4.4: Proctor Incharge 1 Per Academic Block	20	Per Semester			
4.5: Time Table Incharge 1 Per Department, additional 1 if number of students in department is more than 500	20	Per Semester			
4.6: Examination Incharge 2 Per Department, additional 1 if number of students in department is more than 800	20	Per Semester			
4.7: Class Advisor 1 per Section	20	Per Semester			
4.8: Member Proctorial Board 1 per Department, additional 1 if number of students in department is more than 1000	10	Per Semester			
4.9: Lab Incharge 1 Per Lab (Based on Maintenance and Upgradation of Lab)	10	Per Semester			
4.10: Departmental Branding Incharge 1 Per Department (Based on Departmental News / Regular updation on Website / Branding Initiatives)	10	Per Semester			
4.11: Alumni Incharge 2 Per Department (Based on Number of Alumni Interactions and Participants in Alumni Meet)	10	Per Semester			
4.12: Departmental Society/Club/Chapter Incharge 1 per club (Based on output of the Society for the semester)	10	Per Semester			1 Faculty member will be in charge of 1 club only.
4.13: VAC Coordinator	10	Per Semester			
4.14: Any Other Admin role approved by Dean Academic (Based on output of the role)-	10	Per Semester			
5: Other:					
E-Contents Development	20	Per year	No Limit	20	
Conducted VAC/Remedial course/FDP as resource person	10	Per year			
Functional MOU	10	Per year			
Extension activity organized	5	Per year			
Conference organization with proceeding	20	Per year			per activity but not more than 2
Conclave Organized	10	Per year			points among team members will be divided

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Funding from Non-government bodies/Corporate training/EDP/MDP/Consultancy (80:20 Share)	1 point per 1 K	Per year		20/30/40/50	
Faculty Corporate Connect (For Catg 1 and 2)-Above 55K Sal	20	Per year	20	20	Choose any companies which comes to GLA, Must conduct 1 paid value added course or collaborative teaching with 15 hours minimum engagement of Industry person
6: SUMMER					
Zonal Lead - Admissions	90		90	nil	
Team Lead - Admissions	75		75		
Member - Admissions (External)	60		60		
Member - Admissions (Internal)	60				
Classes / Lab during Summer Term	0.25 per L/T/P				
7: Number of citations		Per year	No Limit	3N	N is the number of paper given in publication target

Important Points (Must Read)

- 1: If a paper is written by GLA University author as first author and other authors are from other university then sole author API credit will be given and full incentive will be given.
- 2: In collaborative research paper Either full incentive irrespective of author position or API point and incentive as per author position should be given.
- 3: If faculty is not as first author in collaborative research then in case of paid journal, Rs. 10 K as reimbursement will be given to faculty and in case of conference-Rs. 5K as reimbursement will be given.
- 4: 1 Lac Rs project is equivalent to 3 Scopus-Applicable for Assistant professor or below grade Employee-Maximum equivalence is equal to number of papers Required-Project should be government Sponsored-Reverse is not true (half weightage will be given to co-pi)
- 5: Additional credit earned through project or consultancy will be equated with Scopus papers where additional 1 lac will be equal to 2 Scopus Papers. SCI paper requirement will not be equated in any condition.
- 6: 1 patent grant will be treated as completion of research component of API-maximum 3 faculties should be as inventor.
- 7: 1 Book author of BCI/WOS indexed is equivalent to 1 SCI/42Scopus paper and 50 K Rs as reward-maximum of research paper target
- 8: Faculty must have 3*N citations in a year, where N is the number of papers given as target to faculty members-self citation is not allowed
- 9: Additional Project value other than required in API will be considered in next year of API only (Applicable for Associate Professors and Professors)
- 10: First and corresponding authors will get equal and higher weightage in comparison to other authors (Max point will be 100% of a paper's point)
- 11: Faculty members who will bring consultancy, amount will be shared between Faculty and GLA as per consultancy rule (80:20)
- 12: 1 Lac Rs consultancy is equivalent to 2 Scopus-Applicable for Assistant professor or below grade Employee-Reverse is not true-consultancy should be from registered company.
- 13: At least one paper should be published as 1st author in case of Assistant Professors.
- 14: In case of multiple authors, 1st author will get 50% credit and rest 50% will be divided in other authors.
- 15: For identifying the category of Assistant Professor, 'level' is based on salary of Assistant professor.
- 16: Faculty member can also fulfill their required number of paper by publishing in higher category. For example – numbers of Cat. 3 can be fulfilled by publishing Cat. 2/ 1 paper.
- 17: These guidelines are applicable only for API purpose. Existing promotion polity will remain as it is.
- 18: An amount of Max Rs. 15000 (Max) per year will be sanctioned as research budget to each faculty member which can be utilized for the research / publication / workshop / Conference.

(Prof. Ashish Sharma)

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Revised Faculty Performance Evaluation Guidelines for Associate Professor/Professor

Heads	Points	Professor			Associate Prof	
		Unit	Max.	Cut - off	Max.	Cut-off
1: TEACHING						
No. of Lectures	0.25	min 4 Theory (Prof) min 8 Theory (Asso. Prof)	40	25	80	50
Student's Feedback (Once in Semester, may be after II Mid-Term)	25	100: Green 50: Yellow 0: Red	25	To be decided		To be decided
Panel's Feedback (Once in Semester, may be after II Mid-Term)	50		50			
HoD's Feedback (Once in Semester, may be after II Mid-Term)	25		25			
2: RESEARCH						
Publication						
Externally Sponsored Projects	*10 - 05	• project amount per 1 Lakh: PI - Co PI (minimum amount is 30K)	No Limit	20 (If value of project/consultancy amount is more than 5 Lakh then next year will be optional)	No Limit	20 (If value of project/consultancy amount is more than 5 Lakh then next year will be optional)
External Consultancy Carried Out	*10	• project amount per 1 Lakh (minimum amount is 30 K)				
Patents	40 / 02	Approved / Filed				
Gene Sequencing	20	Approved				
		(if more than one, then the marks get equally divided)				
Research Guidance (Awarded/Thesis Submitted) as Guide	30 per candidate	If more than one Supervisor, then marks get equally divided.	No Limit		No Limit	
Books from listed Publishers	30 per Book	(if more than one authors, then the marks get accordingly divided)				
Awards / Recognitions / Member of Editorial Board of SCI, Scopus or ABDC - B or Above	20 per assignment		30	20	30	20
Invited as Resource Person for FDP / Training / Workshop / STC / Guest Lecture in Institutes in GLA Listing <u>or</u>	10 per assignment					
Reviewer of SCI, Scopus or ABDC Journals <u>or</u>						

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Attend Summer / Winter School, Workshop, Training Program of minimum 5 days						
3: ADMIN						
Central Responsibilities	120 / 80	<ul style="list-style-type: none">• Dean/ Asso Dean, Chief Proctor, Admission Coordinator, Chief Warden• Other Central Responsibilities	200	30	150	60
Departmental Committees (Exam, IQAC, DQAC, PB, E-Cell, Societies, PC, YC, others)	50 / 30 per assignment	Incharge / Member				
4: Other:						
E-Contents Development	20	Per year	No Limit	20	No Limit	20
Conducted VAC/Remedial course/FDP as resource person	10	Per year				
Functional MOU	10	Per year				
Extension activity organized	5	Per year				
Conference organization with proceeding	20	Per year				
Conclave Organized	10	Per year				
Funding from Non-government bodies/Corporate training/EDP/MDP/Consultancy (80:20 Share)	1 point per 1 K	Per year		20/30/40/50		20/30/40/50
Faculty Corporate Connect	20	Per year	20	20	20	20
5: SUMMER						
Zonal Lead - Admissions	90		90	nil		
Team Lead - Admissions	75		75			
Member - Admissions (External)	60		60			
Member - Admissions (Internal)	60					
Classes / Lab during Summer Term	0.25 per L/T/P					
6: Number of citations		Per year	No Limit	3N	No Limit	3N

Important Points (Must Read)

- 1: If a paper is written by GLA University author as first author and other authors are from other university then sole author API credit will be given and full incentive will be given.
- 2: In collaborative research paper Either full incentive irrespective of author position or API point and incentive as per author position should be given
- 3: If faculty is not as first author in collaborative research then in case of paid journal, Rs. 10 K as reimbursement will be given to faculty and in case of conference-Rs. 5K as reimbursement will be given.
- 4: Additional credit earned through project or consultancy will be equated with Scopus papers where additional 1 lac will be equal to 2 Scopus Papers. SCI paper requirement will not be equated in any condition.
- 5: 1 Lac Rs project is equivalent to 3 Scopus-Applicable for Assistant professor or below grade Employee-Maximum equivalence is equal to number of papers Required-Project should be government Sponsored-Reverse is not true (half weightage will be given to co-pi).


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- 6: 1 patent grant will be treated as completion of research component of API-maximum 3 faculties should be as inventor
- 7: 1 Book author of BCI/WOS indexed is equivalent to 1 SCI/42Scopus paper and 50 K Rs as reward-maximum of research paper target.
- 8: Faculty must have 3*N citations in a year, where N is the number of papers given as target to faculty members-self citation is not allowed
- 9: Additional Project value other than required in API will be considered in next year of API only (Applicable for Associate Professors and Professors).
- 10: First and corresponding authors will get equal and higher weightage in comparison to other authors (Max point will be 100% of a paper's point).
- 11: Faculty members who will bring consultancy, amount will be shared between Faculty and GLA as per consultancy rule (80:20).
- 12: 1 Lac Rs consultancy is equivalent to 2 Scopus-Applicable for Assistant professor or below grade Employee-Reverse is not true-consultancy should be from registered company.
- 13: At least one paper should be published as 1st author in case of Assistant Professors.
- 14: In case of multiple authors, 1st author will get 50% credit and rest 50% will be divided in other authors.
- 15: For identifying the category of Assistant Professor, 'level' is based on salary of Assistant professor
- 16: Faculty member can also fulfill their required number of paper by publishing in higher category. For example – numbers of Cat. 3 can be fulfilled by publishing Cat. 2/ 1 paper.
- 17: These guidelines are applicable only for API purpose. Existing promotion polity will remain as it is.

Table 1.1

S. No.	Designation	CAT – 1	CAT – 2	CAT – 3
		SCI	WOS/ SCOPUS	WOS/SCOPUS indexed conference
1	Associate Professor	1	2	3
2	Professor	1	2	4



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Revised Faculty Performance Evaluation Guidelines for Associate Professor/Professor Research

Heads	Points	Unit	Professor		Associate	
			Max.	Cut - off	Max.	Cut-off
1: TEACHING						
No. of Lectures	0.25		25	NA	25	NA
Student's Feedback (Once in Semester, may be after II Mid-Term)	25	100: Green Yellow Red 50: 0:	25	To be decided	25	To be decided
Panel's Feedback (Once in Semester, may be after II Mid-Term)	50		50		50	
HoD's Feedback (Once in Semester, may be after II Mid-Term)	25		25		25	
2: RESEARCH						
Publication	Please See Table 1.1					
Externally Sponsored Projects	*10 - 05	• project amount per 1 Lakh: PI - Co PI (minimum amount is 30K)	No Limit	200	No Limit	100
External Consultancy Carried Out	*10	• project amount per 1 Lakh (minimum amount is 30 K)				
Patents	40 / 02	Approved / Filed				
Gene Sequencing	20	Approved				
		(if more than one, then the marks get equally divided)				
Research Guidance	30 per candidate	If more than one Supervisor, then marks get equally divided.	No Limit		No Limit	
(Awarded/Thesis Submitted) as Guide						
Books from listed Publishers	30 per Book	(if more than one authors, then the marks get accordingly divided)				
Awards / Recognitions / Member of Editorial Board of SCI, Scopus or ABDC - B or Above	20 per assignment			20		20
Invited as Resource Person for FDP / Training / Workshop / STC / Guest Lecture in Institutes in GLA Listing <u>or</u>	10 per assignment		30		30	
Reviewer of SCI, Scopus or ABDC Journals <u>or</u>						
Attend Summer / Winter School, Workshop, Training Program, of minimum 5 days						

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3: Other:

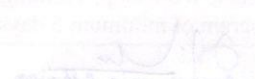
E-Contents Development	20	Per year	No Limit	20	No Limit	20
Conducted VAC/Remedial course/FDP as resource person	10	Per year				
Functional MOU	10	Per year				
Extension activity organized	5	Per year				
Conference organization with proceeding	20	Per year				
Conclave Organized	10	Per year				
Funding from Non government bodies/Corporate training/EDP/MDP (80:20 Share)	1 point per 1 K	Per year	No Limit	100	No Limit	100
Faculty Corporate Connect (For Catg 1 and 2)-Above 55K Sal	20	Per year	20	20	20	20
4: Number of citations		Per year	No Limit	6N	No Limit	6N

Category	CAT - 1	CAT - 2
	SCI/ABDC-A/B	WOS/ SCOPUS/ ABDC-C
Associate Professor-Research	2*	4
Professor-Research	2*	5

Important Points (Must Read)

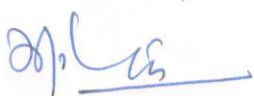
- 1: If a paper is written by GLA University author as first author and other authors are from other university then sole author API credit will be given and full incentive will be given.
- 2: In collaborative research paper Either full incentive irrespective of author position or API point and incentive as per author position should be given.
- 3: If faculty is not as first author in collaborative research then in case of paid journal, Rs. 10 K as reimbursement will be given to faculty and in case of conference-Rs. 5K as reimbursement will be given.
- 4: 1 Lac Rs. project is equivalent to 3 Scopus-Applicable for Assistant professor or below grade Employee-Maximum equivalence is equal to number of papers Required-Project should be government Sponsored-Reverse is not true (half weightage will be given to co-pi)
- 5: Additional credit earned through project or consultancy will be equated with Scopus papers where additional 1 lac will be equal to 2 Scopus Papers. SCI paper requirement will not be equated in any condition.
- 6: 1 patent grant will be treated as completion of research component of API-maximum 3 faculties should be as inventor.
- 7: 1 Book author of BCI/WOS indexed is equivalent to 1 SCI/2 Scopus paper and 50 K Rs as reward-maximum of research paper target
- 8: Faculty must have 6*N citations in a year, where N is the number of papers given as target to faculty members-self citation is not allowed
- 9: Additional Project value other than required in API will be considered in next year of API only (Applicable for Associate Professors and Professors).
- 10: First and corresponding authors will get equal and higher weightage in comparison to other authors (Max point will be 100% of a paper's point).
- 11: Faculty members who will bring consultancy, amount will be shared between Faculty and GLA as per consultancy rule (80:20)


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- 12: 1 Lac Rs consultancy is equivalent to 2 Scopus-Applicable for Assistant professor or below grade Employee-Reverse is not true-consultancy should be from registered company
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- 16: These guidelines are applicable only for API purpose. Existing promotion polity will remain as it is.
- 17: An amount of Max Rs. 15000 (Max) per year will be sanctioned as research budget to each faculty member which can be utilized for the research / publication / workshop / Conference.
- 18: Teaching will be optional for Assistant Professor-Research
- 19: Red/Yellow/Green will not be based only on research and other component of API, however Super Green category will only be awarded if faculty member will be Green in Teaching and Feedback component of API
- 20: If an Assistant Professor-Research will be in Red category in first year then teaching engagement will not be assigned to faculty member in next year and 1 additional SCI paper needs to be written by faculty member



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1: TEACHING						
No. of Lectures	0.25	Per L/T/P	50	NA		Teaching will be on choice
Student's Feedback (Once in Semester, may be after II Mid-Term)	25	100: Green Yellow Red	25	To be decided		NA
Panel's Feedback (Once in Semester, may be after II Mid-Term)	50		50: 0:		50	
HoD's Feedback (Once in Semester, may be after II Mid-Term)	25				25	
2: RESEARCH						
Please see table 1.1						
3: Other:						
E-Contents Development	20	Per year	No Limit	20		
Conducted VAC/Remedial course/FDP as resource person	10	Per year				
Functional MOU	10	Per year				
Extension activity organized	5	Per year			per activity but not more than 2	
Conference organization with proceeding	20	Per year			points among team members will be divided	
Conclave Organized	10	Per year				
Funding from Non-government bodies/Corporate training/EDP/MDP (80:20 Share)	1 point per 1 K	Per year	No Limit	50		
Faculty Corporate Connect (For Catg 1 and 2)-Above 55K Sal	20	Per year	20	20	Choose any companies which comes to GLA, Must conduct 1 paid value added course or collaborative teaching with 15 hours minimum engagement of Industry person	
4: Number of citations		Per year	No Limit	6N	N is the number of paper given in publication target	


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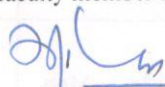
Table 1.1

S. No.	Category*	CAT - 1	CAT - 2	CAT - 3
		SCI/ABDC-A/B	WOS/ SCOPUS/ ABDC-C	WOS/SCOPUS indexed conference
1	Assistant Professor-Research	2*	4	0

* Paper should be in Q1/Q2 indexed journal

Important Points (Must Read)

- 1: If a paper is written by GLA University author as first author and other authors are from other university then sole author API credit will be given and full incentive will be given.
- 2: In collaborative research paper Either full incentive irrespective of author position or API point and incentive as per author position should be given
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- 19: Red/Yellow/Green will not be based only on research and other component of API, however Super Green category will only be awarded if faculty member will be Green in Teaching and Feedback component of API.
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