



International Management Institute, Bhubaneswar

Faculty Performance Measurement System

Incentive Scheme

(w.e.f. Academic Year 2019-20)

Introduction

The performance appraisal of faculty members is carried out every year with the basic objective of helping them grow as professionals and to improve the quality of their academic output. This is intended to enhance Institute's academic quality and contribute to the intellectual capital of IMI, Bhubaneswar. It is expected that the process will bring greater accountability and measurability in terms of output and performance of the faculty. The system of performance monitoring will be reviewed periodically for further improvement in the measurement of faculty output. In keeping with the integrated approach to management education, faculty members are expected to contribute to various academic activities like Teaching, Training, Research, and Academic Administration at IMI.

Mandatory Requirement

The performance of the faculty is measured in terms of number of courses taught and contribution to research/training. Faculty member is required to contribute to Teaching, Training, Research, Consultancy and Administration. The work units are assigned for each of the academic activities performed by the faculty, which contribute to the overall output and performance of IMI. A faculty member must complete a minimum Five Course Equivalence (150 hours of teaching) work load in a given academic year and contribute to Research and/or Training. One 30 Hour (or 3 credit) course will count as one course equivalence. For a faculty member of a given campus, courses taught in their own campus and in the other two campuses, will all count towards the total course equivalence. The aim is to give enough time to faculty members to focus on activities such as research and training. To ensure this time is available, it should be noted that external domestic teaching in other academic institutions will not be allowed. As an exception, short-term teaching in doctoral programs of domestic institutions may be allowed, as this will help develop research related skills. International teaching will be allowed, as this helps build the IMI network internationally as well as contributes to the internationalization dimension, which is important for international accreditations. Administrative roles will have course equivalence associated with them and will be included in the calculation of the total course equivalence work load. A faculty member may choose to pursue an activity mix depending on his / her background, aptitude and institutional priority.

The upper limit for teaching in the long term post-graduate program will be 7 full courses of 3 credits each. Work load earned by the faculty member over and above the minimum requirement of 5 of five course equivalence, a fixed incentive will be paid to the faculty (as per the norm) for each additional course equivalence subject to a maximum of two additional course equivalence. If a faculty member has a total of more than two additional course

equivalence in a academic year, the additional course equivalence beyond two may be carried forward to the next academic/financial year. Even if a faculty member does not have a total of more than two additional course equivalence, she/he may choose not to take incentives for the additional course equivalence (full or partial) and instead carry the balance forward to the next financial year. This is to give the faculty the flexibility to plan their work load and consciously leave more time for research and other activities in subsequent years. Under no circumstances a faculty member will be paid for more than two additional course equivalence in a single academic/financial year, including when she/he leaves the organization or superannuates.

Similarly, if the faculty member earns less than **Five course equivalence in a academic year**, he/she will be counselled by the Director and needs to earn Course equivalence in the next academic year, so that the average number of Course equivalence in two years is Five. Not meeting the **minimum workload norm of Five course equivalence** in any academic year will not be considered favourably and appropriate action will be taken. **For any course to be taught beyond five course equivalence, needs prior approval from the Director.** Faculty members are encouraged to do diverse activities.

Linking Activities to Course Equivalence

The **institutional activities** that any faculty member (from all academic activities taken together) is expected to perform, **are converted into the course equivalence** to facilitate measurement. Both quantitative and qualitative criteria are taken into account wherever applicable, in calculating the course equivalence for various activities. **Each work unit point is of Rs. 3000/-** (Three thousand only). For this purpose, the following system of measurement will be applied:

Table: Activities, sub-activities and their equivalence

| Activity | Sub Activity | Class Size (as per PGDM norms) | Equivalent Work Units | Remarks |
|--|---|--|-----------------------|---|
| Long Duration Post Graduate Programs <ul style="list-style-type: none"> • PGDM • PGDM-PT | Compulsory and Elective courses 3 credit course | 46 and above | 50 | For courses with 2 credits and/or 1.5 credits the calculations will be on proportional basis. Minimum course feedback required to earn the work units is 3.5 on a 5 point scale. If the course feedback is between 2.5 to 3.5, the work units for that course will be discounted by 25%. Courses with feedback below 2.5 will not earn any work units and necessary counselling will be done. Lower feedback below 3.5 will not be accepted beyond one academic year. |
| | | 31 - 45 | 45 | |
| | | 16 - 30 | 40 | |
| | | Upto 15 (This is allowed only with prior approval) | 30 | |

| | | | | |
|--|---|--|---------|--|
| | Compulsory and Elective courses | 46 and above | 40 | These extra points will be considered only when justified industry and/or application based teaching is imparted. It is not just for course presentations. If additional sessions are not integrated in the course outlines and are also not conducted then the point calculations will be done on pro-rata basis as per the previous paragraph. Programme Chair/Dean need to maintain this record and share with Director's office. |
| | 2 credit course with additional 5-6 sessions to support industry & application based learning | 31 - 45 | 37 | |
| | | 16 - 30 | 33 | |
| | | Upto 15 (This is allowed only with prior approval) | 25 | |
| | <ul style="list-style-type: none"> Guidance of Course of Independent Study (CIS) FPM course teaching Guidance and evaluation of end-term dissertations | | 10 | |
| | Additional Points for Designing, Developing & successfully offering of a new course (Core/Elective Course) as per the industry needs and subject to approval of Faculty Council | | | |
| | <ul style="list-style-type: none"> For a Full Course (3 credits) For a half Course (1.5 credits) | | 10 5 | |
| ** All other activities for smooth implementation of academic programmes are mandatory for all the faculty members and there are no additional points for those activities. Each and every faculty is expected to contribute to such activities for the growth of institution. | | | | |

| Activity | Sub Activity | Equivalent Work Units | Remarks |
|--|---|-----------------------|---|
| MDP / FDP | | | |
| Conducting MDP sessions | Per 90 minutes of session conducted in Bhubaneswar | 1 | If more than one faculty member jointly takes the session then work units will be earned proportionately. FDP points will be calculated as 2/3 rd of MDP points. |
| | Per 90 minutes of session conducted Outstation | 1.5 | |
| Coordination of MDPs | Faculty coordinator of MDP will earn 40% of net profit generated in the said MDP. Faculty coordinator will not be entitled for any honorarium for the sessions taken in the said coordinated MDP/FDP. | | |
| Coordination of FDPs and Blended Learning | Faculty floating an FDP would be paid a fixed program coordination fee at reduced rate of 2/3 rd of MDP Rate. Faculty teaching in an FDP or Blended Learning would be paid a per session fee at a reduced rate of Rs. 1400/- per session of one hour duration . | | |
| Research & Publications | | | |
| | Paper in FT50, WEB of Sciences and SCOPUS listed journals Category A* Category A+ Category A Category B+ Category B | | Affiliation: should mention IMI for the credit. Credit available only on publication. In case of joint authorship by more than one author, proportionate work units to be earned. Refer detailed research policy for research incentives |

| | | | |
|--|--|-----------------------------|--|
| | Case Writing along with teaching note Category A Category B | 25 15 | Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned. Any Royalty earned is to be shared with IMI as per consultancy rules every year. |
| | Book <ul style="list-style-type: none"> • Research (published by Category 'A' publishers) • Research (published by Category 'B' publishers) • Edited by the IMI faculty member (inclusive of all volumes). <ul style="list-style-type: none"> - Published by Category 'A' publishers - Published by Category 'B' publishers • Edited by the IMI faculty - Published by publisher other than those mentioned in Category 'A' and 'B' | 100 50 50 25 10 | Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned. Research Committee will be the deciding body for categorization of publication based on pre-defined criteria in consultation with the Director. |
| | Book chapters <ul style="list-style-type: none"> - Published by Category 'A' publishers - Published by Category 'B' publishers | 15 10 | Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author proportionate work units to be earned. |
| | Full Conference Papers Submitted and Presented in National /International Conferences Full Conference Papers (organized by IMI) Full Conference Papers in Conferences that have been held for 10 or more consecutive years where 50 papers or more are presented in the said conference Full Conference Papers in Conferences that have been held for 5 years and where 30 papers or more are presented in the said conference | 10 10 5 | Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned. All Conference related points would be counted only for calculation of Work Units and NOT for reward beyond 300 units. Participation in IMI-B organized conferences is mandatory. A maximum of four conference papers in an academic year will be eligible for work unit allocation |
| | IMI Journals : (i) Global Business Review <ul style="list-style-type: none"> - Editor - Associate/Assistant Editor (ii) Emerging Economy Studies <ul style="list-style-type: none"> - Editor - Assistant Editor | 50 25 30 15 | Per Faculty Per Faculty |

| | | | |
|--------------------------------|---|----------------|--|
| | | | |
| | | | |
| Organising Conferences | <ul style="list-style-type: none"> • International Conference: Should be at least two-day event with minimum 50 research papers from paid delegates including 10 papers from foreign paid delegates | 60 | In case of joint organization by more than one IMI organiser, proportionate work units to be earned. |
| | <ul style="list-style-type: none"> • National Conference: Should be at least two-day event of total 50 paid delegates | 25 | In case of joint organization by more than one IMI organizer, proportionate work units to be earned. |
| | <ul style="list-style-type: none"> • Round Table Conference: There should be one-day event of at least 25 registered delegates | 15 | In case of joint organization by more than one IMI organizer, proportionate work units to be earned. |
| Fellow Programme / Ph.D | Supervision of completed and successfully defended FPM/PhD Thesis– per thesis | 25 | In case of joint supervision by more than one IMI faculty supervisor, proportionate work units to be earned. |
| | Members of the thesis Committee | 10 points each | |

Administrative Roles & Responsibilities

New Administrative positions are created by combining multiple administrative roles and assigned to an individual faculty member. In the future, however, these positions may be withdrawn if the roles, which were combined are separated and given to more than one faculty member. Under no circumstances an individual faculty member can obtain more than two course equivalence from administrative roles. All administrative roles will be rotational responsibilities with a maximum term of three years. The term for a given role can be reduced to less than three years at the discretion of the Director. The following is a list of administrative roles along with their course (point) equivalence.

| | |
|--|-----------|
| Chair Academics (Responsible for all PGDM programs and student affairs) | 1.5 (75) |
| Chair Research and International Relations (including FPM & Library) | 1.5 (75) |
| Chair Career Development, Alumni Affairs and Industry connect (Responsible for summer & final Placements, Round Tables and Alumni Meets etc.) | 1.5 (75) |
| Chair Executive Education, Accreditations and Regulatory Affairs (includes MDPs and short term certificate programs for working executives, both classroom and online) | 1.5 (75) |
| Chair Admissions | 1 (50) |
| Chair Branding & Media PR (Offline & Online) | 1 (50) |
| Chair Incubation Foundation & E-Cell | 1 (50) |
| Chair IT Services & Website | 0.5 (25) |
| Chair Student Affairs & Events | 0.20 (10) |
| Chair Consultancy, Unnat Bharat & Newsletter | 0.20 (10) |
| Hostel Proctor & Purchase Committee Chair | 0.50 (25) |
| Area Chairs – one for each area | 0.50 (25) |

Research

The whole purpose of awarding points to research is not merely to recognize the work done, but also to influence the activity mix and overall work portfolio of each faculty member. In order to aim at National and International accreditation and enhancing the ranking of the Institute, focus on research becomes an imperative. Research has to be a major activity. Quality research in WOS and Scopus listed journals will add to the credibility of individual faculty as well as to the Institution. In addition to the current peer reviewed journal categories of A+, A, B+, and B, a super category of A-STAR is introduced. A-STAR would correspond to FT50 peer reviewed journals. The definitions of all these categories and the rewards are explained in the following table and also in the attached Annexure. **Nil research output by any individual faculty should be viewed very seriously and will impact the performance of the individual.**

Categorization of Research Publication for Financial Rewards

| Journal category | | | Reward In Rs. Lakhs |
|------------------|---|---|---------------------|
| A-Star | FT-50 | | 15.0 |
| | Web of Science/WOS Listed | Scopus Listed | |
| | Thomson Reuters (Clarivate Analytics) (Impact Factor, IF) (SCIE or SSCI) | SJR, SNIP and CiteScore | |
| A+ | Max (Current Year IF, 5 Year IF) \geq 2.25 | NA | 8.0 |
| A | $1 <=$ Max (Current Year IF, 5 Year IF) $<$ 2.25 | NA | 5.0 |
| B+ | 0/Listed $<$ Max (Current Year IF, 5 Year IF) $<$ 1 | Max (SJR, SNIP and CiteScore) \geq 1.25 and not listed in WOS. | 2.0 |
| B | NA | 0/Listed $<$ Max (SJR, SNIP and Cite Score) $<$ 1.25. OR Listed in Scopus | 1.0 |

The incentive currently payable to an individual faculty member is the total incentive amount given in the above table will be divided by n, where n is the total number of co-authors of the paper including the faculty member concerned. To promote international research collaboration and co-authorship with international researchers, it was decided that if one or more international co-authors are present for a paper, the incentive payable to an individual faculty member would be the total incentive amount as given in the table above will be divided by (n-1). An international co-author would be anyone who has an international academic institution affiliation, independent of nationality.

In order to give faculty time to do high quality research and not be overburdened by coursework it was felt that course equivalence work load relaxations should be provided to faculty who publish in high quality peer reviewed journals. It was decided that if, in a given academic year, a faculty member publishes in one or more peer reviewed journals of either A-STAR, A+ or A category, then course equivalence minimum work load would be reduced by one in the same academic year in which the publication(s) occurred or in the next year, as per the choice of the faculty member.

Publications would be counted after DOI is obtained and not merely on acceptance of publication. Research incentives will be paid after actual publication and not just based on DOI and meeting the minimum teaching load.

The full research and training incentives would become applicable as soon as the faculty member has reached this reduced minimum work load. If there is a shortfall in reaching this reduced minimum work load, then corresponding adjustments to research and training incentives as per prevailing policy will apply. Extra teaching incentives will become applicable only after regular minimum work load is exceeded and not after reduced minimum work load is exceeded.

Research Grant: All faculty members will be encouraged to develop a research focus and a Research grant of Rs. 100,000 will be provided to fund research proposals selected by the research council. They will also be provided financial support to present papers in both national and international conferences, as per the faculty development fund.

Conferences: Faculty members at IMI Bhubaneswar are encouraged to participate in National and International Conferences to present their research and also to learn about the latest trends in their area of study. IMI will sponsor paper presentation in a National and International Conference. The faculty will only be sponsored for the International Conference, which has a track record of at least 10 prior conferences. The faculty member will be eligible to get sponsorship for International Conference only after completing two years with the Institute as per the faculty development fund. The paper presented in this conference should get published in a SCOPUS indexed journal within one year of the date of Conference. If not, then the concerned faculty will not be sponsored to the International conference in the subsequent years.

The faculty will only be sponsored for the National Conference, which has a track record of at least 5 prior conferences. In atleast one of the two National conferences in a single academic year, faculty needs to submit the full-paper for sponsorship.

Faculty Development Fund

The faculty development fund currently supports paper presentation in a maximum of one international conference every two years and two national conferences every year.

- i) It was decided that INR 3,00,000 be allocated to an individual's faculty development fund for a two year block, where the block is defined as per prevailing policy. In this two year block a faculty member has a budget of INR 3,00,000 that can be spent on presenting papers in international conferences, national conferences, or undergoing self-development workshops/training programs that would help in any of their institutional activities of research, teaching, training, or consulting. The international and national conferences they can attend would be as per prevailing conference norms. The Director on recommendation of the Research Committee would approve the specific self-development programs they would like to undergo. Any money left over from this budget after the end of a two year block would lapse and would not be carried over to the next year. This policy would come into effect immediately. Faculty members who have not yet availed of any conference paper presentation benefits or any other benefits in lieu of conferences in their current two year block will be allocated INR 3,00,000 in their faculty development fund. This money can be spent during the rest of the two year block. Faculty members who have availed of conference paper presentation benefits or any other benefits in lieu of conferences in the current two year block will be allocated INR 3,00,000 minus the actual money



spent as per records with the accounts department. This balance amount can be spent during the rest of the two year block. If the balance amount is negative, it will be ignored as a special case for the current two year block and will not be deducted from the INR 3,00,000 that will be allocated in the next two year block. As per prevailing policy, if a faculty member leaves the institute before the end of a two year block, then the amount spent by the faculty member during that two year block will have to be refunded to the institute.

- ii) It was further decided that for additional flexibility, faculty should be allowed to add all or part of their annual incentives earned to this faculty development fund. The incentives earned could be carried forward to at the most one more two year block after the block in which it is added. If any incentive money is left over after the end of the next two year block, it would be paid out to the faculty member after deducting taxes as per law. No interest would be paid on the incentive money held in the faculty development fund.

Consultancy

Consulting assignments undertaken by faculty will not be counted in work units. Net surplus from consulting will be shared between the concerned faculty and IMI in the ratio of 2:1.

Sponsored research will be treated as consulting.

International teaching/training billed in foreign/national currency will be treated as consulting.

Though any activity outside IMI is not allowed, in case any Domestic Course Teaching/special lectures/short workshops or any other assignment outside IMI are undertaken by the faculty with prior permission will also be treated as consulting. Faculty members need to share their honorarium with IMI as per consultancy rules.

All consulting billing is to be done in the name of IMI, Bhubaneswar.

All Consulting Assignments/ Assignments Outside IMI to be undertaken by IMI faculty will require prior written approval of the Director.

Annual Work Plan and Activity Report

As a part of the Faculty Performance system, a faculty member is required to prepare a plan of his/her activities in a given academic year in the prescribed format. The Director, keeping in mind the needs of the individual and the institution, will modify/approve this plan. The final plan approved by the Director will then be kept on the personal record of the faculty concerned. Half-yearly review will also be conducted in the month of October every year based on the approved Work plan and Half-yearly activity report. At the end of the academic year, each faculty member will submit an activity report comparing actual output vis-a-vis the corresponding activity plan submitted at the beginning of the year, providing adequate reasons for major deviations from the activity-wise plan. This achievement versus the plan will be then evaluated by the Faculty Development & Evaluation Committee and the Director.



The annual work plan that the faculty submits may henceforth indicate their activity mix and the break up of their workload. The following may apply:

1. Annual work plan to indicate how many work units under each activity head.
2. Annual work review to compute the actual number of work units accomplished.
3. Excess of work units completed may be:
 - i. Encash at the rates prescribed from time to time
 - ii. Carried forward to next year and adjusted against the workload of that year
4. Shortfall in work units will be carried forward to the next year and adjusted against the workload of that year.
5. Research output is an important requirement for career progression of the faculty.
6. Consistent and continued shortfall in work units will result in termination of service.

The above norms reflect some activities that are easily measured while other equally important activities may escape due recognition. These norms will be modified from time to time to evolve into a better set of norms that captures faculty performance more accurately.

PROMOTION

Promotion/Career Advancement is one of the core aspects of HR policy of the organization. In order to have high-level satisfaction amongst employees an organization should have a transparent and fair promotion policy. In order to bring more clarity on the issues, regulations as enumerated in the succeeding paragraphs will be adhered whilst considering promotion for faculty at IMI Bhubaneswar.

It was agreed that teaching and research should both be considered for promotion. A three stage process for promotion from Assistant Professor to Associate Professor and Associate Professor to Professor was decided as follows.

a) Eligibility for Promotion

- i) Minimum five years experience at IMI in that position
 - (1) If joined IMI less than five years ago then the number of years in an earlier institution or university department, which is exclusively post graduate management education, would be added to the IMI experience. A maximum of two years of earlier experience will be counted with at least three years of IMI experience making up the minimum five years experience requirement.
- ii) Weighted average teaching feedback of at least 3.5 on a scale of 5 in the last three years at IMI. The weighted average teaching feedback will be calculated by taking all courses taught in the last three years weighted by the number of students who gave feedback in each course. This is to ensure that courses with more students have more weight than courses with less students.
- iii) At least five peer reviewed journal publications under IMI affiliation in Web of Science or Scopus indexed journals during the period since the last promotion or date of joining at IMI.
 - (1) In the case of Associate Professor to Professor promotion, a maximum of one peer reviewed journal publication may be substituted by a full book (not edited book), under IMI affiliation, published by a reputed international

publisher. The book should be the first edition and not an Indian adaptation of an existing foreign author book.

- (2) Publications would be counted after DOI is obtained and not merely on acceptance of publication. Research incentives will be paid after actual publication and not just based on DOI.
- (3) If five publications under IMI affiliation take longer than five years required for time based eligibility then the eligibility would take place as soon as five publications under IMI affiliation are completed.
- (4) In special cases where a faculty member makes extraordinary contributions to institutional development in the last five years then the publication requirement may be relaxed to four publications under IMI affiliation as per the discretion of the Directors' Council, keeping all other eligibility conditions unchanged. Such cases would not serve as a precedent for the future and would be treated as exceptions.
- (5) In special cases of outstanding research output, the minimum requirement of five years experience in the current position could be relaxed as per the discretion of the Directors' Council, keeping all other eligibility conditions unchanged. Such cases would not serve as a precedent for the future and would be treated as exceptions.

b) **Application for Promotion**

The faculty member would formally apply for promotion to the corresponding faculty evaluation committee by submitting the following.

- i) Updated CV
- ii) 3-5 publications, from the list that made them eligible for promotion, to demonstrate their research capability
- iii) Comprehensive self appraisal report giving all achievements, across multiple dimensions, during the period prior to the last promotion or from the time of joining IMI.

The faculty evaluation committee will scrutinize the application to ensure all eligibility conditions are met and then will forward the full application to the Director. The Director will then share this application with the Directors' Council who will identify three external experts, preferably two national and one international. The publications submitted by the faculty member would be sent to these three external experts by the Director for their assessment of the quality of research and recommendation regarding promotion. The experts will submit their assessment and recommendation to the Director through individual reports.

c) **Recommendation for Promotion**

A Promotion Review Committee will be constituted of three nominees of the Directors' Council who are senior faculty of IMI in the same broad area as the faculty applying for promotion. These three senior faculty members can be from any of the three campuses with at least one from the campus the faculty member belongs to and at least one from another campus. The Promotion Review Committee will make their recommendation based on their assessment of the following documents.

- i) Updated CV
- ii) Review comments on research publications from external experts
- iii) Comprehensive self appraisal

- iv) Director's report on faculty performance
- v) The file of the faculty member

Based on the recommendation of the Promotion Review Committee, the Directors' Council will take a decision that will be final and binding.

Employment beyond the age of 65

Superannuation of faculty at IMI occurs on completion of 65 years of age. For employment beyond the age of 65 the following norms are applicable.

- a. Minimum three years of employment at IMI before being considered for extension to give enough time to assess teaching and research
- b. Weighted average teaching feedback of at least 3.5 on a scale of 5 in the last three years at IMI. The weighted average teaching feedback will be calculated by taking all courses taught in the last three years weighted by the number of students who gave feedback in each course. This is to ensure that courses with more students have more weight than courses with less students.
- c. At least two publications in the last three years under IMI affiliation comprising any combination of peer reviewed journal publications in Web of Science or Scopus indexed journals or full books (not edited books) published by reputed international publishers. The book should be the first edition and not an Indian adaptation of an existing foreign author book.
- d. Publications would be counted after DOI is obtained and not merely on acceptance of publication. Research incentives will be paid after actual publication and not just based on DOI.
- e. If eligible for extension beyond the age of sixty five, the case would be taken to the Directors' Council who will deliberate the merits of the case and make a recommendation to the Steering Committee. The decision of the Steering Committee will be final and binding.

ii) On a very exclusive and special case by case basis, certain select faculty members may be considered for a Professor Emeritus position, on contractual terms, beyond the age of 70 years. To be eligible for appointment as Professor Emeritus, the faculty concerned must have made extremely high quality contributions including research and teaching. The faculty eligible under these criteria will be evaluated on their past contributions by the Directors' Council for recommendation to the Steering Committee. The Steering Committee will be the final approving authority.



ACTIVITY REPORT

For the period

Name :
Designation :
Date of Joining :

The form enclosed provides an opportunity for you to list your contribution during the last one-year. Please ensure that this form is returned to the Director before 31st March of every year

Section 3 Research & Publications (Include Copies)

3.1. Books

| Title | Research/ /Edited | Text | Publisher | Reference (ISBN etc.) |
|-------|----------------------|------|-----------|--------------------------|
| | | | | |
| | | | | |
| | | | | |

3.2 Articles, Cases, Conference Papers, Articles, Working Papers, Chapter in Book etc published.

| Title and Authors | Name of Journal /Newspaper etc | Refereed or Otherwise | Reference | Category (FT50/Scopus/WOS/ Others) |
|----------------------|-----------------------------------|-----------------------------|-----------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3.3. Research in progress or accepted for Publication

3.4. Research grants awarded

3.5. Supervision of FPM/ Ph D Thesis

| Thesis Title | Student's Name | Supervised Jointly/Single | Defended on |
|--------------|----------------|------------------------------|-------------|
| | | | |
| | | | |

3.6. Any other

Section 4 Consultancy

(indicate consulting projects awarded / undertaken during the period under review including one day training programmes)

| Project title | Organisation | Amount | Target Date of Completion | Status |
|---------------|--------------|--------|------------------------------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section 5 Institution Building

5.1: Administrative Positions Held

| Position Held | Period | Brief Note on overall contribution in terms of innovation, involvement, commitment and quality output |
|----------------------|---------------|--|
| | | |
| | | |
| | | |
| | | |

5.2: Conferences Organised

| Conference | Dates/Duration | National/ International/ Round Table | No of Paid Delegates | Details of Edited Book, if any |
|-------------------|-----------------------|---|-------------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5.3: Other Contribution:

(indicate your contribution in admission, placement, student activities, membership of committees etc.)

Section 6 Services to the profession :

(indicate your contribution to the profession other than covered in 1-5 above including guest lectures, sessions chaired in conference, editorial board position held, subject expert for faculty selection/promotion, course review etc. at other institutes)

Section 7: Identify areas where you would like to contribute more:

Section 8: Identify areas where you need development support:

Section 9: Any other point to support your performance

Section 10: Work Unit Computation

| Section | Work Units (Self Calculation) | Work Units (Approved by Director) |
|----------------|--------------------------------------|--|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| Total | | |

(Signature & Name of Faculty)
Date

Director

WORK PLAN

For the year

Name :
Designation :
Date of Joining :

The form enclosed provides an opportunity for you to plan your contribution and activity mix for the next academic year. Please ensure that this form is submitted to the Director.

Section 1 Teaching

(courses proposed to be taught at the Institute in the long term programmes)

| Course Title | Programme | Credits | Core/Elective |
|--------------|-----------|---------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Section 2 Training

(include programme coordination and sessions both in open programmes, and in-company programmes)

| Activities | Details |
|--------------------------------|---------|
| Open Programmes | |
| In-Company Programmes | |
| Faculty Development Programmes | |

Section 3 Research and Publication

(include books, articles, cases, conference papers, newspaper articles etc. on which you plan to work during the year)

| Activities | Details |
|--------------------------------|---------|
| Books | |
| Research Papers | |
| Case Studies | |
| Chapters in Edited Books | |
| Supervision of FPM/Ph D Thesis | |
| Any other | |

Section 4 Consultancy

(include any consulting projects planned including project under progress)

| Project title | Organisation | Amount | Target Date of Completion | Status |
|---------------|--------------|--------|---------------------------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section 5 Institution Building

(indicate contribution in administrative position)

| Activities | Details |
|---|---------|
| Administrative Position held | |
| Conferences Planned - National - International - Round Table | |
| Any Other | |

Section 6 Services to Profession :

(indicate your proposed contribution to the profession other than covered in 1-5 above including positions held like editor of a journal etc.)

Section 7: Developmental Needs Identified

(Indicate areas where you would like institutions' support to grow)

Section 8: Proposed Work Unit Computation

| Section | Work Units (Self Calculation) |
|--------------|-------------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| Total | |

(Signature & Name of Faculty)
Date

(Signature of Director)

Categorization of Publication for Financial rewardsResearch Articles

The Journals that would be considered for the reward would be as follows:

| Journal category | | | Reward In Rs. lakhs |
|------------------|---|--|---------------------|
| A-Star | FT-50 | | 15.0 |
| | Web of Science/WOS Listed | Scopus Listed | |
| | Thomson Reuters (Clarivate Analytics) (Impact Factor, IF) (SCIE or SSCI) | SJR, SNIP and CiteScore | |
| A+ | Max (Current Year IF, 5 Year IF) ≥ 2.25 | NA | 8.0 |
| A | $1 < \text{Max (Current Year IF, 5 Year IF)} < 2.25$ | NA | 5.0 |
| B+ | $0/\text{Listed} < \text{Max (Current Year IF, 5 Year IF)} < 1$ | Max (SJR, SNIP and CiteScore) ≥ 1.25 and not listed in WOS. | 2.0 |
| B | NA | $0/\text{Listed} < \text{Max (SJR, SNIP and Cite Score)} < 1.25$. OR Listed in Scopus | 1.0 |

- a. As this is based on dynamic categorization, the faculty is required to examine the WOS/SCOPUS home page to identify the journal's categorization. The following links may be used for this purpose:

SCOPUS:

<http://www.scimagojr.com/>: Journal Rankings

<http://www.scopus.com/sources>: Scopus Database

WEB OF SCIENCE:

http://ip-science.thomsonreuters.com/mjl/#journal_lists: Master Journal List

