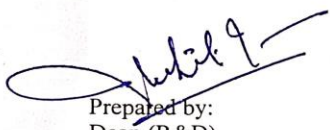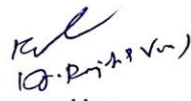# Policy and Nomination Formats

for

Faculty Awards

Prepared by:
Dean (R&D)

Approved by:
Director

Approved by:
Dean (IQAC)

Date of Approval – 14th October 2025 (18th IQAC Meeting)
Implementation – Academic year (2025-26)

GL Bajaj Institute of Technology & Management, Greater Noida, U.P.

RESEARCH AND DEVELOPMENT CELL

POLICY AND NOMINATION FORMATS FOR FACULTY AWARDS

G.L. BAJAJ INSTITUTE OF TECHNOLOGY AND MANAGEMENT GREATER NOIDA, U.P.

Table of contents

1. Introduction

G.L. Bajaj Institute of Technology and Management (GLBITM) is dedicated to fostering a culture of excellence in research and teaching among its faculty and staff. In recognition of outstanding contributions in these areas, GLBITM has established the "**GLBITM Awards for Excellence in Research and Teaching**." These awards are intended to acknowledge the achievements of faculty members who have demonstrated exceptional dedication to their work and have contributed significantly to the academic community.

2. Objectives

The primary objectives of the GLBITM Awards for Excellence in Research and Teaching are:

- To recognize and reward outstanding research and teaching contributions by faculty members.
- To encourage a culture of innovation, research, and continuous improvement in teaching practices.
- To promote long-term commitment and loyalty among faculty and staff members.

3. Award Categories and Criteria

The following awards will be conferred upon deserving faculty members during the annual ceremony held on September 15th:

3.1. G. L. Bajaj – Research Excellence Award

- **Number of Awards:** 05
- **Recognition:** Memento, Certificate, ₹11,000/- for each.
- **Eligibility:** Faculty members who have made significant contributions to research, including high-impact publications, successful research projects, and presentations at prestigious conferences, except Deans, HoDs and Section Heads.
- **Policy:** Detailed policy, nomination form and evaluation points and criteria is attached.

3.2. G. L. Bajaj – Young Faculty Excellence Award

- **Number of Awards:** 05
- **Recognition:** Memento, Certificate, ₹11000/- for each.

- **Eligibility:** Faculty members below 35 years of age who have shown exceptional promise and performance in their teaching and research activities.
- **Policy:** Detailed policy, nomination form and evaluation points and criteria is attached.

3.3. G. L. Bajaj – Consistent Performance Award

- **Number of Awards:** 03
- **Recognition:** Memento, Certificate, ₹11,000/- for each.
- **Eligibility:** Faculty members equal and above 35 years of age who have consistently performed well across various metrics, including teaching effectiveness, research output, and institutional contributions over the past 3 academic sessions.
- **Policy:** Detailed policy, nomination form and evaluation points and criteria is attached.

3.4. G. L. Bajaj – उत्कृष्ट मार्गदर्शक Award

- **Number of Awards:** As Many
- **Recognition:** Memento, and Certificate for each.
- **Eligibility:** Faculty members who have successfully supervised or co-supervised Ph.D. scholars, contributing to the advancement of knowledge and research.

3.5. G. L. Bajaj – Diversity and Inclusivity Award

- **Number of Awards:** 05
- **Recognition:** Memento, Certificate, ₹11000/- for each.
- **Eligibility:** Female faculty members who have demonstrated excellence in teaching and have made significant contributions to their academic fields.

3.6. G. L. Bajaj – Excellent Department Award

- **Number of Awards:** 01
- **Recognition:** Memento, and Certificate.
- **Eligibility:** The department that excels based on average student feedback, overall pass percentage, research project grants per faculty, research publications per faculty, number of FDPs/Conferences organized, and outreach activities conducted.

4. Nomination and Selection Process

- **Nomination:** Faculty members / HODs / Deans can be nominated by their peers, department heads, or through self-nomination. Nominations must be submitted by August 15th each year.

- **Submission:** The nomination forms, along with supporting documents, should be submitted to the Dean (Research) office by the deadline.

- **Evaluation:** The Awards Committee, comprising senior faculty members along with representatives from the IQAC and R&D Cell, will evaluate the nominations based on the specified criteria under the guidance of the Director.

- **Decision:** The decision of the Awards Committee will be final and will be announced during the Engineers day celebration on September 15th.

5. Award Ceremony

The awards will be presented annually on September 15th during the Engineers day celebrations. The ceremony will recognize the contributions of faculty and staff, fostering a sense of pride and accomplishment within the institution.

6. Review and Amendment

- This policy will be reviewed annually **in September 2025** by the Awards Committee to ensure its relevance and effectiveness.

- Amendments to the policy, if necessary, will be made in consultation with the institutional leadership and communicated to all faculty members **once every two years**.

G. L. Bajaj – Consistent Performance Award

1. Introduction

The G. L. Bajaj – Consistent Performance Award is established by G.L. Bajaj Institute of Technology and Management (GLBITM) to recognize and honor faculty members who have demonstrated consistent excellence in their teaching, research, and institutional contributions over three consecutive academic years. This award symbolizes the unwavering commitment and sustained performance of faculty members who consistently contribute to the academic community at GLBITM.

2. Objective

The primary objective of this Award is to acknowledge and reward faculty members who have consistently maintained high standards of performance across multiple academic years, thereby contributing to the sustained success and reputation of GLBITM.

3. Eligibility Criteria

- **Position:** The award is open to all full-time faculty members of GLBITM having age equal and above 35 years, regardless of academic cadre.
- **Performance Period:** Faculty members must have demonstrated consistent performance across the three most recent academic years.
- **Performance Areas:** The nominee must have shown consistent excellence in at least two of the following areas over the three-year period:
    1. **Teaching Excellence:** High student feedback ratings, innovative teaching methodologies, and active student mentorship & development.
    2. **Research Contributions:** Consistent research output, including publications, conference presentations, and involvement in research projects.
    3. **Institutional Contribution:** Ongoing participation in institutional activities, Punctuality, contributions to departmental or institutional initiatives, involvement in organizing academic events and community inclusivity & environmental contribution.

4. Nomination Process

- **Nominations:** Nominations can be submitted by department heads, senior faculty members, or through self-nomination.
- **Submission Deadline:** Nominations must be submitted by August 15th each year.
- **Supporting Documents:** Nominees should provide records for the last three academic years that highlight their consistent performance in the relevant areas, including student feedback,

research publications, evidence of teaching innovations, and records of institutional contributions.

5. Award

- **Recognition:** The award will be presented annually on September 15th during the Engineers Day celebrations.

- **Prizes:** Recipients will receive a memento, a certificate of excellence, and a cash prize of ₹11,000/- in the recognition of their consistent contributions and achievements over the past three academic years.

6. Selection Committee

- The selection committee will consist of senior faculty members, the Deans / HoDs, and other relevant academic leaders.

- The committee will evaluate the nominations based on the provided criteria and supporting documents covering the three-year period.

- The final list of awardees will be submitted to the Honorable Director for approval.

7. Timeline

- **Announcement of Award:** 1st August

- **Nomination Deadline:** 15th August

- **Evaluation Period:** 16th August - 31st August

- **Award Presentation:** 15th September

8. Rules and Guidelines

8.1. The award is open to all full-time faculty members of GLBITM having age equal and above 35 years, regardless of academic cadre.

8.2. Faculty members must demonstrate consistent performance across the three most recent academic years in at least two of the three performance areas outlined in the eligibility criteria.

8.3. The research credentials and other performance metrics must pertain to the last three academic years, with "G.L. Bajaj Institute of Technology and Management, Greater Noida, India" as the affiliation.

8.4. The list of shortlisted candidates will be reviewed and verified by the Screening Committee and submitted to the Honorable Director for approval.

8.5. The award will be presented on September 15th each year during the Engineers's Day celebrations.

G. L. Bajaj – Excellent Department Award Policy

1. Introduction

The G. L. Bajaj – Excellent Department Award Policy, also known as the Excellent Department Award, is instituted by G.L. Bajaj Institute of Technology and Management (GLBITM) to recognize and honor the department that has demonstrated outstanding performance and excellence in various academic and institutional activities. The award aims to foster a spirit of healthy competition among departments and encourage continuous improvement in teaching, research, and community engagement.

2. Objective

The primary objective of the G. L. Bajaj – Excellent Department Award Policy is to acknowledge and reward the department that has excelled in delivering high-quality education, producing significant research outputs, organizing impactful academic events, and engaging in meaningful outreach activities.

3. Eligibility Criteria

- **Number of Awards:** 01 (One)
- **Recognition:** The winning department will receive a memento and a certificate of excellence.
- **Eligible Departments:** All academic departments at GLBITM are eligible to compete for the Award.
- **Performance Metrics:** The department that excels based on the following criteria will be eligible for the award:
    - **Average Student Feedback:** Consistently high average feedback scores from students across all courses offered by the department.
    - **Overall Pass Percentage:** High overall pass percentage in the courses offered by the department during the academic year.
    - **Research Project Grants per Faculty:** The number and value of research project grants secured per faculty member in the department.
    - **Research Publications per Faculty:** The number of research publications produced per faculty member in the department.
    - **Number of FDPs/Conferences Organized:** The number of Faculty Development Programs (FDPs) and conferences organized by the department.

○ **Outreach Activities Conducted:** The number and impact of outreach activities conducted by the department, including community engagement, industry collaborations, and societal development initiatives.

4. Nomination Process

- **Nominations:** The department heads are responsible for submitting their department's achievements and performance metrics for the award.
- **Submission Deadline:** Nominations must be submitted by August 15th each year.
- **Supporting Documents:** Each department must provide detailed documentation and evidence supporting their achievements in the areas mentioned above. This may include student feedback reports, pass percentage data, research grant approvals, publication lists, event reports, and records of outreach activities.

5. Award

- The G. L. Bajaj – Excellent Department Award Policy will be presented annually on September 15th during the Engineers Day celebrations.
- The winning department will receive a memento, and a certificate of excellence in the recognition for its outstanding contributions to the institution.

6. Selection Committee

- The selection committee will be constituted by the honorable Director and may consist of Deans, senior faculty members, and other relevant academic leaders.
- The committee will evaluate the nominations based on the provided criteria and supporting documents.
- The final decision on the awardee will be made by the committee and will be submitted to the honorable Director for approval.

7. Timeline

- **Announcement of Award:** 1st August
- **Nomination Deadline:** 15th August
- **Evaluation Period:** 16th August - 31st August
- **Award Presentation:** 15th September

8. Evaluation Criteria

The department's performance will be evaluated based on the following criteria:

8.1. **Average Student Feedback:** The department with the highest average student feedback scores across all its courses.

8.2. **Overall Pass Percentage:** The department with the highest overall pass percentage in its courses.

8.3. **Research Project Grants per Faculty:** The total value and number of research project grants secured by the department's faculty members.

8.4. **Research Publications per Faculty:** The total number of research publications produced by the department's faculty members.

8.5. **Number of FDPs/Conferences Organized:** The department that has organized the most FDPs and conferences during the academic year.

8.6. **Outreach Activities Conducted:** The department that has conducted the most impactful outreach activities, including community service, industry collaborations, and societal development initiatives.

G. L. Bajaj – Research Excellence Award

1. Introduction

The G. L. Bajaj – Research Excellence Award is instituted by G.L. Bajaj Institute of Technology and Management (GLBITM) to recognize and honor faculty members who have made significant contributions to research in their respective fields. This award is a testament to the institution's commitment to fostering a culture of research and innovation, encouraging faculty members to excel in their scholarly pursuits.

2. Objective

The primary objective of the G. L. Bajaj – Research Excellence Award is to acknowledge and reward faculty members who have demonstrated exceptional research output across various categories, contributing to the advancement of knowledge and the academic reputation of GLBITM.

3. Eligibility Criteria

Faculty members must contribute to at least three of the following categories to be eligible for the G. L. Bajaj – Research Excellence Award:

3.1. Research Publications

3.1.1. **Criteria 1.1:** Papers published in Indexed Journals – SCI / SCI-E / SSCI / ABDC / E-SCI / Others with GLBITM affiliation.

3.1.2. **Criteria 1.2:** Papers published in Indexed Journals – SCOPUS with GLBITM affiliation.

3.1.3. **Criteria 1.3:** Papers published in SCOPUS-indexed conference proceedings organized by reputed institutions with GLBITM affiliation.

3.2. Book / Book Chapters

3.2.1. **Criteria 2.1:** Books published as Author with Indian / International Publishers – Indexed in Scopus / With ISSN-ISBN.

3.2.2. **Criteria 2.2:** Books published as Edited Volumes (excluding conference proceedings) with Indian / International Publishers – Indexed in Scopus / With ISSN-ISBN.

3.2.3. **Criteria 2.3:** Book Chapters published with Indian / International Publishers – Indexed in Scopus / With ISSN-ISBN.

3.3. Patent / Copyright

3.3.1. **Criteria 3.1:** Technology Patent (Indian / International) as Inventor with GLBITM as the sole applicant or as an affiliation (Patent Granted).

3.3.2. **Criteria 3.2:** Technology Patent (Indian / International) as Inventor with GLBITM as the sole applicant or as an affiliation (Patent Published).

3.3.3. **Criteria 3.3:** Completed Research Outcomes such as Design / Industrial Design / Copyright: Indian Design Patent / Copyright as Inventor with GLBITM as the sole applicant or as an affiliation.

3.4. Research Project / Consultancies

3.4.1. **Criteria 4.1:** Ongoing or Completed Research Projects and Consultancies / MDP.

3.5. Research Guidance

3.5.1. **Criteria 5.1:** Ph.D. Guiding (Supervisor / Co-Supervisor).

3.5.2. **Criteria 5.2:** Ph.D. Thesis Submitted (Supervisor / Co-Supervisor).

3.5.3. **Criteria 5.3:** Ph.D. Awarded (Supervisor / Co-Supervisor).

3.6. Journal Editor / Guest-Editor

3.6.1. **Criteria 6.1:** Editor or Guest/Lead Editor for special issues of SCI / SSCI / SCI-E / ABDC / SCOPUS Journals.

3.7. Citations

3.7.1. **Criteria 7.1:** Number of Citations as listed on Publons for SCI / SSCI / SCI-E and SCOPUS.

3.8. Research Lab or Infrastructure

3.8.1. **Criteria 8.1:** Establishment of a Research Lab or Infrastructure from the Funded project.

4. Rules for Finalization of Merit List

- **Nominations:** The Dean (Research) will invite nominations from Professors, Associate Professors, and Assistant Professors (excluding Deans, HoDs, and Section Heads).

- **Assessment Period:** The research credentials for the last academic year will be considered when finalizing the merit list.

- **Affiliation Requirement:** Faculty members should only claim research credentials where the affiliation is listed as "G.L. Bajaj Institute of Technology and Management, Greater Noida, India."

5. Screening and Approval:

- The Screening Committee, formed by the Director, comprising Deans, HoDs, and/or Section Heads, will review and verify the credentials of nominated faculty members through an online process.

- The list of shortlisted candidates will be submitted to the Honorable Director for approval.

6. Award Presentation:

6.1. **Recognition:** The G. L. Bajaj – Research Excellence Award will be presented on September 15th each year, coinciding with the Engineers Day celebrations.

6.2. **Prizes:** Recipients will receive a memento, a certificate, and a cash prize of ₹11,000/- in recognition of their contributions and achievements.

G. L. Bajaj – Young Faculty Excellence Award

1. Introduction

The G. L. Bajaj – Young Faculty Excellence Award is established by G.L. Bajaj Institute of Technology and Management (GLBITM) to recognize and honor the outstanding contributions of young faculty members in the areas of teaching, research, and student development. This award seeks to encourage and inspire young faculty members to achieve excellence in their academic and professional endeavors.

2. Objective

The primary objective of the G. L. Bajaj – Young Faculty Excellence Award is to acknowledge and reward young faculty members who have demonstrated exceptional talent, innovation, and dedication in their teaching, research, and overall contribution to the academic community at GLBITM.

3. Eligibility Criteria

- **Age Limit:** The nominee must be below 35 years of age as of September 15th of the award year.

- **Position:** Open to all full-time faculty members of GLBITM who meet the age criteria.

- **Performance:** The nominee must have demonstrated excellence in at least two of the following areas:
  - **Teaching Excellence:** High student feedback ratings, innovative teaching methodologies, and active student mentorship & development.
  - **Research Contributions:** Consistent research output, including publications, conference presentations, and involvement in research projects.
  - **Institutional Contribution:** Ongoing participation in institutional activities, Punctuality, contributions to departmental or institutional initiatives, involvement in organizing academic events and community inclusivity & environmental contribution.

4. Nomination Process

- **Nominations:** Nominations can be submitted by department heads, senior faculty members, or through self-nomination.

- **Submission Deadline:** Nominations must be submitted by August 15th each year.

- **Supporting Documents:** Nominees should provide supporting documents that highlight their achievements in the relevant areas, including student feedback, research publications, evidence of teaching innovations, and records of institutional contributions.

5. Award

- **Recognition:** The award will be presented annually on September 15th during the Engineers's Day celebrations.
- **Prizes:** Recipients will receive a memento, a certificate, and a cash prize of ₹11000/- in recognition of their contributions and achievements.

6. Selection Committee

- The selection committee will consist of senior faculty members, the Deans / HoDs, and other relevant academic leaders.
- The committee will evaluate the nominations based on the provided criteria and supporting documents.
- The final list of awardees will be submitted to the Honorable Director for approval.

7. Timeline

- **Announcement of Award:** 1st August
- **Nomination Deadline:** 15th August
- **Evaluation Period:** 16th August - 31st August
- **Award Presentation:** 15th September

8. Rules and Guidelines

8.1 The award is open to faculty members who are below 35 years of age or younger.

8.2 Faculty members must demonstrate excellence in at least two of the three areas outlined in the eligibility criteria.

8.3 The research credentials considered must pertain to the last academic year, with "G.L. Bajaj Institute of Technology and Management, Greater Noida, India" as the affiliation.

8.4 The list of shortlisted candidates will be reviewed and verified by the Screening Committee and submit to the Honorable Director for approval.

8.5 The award will be presented on September 15th each year during the Engineers Day celebrations.

G. L. Bajaj – उत्कृष्ट मार्गदर्शक Award Policy (Ph.D. Supervisor/Co-Supervisor)

1. Introduction

The **उत्कृष्ट मार्गदर्शक** Award is instituted by G.L. Bajaj Institute of Technology and Management (GLBITM) to honor exceptional faculty members who have demonstrated excellence in guiding and mentoring Ph.D. scholars. The award aims to recognize faculty who have made significant contributions to research through their role as Ph.D. supervisors or co-supervisors.

2. Objective

The primary objective of this award is to acknowledge and reward faculty members who have demonstrated outstanding mentorship in the supervision of Ph.D. research, leading to high-quality publications, successful thesis completions, and significant contributions to the academic community.

3. Eligibility Criteria

- **Position:** Open to all full-time faculty members of GLBITM who are recognized Ph.D. supervisors or co-supervisors.

- **Research Output:** The nominee must have a significant track record of research publications co-authored with Ph.D. scholars and successful mentoring of Ph.D. candidates.

- **Availability of Thesis:** The thesis should be available on the "ShodhGanga" platform.

4. Nomination Process

- **Nominations:** Nominations can be made by department heads, senior faculty members, or through self-nomination.

- **Submission Deadline:** Nominations must be submitted by the 15th of August each year, accompanied by detailed documentation of Ph.D. supervision records, research outputs, and other relevant achievements.

- **Supporting Documents:**
  - Ph.D. guidance letter from the university, mentioning the name of the supervisor or co-supervisor with affiliation of G.L. Bajaj Institute of Technology, Greater Noida, India.
  - Link to the availability of the thesis on the "ShodhGanga" platform.
  - Proof of the award of the scholar's Ph.D. degree.
  - Proof of course work completed as per UGC guidelines.

o   Reprints of research publications related to the thesis.

- **Research Publications:** The applicant can only claim research papers where they are listed as the supervisor or co-supervisor, with G.L. Bajaj Institute of Technology and Management, Greater Noida, as the affiliated institution.

5. Award

- **Recognition:** The award will be presented annually on the 15th of September during the Engineers Day celebrations.

- **Prizes:** Each year, Ph.D. research supervisors or co-supervisors at GLBITM will be awarded based on the number of Ph.D. scholars they have guided during the particular academic session. The recipient will receive a certificate, and a trophy in the recognition for their exceptional research mentorship.

6. Selection Committee

- The selection committee will be constituted by the honorable Director and may consist of Deans, HoDs, senior faculty members, and external academic experts if necessary.

- The list of shortlisted applicants will be submitted by the Screening Committee to the honorable Director for approval.

7. Timeline

- **Announcement of Award:** 1st August
- **Nomination Deadline:** 15th August
- **Evaluation Period:** 16th August - 31st August
- **Award Presentation:** 15th September

G. L. Bajaj – Diversity and Inclusivity Award

1. Introduction

The G. L. Bajaj – Diversity and Inclusivity Award, also known as the D&I Award, is instituted by G.L. Bajaj Institute of Technology and Management (GLBITM) to recognize and honor the exceptional contributions of female faculty members in teaching and student development. This award is aimed at celebrating female educators who have demonstrated excellence in teaching and have significantly contributed to the academic and personal development of students.

2. Objective

The primary objective of this Award is to acknowledge and reward female faculty members who have excelled in their teaching roles, contributed to the holistic development of students, and made a substantial impact in their academic fields.

3. Eligibility Criteria

- **Position:** The award is exclusively for female Assistant Professors and Associate Professors at GLBITM.

- **Teaching Excellence:** The nominee must have demonstrated excellence in teaching, with a proven track record of helping students understand complex concepts, enhancing their skills, and preparing them for industry readiness.

- **Student Development:** The nominee should have contributed to student personality development, provided support for internships, projects, or industry placements, or facilitated a conducive learning environment for laboratory work and experimentation.

- **Community and Environmental Impact:** The nominee may have also contributed to initiatives promoting environmental consciousness and societal development, such as through Uddesshya, EBSB, UBA, EEM, or involvement with adopted villages.

- **Additional Requirements:**
  - The nominee must not have been involved in any indiscipline cases in the previous years.
  - The nominee must have completed Human Values Level 1 or 2 training.
  - The nominee must have achieved a 90% or above pass rate in the subjects taught in the last two semesters.
  - The nominee must have received student feedback ratings above 4 in the last two semesters.
  - The nominee must have published research work in collaboration with students.

4. Nomination Process

- **Nominations:** Nominations can be made by department heads, peers, or through self-nomination.

- **Submission Deadline:** Nominations must be submitted by August 15th each year.

- **Supporting Documents:** Nominees should provide evidence of their teaching excellence, contributions to student development, research publications, and other relevant achievements. This may include student feedback scores, course pass rates, and evidence of participation in community or environmental initiatives.

5. Award

- **Number of Awards:** Up to 5 awards will be presented annually.

- **Recognition:** Each recipient will receive a memento, a certificate, and a cash prize of ₹11000/- as a token of recognition for their outstanding contributions.

6. Selection Committee

- The selection committee will be constituted by the honorable Director and may include Deans, HoDs, senior faculty members, and other relevant academic leaders.

- The committee will evaluate the nominations based on the provided criteria and supporting documents.

- The final list of awardees will be submitted to the honorable Director for approval.

7. Timeline

- **Announcement of Award:** 1st August

- **Nomination Deadline:** 15th August

- **Evaluation Period:** 16th August - 31st August

- **Award Presentation:** 15th September

8. Evaluation Criteria

8.1. Teaching Excellence:

8.1.1 Student feedback scores (above 4) in the last two semesters.

8.1.2 Pass rates (90% or above) in the subjects taught in the last two semesters.

8.2. Student Development:

8.2.1 Contributions to enhancing student skills and preparing them for industry.

8.2.2 Support provided for internships, projects, or industry placements.

8.2.3 Efforts in promoting student personality development.

8.3. Community and Environmental Contributions:

8.3.1 Participation in initiatives like Uddesshya, EBSB, UBA, EEM, or work in adopted villages.

8.3.2 Involvement in creating conducive learning environments for laboratory work and experimentation.

8.4. Research and Publications:

8.4.1   Self-Publications

8.4.2   Publication of research work in collaboration with students.

8.5. Student Result and Feedback:

8.5.1   Pass percentage

8.5.2   Average external marks

8.5.3   Student Feedback

8.6   Institutional Responsibilities & Punctuality:

8.6.1   Committee member at institute level

8.6.2   Departmental responsibilities

This policy ensures that the DNI Award recognizes and rewards the exceptional contributions of female faculty members who not only excel in their teaching roles but also significantly impact student development and community welfare at GLBITM.

GLBITM Awards & Recognition Policy
G. L. Bajaj – Consistent Performance Award

(Data should be filled for last three academic sessions and submit along with proof)

A. General Information

Field	Details
Name of the Nominee	
Designation	
Department	
Years of Service at GLBITM	
Contact Information	

B. Evaluation & Reference Points Structure

Category	Sub Category	Methodology	Max. Marks	Marks claimed by Faculty	Marks awarded by committee at Department level	Marks awarded by committee at Institution level
Teaching and Learning Process	Any course material published in public domain like MOOCs, Youtube (if having more than 500 likes or subscription) or any equivalent media of the subject assigned in the same academic session.	25 marks / subject	50 / year	2021-22 = 2022-23 = 2023-24 =	2021-22 = 2022-23 = 2023-24 =	2021-22 = 2022-23 = 2023-24 = Total =
	Teaching methodology & innovation	10 marks / subject	50 / year	2021-22 = 2022-23 =	2021-22 = 2022-23 =	2021-22 = 2022-23 = 2023-24 =

Category	Parameter	Marks Criteria	Marks/Year				Total
				2023-24 =	2023-24 =		Total =
	Number of Students Securing Distinction in Courses Taught (in the Last Academic Year)	**05 marks / Distinction**	**50 / year**	2021-22 =	2021-22 =		2021-22 =
				2022-23 =	2022-23 =		2022-23 = 2023-24 =
				2023-24 =	2023-24 =		Total =
	MOOCs (Only NPTEL)	• 50 marks for getting certificate (50 for Elite + Gold, 35 for Elite, 20 for Successfully completion).	**50 / Year**	2021-22 =	2021-22 =		2021-22 =
				2022-23 =	2022-23 =		2022-23 = 2023-24 =
				2023-24 =	2023-24 =		Total =
Outcomes on basis of results	Carry over	• **-1 mark** for every 1 Carry over in the last 3 years average.	--	2021-22 =	2021-22 =		2021-22 =
				2022-23 =	2022-23 =		2022-23 = 2023-24 =
				2023-24 =	2023-24 =		Total =
	External average	**50 marks:** If current average is equal to average of subject for last 5 years. • **+1 mark** for every 0.1 percent above the last 3 years average. • **-1 mark** for every 0.1 percent below the last 3 years average.	**50 / Year**	2021-22 =	2021-22 =		2021-22 =
				2022-23 =	2022-23 =		2022-23 = 2023-24 =
				2023-24 =	2023-24 =		Total =

Student Development	Skill enhancement & industry readiness	15 Marks / activity	50 marks / year	2021-22 =	2021-22 =	2021-22 =
				2022-23 =	2022-23 =	2022-23 =
				2023-24 =	2023-24 =	2023-24 = Total =
	Support for internships/projects/placements/ Mentorship	5 Marks / support	50 marks / year	2021-22 =	2021-22 =	2021-22 =
				2022-23 =	2022-23 =	2022-23 =
				2023-24 =	2023-24 =	2023-24 = Total =
Community, Inclusivity & Environmental Contribution	Institutional/community initiative involvement	5 Marks / activity	20 marks / year	2021-22 =	2021-22 =	2021-22 =
				2022-23 =	2022-23 =	2022-23 =
				2023-24 =	2023-24 =	2023-24 = Total =
	Environmental/societal efforts	5 Marks / activity	20 marks / year	2021-22 =	2021-22 =	2021-22 =
				2022-23 =	2022-23 =	2022-23 =
				2023-24 =	2023-24 =	2023-24 = Total =
COPO file	Readiness of COPO file	10 Marks / file	30 Marks / year	2021-22 =	2021-22 =	2021-22 =
				2022-23 =	2022-23 =	2022-23 =
				2023-24 =	2023-24 =	2023-24 = Total =
Student's Feedback		As per appraisal form (marks will be taken equivalent to %age and if it is	50 / Year	2021-22 =	2021-22 =	2021-22 =
				2022-23 =	2022-23 =	2022-23 = 2023-24 =

Criteria	Method	Parameters	Max Marks			Total
		less than 04 in any subject or lab then zero marks)		2023-24 =	2023-24 =	Total =
Opinion by Seniors	By HoD	25 marks will be awarded on the basis of given parameters (5 marks each): 1. Attitude 2. Always ready to take any responsibility 3. Organizing guest lecture / Seminar/ Conference etc. 4. Additional responsibility like OBE coordinator / time-table coordinator / Placement Coordinator etc. 5. Teaching Pedagogy used in class.	**25 / Year**	NA	2021-22 = 2022-23 = 2023-24 =	**2021-22 =** **2022-23 =** **2023-24 =** **Total =**
Punctuality	Marks will be given equal to percent of number of days faculty member will be present in the teaching days (as per academic calendar) in one academic session.		**50 / Year**	2021-22 = 2022-23 = 2023-24 =	2021-22 = 2022-23 = 2023-24 =	**2021-22 =** **2022-23 =** **2023-24 =** **Total =**
	No default or delayed in entering Attendance in ERP		**10 / Year**	2021-22 = 2022-23 = 2023-24 =	2021-22 = 2022-23 = 2023-24 =	**2021-22 =** **2022-23 =** **2023-24 =** **Total =**

	Criteria	Marks	Year		
	No default or delayed in entering Internal marks in ERP	8 / Year	2021-22 =	2021-22 =	2021-22 =
			2022-23 =	2022-23 =	2022-23 =
			2023-24 =	2023-24 =	2023-24 =
					Total =
	No Incomplete or incorrect ERP data	5 / Year	2021-22 =	2021-22 =	2021-22 =
			2022-23 =	2022-23 =	2022-23 =
			2023-24 =	2023-24 =	2023-24 =
					Total =
	No Repeated defaults in ERP compliance	4 / Year	2021-22 =	2021-22 =	2021-22 =
			2022-23 =	2022-23 =	2022-23 =
			2023-24 =	2023-24 =	2023-24 =
					Total =
Research	Anyone of theses OR all of these	100 marks will be awarded on the basis of academic year publications: 1. SCI / SCIE / SSCI / ABDC – 10 marks per publication 2. SCOPUS journal publication – 5 marks for each publication 3. Scopus conference – 3 marks for each publication 4. Authored Book – 7	100 / Year	2021-22 =	2021-22 =
				2022-23 =	2022-23 =
				2023-24 =	2023-24 =
					2021-22 =
					2022-23 =
					2023-24 =
					Total =

		marks for each book, if Scopus, 4 marks for others.				
		5. Edited Book – 5 Marks for each edited book (excluding proceedings) if Scopus, 3 for others				
		6. Book Chapters – 2 marks for each chapter, if Scopus				
		7. Funded projects – 10 marks for 5 lacs and above, 5 marks for 2 lacs to 5 lacs and 2 marks for below 2 lacs.				

Note – Please note that every claimed point must be justified with proper supporting proof. Claims submitted without proof will not be accepted.

-Final Evaluation Table –

Parameter	Weightage (Max Marks)	Year 1	Year 2	Year 3	Remarks (if any)
1. Teaching & Learning Process	100				
2. Outcomes (Based on Results)	200				
3. Students' Feedback	50				
4. Opinion by Seniors / HoD / Peers	25				
5. Punctuality & Discipline	50				
6. Research	100				
Total	525				

Name & Signature of Faculty Member: ……………………

Designation………………………..

Department………………………….

Nominee: _____

Nominator (if applicable): _____

Department Head: _____

Submission Date: _____

Committee Signature:

Dean (Research)

Director

GLBITM Awards & Recognition Policy
Nomination Form for G. L. Bajaj – Excellent Department Award

Instructions:

- The Head of Department (HoD) should complete this form with accurate and up-to-date information.
- Attach all necessary supporting documents as specified in each section.
- Submit the completed form by **August 15th** to the designated committee.

Section A: Department Information

Department Name:

Head of Department:

- Name: _____
- Email: _____
- Contact Number: _____

Academic Year:

- From: _____ To: _____

Section B: Average Student Feedback

1. Summary of Student Feedback Scores

Semester	Number of Courses Offered	Average Feedback Score (Out of 10)
Semester 1		
Semester 2		
Overall Average		

2. Supporting Documents:

- Attach consolidated student feedback reports for each semester.
- Provide the methodology used for collecting and analyzing feedback.

Attachments:

- Student Feedback Report Semester 1

- Student Feedback Report Semester 2
- Feedback Collection Methodology Document

Section C: Overall Pass Percentage

1. Pass Percentage Details

Semester	Number of Students Appeared	Number of Students Passed	Pass Percentage (%)
Semester 1			
Semester 2			
Overall Average			

2. Supporting Documents:

- Attach detailed result analysis reports for each semester.
- Include comparative data with previous academic years (if available).

Attachments:

- Result Analysis Report Semester 1
- Result Analysis Report Semester 2
- Comparative Performance Report

Section D: Research Project Grants per Faculty

1. Research Grants Summary

S.No.	Faculty Name	Project Title	Funding Agency	Grant Amount (INR)	Project Duration	Status (Ongoing / Completed)
1						
2						
...						
Totals				Total Amount:		

2. Calculations:

- **Total Number of Faculty Members in Department**: _____
- **Average Grant Amount per Faculty** = Total Grant Amount / Number of Faculty

3. Supporting Documents:

- Attach copies of grant approval letters or agreements.
- Provide summaries of project objectives and outcomes (if applicable).

Attachments:

- Grant Approval Documents
- Project Summaries

Section E: Research Publications per Faculty

1. Publications Summary

S.No.	Faculty Name	Publication Title	Journal / Conference Name	Publication Type (Journal / Conference)	Indexing (SCI, Scopus, etc.)	Publication Date	DOI / ISSN/ ISBN
1							
2							
...							
Totals							

2. Calculations:

- **Total Number of Publications**: _____
- **Total Number of Faculty Members**: _____
- **Average Publications per Faculty** = Total Publications / Number of Faculty

3. Supporting Documents:

- Attach copies or links to published papers.
- Provide evidence of journal/conference indexing and impact factors.

Attachments:

- Copies/Links of Publications
- Journal/Conference Indexing Proof

Section F: FDPs/Conferences Organized

1. Events Summary

S.No.	Event Type (FDP / Conference)	Event Title	Dates	Duration (Days)	Number of Participants	Collaborating Organizations (if any)

30

1						
2						
...						
Totals						

2. Supporting Documents:

- Attach event reports, brochures, and attendance sheets.
- Include photographs and media coverage (if available).

Attachments:

- Event Reports
- Attendance Sheets
- Event Photographs
- Media Coverage Documents

Section G: Outreach Activities Conducted

1. Outreach Activities Summary

S.No.	Activity Title	Date(s)	Description	Target Audience	Number of Beneficiaries	Collaborating Partners (if any)
1						
2						
...						
Totals						

2. Supporting Documents:

- Attach detailed reports of each activity.
- Include testimonials, feedback forms, and impact assessments.
- Provide photographs and media coverage (if available).

Attachments:

- Activity Reports
- Beneficiary Feedback Forms
- Impact Assessment Reports
- Activity Photographs
- Media Coverage Documents

Section H: Additional Achievements (Optional)

1. Other Notable Achievements

Mention any other significant accomplishments by the department during the academic year, such as awards received, notable collaborations, infrastructure development, etc.

Description:

- _____
- _____
- _____

2. Supporting Documents:

- Attach any relevant documents supporting these additional achievements.

Attachments:

- Additional Achievement Documents

Section I: Declaration

I hereby declare that all the information provided in this nomination form is true and correct to the best of my knowledge. All supporting documents attached are authentic and verifiable.

Name of HoD: _____

Signature: _____**Date**: _____

Seal of Department

Submission Details

- **Submission Deadline**: August 15th
- **Submit To**: Dean (Research)
- **Contact for Queries**:
    - o Email: rdc@glbitm.ac.in

Evaluation Criteria for Excellent Department Award

The selection committee will evaluate each nominated department based on the following weighted criteria:

Criteria	Weightage (%)
1. Average Student Feedback	20%
2. Overall Pass Percentage	15%
3. Research Project Grants per Faculty	20%
4. Research Publications per Faculty	20%
5. FDPs/Conferences Organized	15%
6. Outreach Activities Conducted	10%
Total	100%

Detailed Breakdown:

1. Average Student Feedback (20%)

- **Scoring**:
    - **9.0 - 10.0**: 20 points
    - **8.0 - 8.9**: 15 points
    - **7.0 - 7.9**: 10 points
    - **Below 7.0**: 5 points
- **Evaluation Parameters**:
    - Consistency across semesters.
    - Improvement trends over previous years.
    - Quality of teaching methodologies and student engagement.

2. Overall Pass Percentage (15%)

- **Scoring**:
    - **95% and above**: 15 points
    - **90% - 94%**: 12 points
    - **85% - 89%**: 9 points
    - **80% - 84%**: 6 points
    - **Below 80%**: 3 points
- **Evaluation Parameters**:
    - Consistency across courses.
    - Strategies implemented for improving student performance.
    - Support systems for academically weak students.

3. Research Project Grants per Faculty (20%)

- **Scoring**:

- o **Average grant amount above INR 5 Lakhs per faculty**: 20 points
- o **INR 3 - 5 Lakhs per faculty**: 15 points
- o **INR 1 - 3 Lakhs per faculty**: 10 points
- o **Below INR 1 Lakh per faculty**: 5 points
- **Evaluation Parameters**:
  - o Number and diversity of funding agencies.
  - o Impact and innovation level of research projects.
  - o Completion and outcomes of ongoing/completed projects.

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4. Research Publications per Faculty (20%)

- **Scoring**:
  - o **Average of 2 or more publications per faculty**: 20 points
  - o **Average of 1.5 - 1.9 publications per faculty**: 15 points
  - o **Average of 1.0 - 1.4 publications per faculty**: 10 points
  - o **Average below 1.0 publication per faculty**: 5 points
- **Evaluation Parameters**:
  - o Quality and impact factor of journals/conferences.
  - o Indexing status (SCI, Scopus, etc.).
  - o Collaboration with industry or other institutions.
  - o Citation metrics and recognition.

---

5. FDPs/Conferences Organized (15%)

- **Scoring**:
  - o **5 or more events organized**: 15 points
  - o **3 - 4 events organized**: 10 points
  - o **1 - 2 events organized**: 5 points
  - o **No events organized**: 0 points
- **Evaluation Parameters**:
  - o Scale and impact of events.
  - o Participation levels (national/international).
  - o Topics relevance and innovation.
  - o Feedback from participants.

---

6. Outreach Activities Conducted (10%)

- **Scoring**:
  - o **5 or more activities conducted**: 10 points
  - o **3 - 4 activities conducted**: 7 points
  - o **1 - 2 activities conducted**: 4 points
  - o **No activities conducted**: 0 points
- **Evaluation Parameters**:

- o Social impact and community engagement level.
- o Sustainability and long-term benefits.
- o Involvement of students and faculty.
- o Partnerships and collaborations established.

Total Score Calculation:

- Each criterion score will be calculated based on the above parameters.
- The final score will be the sum of all criteria scores out of 100.
- The department with the highest total score will be declared the winner of the **Agrani Award**.

In Case of a Tie:

- The selection committee will conduct a qualitative assessment focusing on:
    - o Innovations introduced by the departments.
    - o Testimonials from students and stakeholders.
    - o Overall contribution to the institute's mission and vision.

Evaluation Process:

1. **Preliminary Screening**: Verification of submitted data and documents.
2. **Detailed Evaluation**: Scoring based on evaluation criteria.
3. **Committee Meeting**: Discussion and finalization of results.
4. **Approval**: Final approval by the Director.
5. **Announcement**: Winner announced during Teacher's Day celebrations on September 5th.

Confidentiality and Transparency:

- All evaluation processes will be conducted with utmost confidentiality and fairness.
- Departments can request feedback on their performance post-award announcement for improvement purposes.

GLBITM Awards & Recognition Policy

G. L. Bajaj – Research Excellence Award

A. General Information

S.No	Particulars	Details
1	Name (in Block Letters)	
2	Designation	
3	Department	
4	Date of Joining	
5	Employee ID	
6	Overall H-Index (as per Scopus database)	
7	Overall Citation (as per Scopus database)	

B. Research Outcome

S.No	Genre	Points	Point Score
1	No. of Journal Paper – SCI/SCIE (Q3, Q4)	30	
2	No. of Journal Paper – SCOPUS (Q3, Q4)	20	
3	No. of Papers in Q1 Journals	50	
4	No. of Papers in Q2 Journals	40	
5	No. of Conference Paper – SCOPUS	10	
6	Book Edited or Authored with ISBN no – National/International Publisher	15/20	
7	Book Chapter in Books with ISBN no – National/International Publisher	5/10	
8	Indian Patents published/granted	05/20	
9	Technology Transfer/Startup	100	
10	E-Lab Software/ERP/Application Development/Product Development	100	
11	Keynote Speaker / Session Chair in Conferences	5	
12	Conduct of Indexed Conferences/FDP/Hackathon: Convener/Co-Convener	15/10	
13	Conduct of Seminar/Workshop: National/International	5	
14	Awards/Honors/Recognition: National/International	10	
15	Consultancy	15	
16	Sponsored Project	>2 lacs = 20 points; 5 lacs = 30 points	
17	Ph.D. Supervisor/Co-Supervisor for each scholar completed/guiding	20/5	
18	Number of Citations as listed on Publons for SCI / SSCI / SCI-E and SCOPUS.	10/100Citations	
19	Establishment of a Research Lab or Infrastructure	10 pts / outcome	

C. Collaboration Details

S.No	Details	Information
a	**National/International Collaboration** with academic institutions/industry of repute (please provide complete details):	
b	**Outcomes of Collaborations**	

Total Score: ....

D. Any Other Specific Contribution:

....

....

Signature of Faculty: _____

E. Comments & Recommendations of Head:

S.No	Criteria	Remarks
1	Behavioral with Students/Colleagues	
2	Punctuality	
3	Self-motivated to contribute to activities/work related to the department/institution	
4	Discipline related incidents	
5	Any case of suspension of examinations	

Nominee: _____

Nominator (if applicable): _____

Department Head: _____

Submission Date: _____

Committee Signature:

Dean (Research)

Director

GLBITM Awards & Recognition Policy

G. L. Bajaj – Young Faculty Excellence Award (Nomination Form)

A. General Information

Field	Details
Name of the Nominee	
Designation	
Department	
Years of Service at GLBITM	
Contact Information	

B. Evaluation & Reference Points Structure

Category	Sub Category	Methodology	Max. Marks	Marks claimed by Faculty	Marks awarded by committee at Department level	Marks awarded by committee at Institution level
Teaching and Learning Process	Any course material published in public domain like MOOCs, Youtube (if having more than 500 likes or subscription) or any equivalent media of the subject assigned in the same academic session.	25 marks / subject	50 / year			
	Teaching methodology & innovation	10 marks / subject	50 / year			

	Number of Students Securing Distinction in Courses Taught (in the Last Academic Year)	**05 marks / Distinction** **50 / year**			
	MOOCs (Only NPTEL)	• 50 marks for getting certificate (50 for Elite + Gold, 35 for Elite, 20 for Successfully completion). **50 / Year**			
Outcomes on basis of results	Carry over	• **-1 mark** for every 1 Carry over in the last 3 years average. --			
	External average	**50 marks:** If current average is equal to average of subject for last 5 years. • **+1 mark** for every 0.1 percent above the last 3 years average. • **-1 mark** for every 0.1 percent below the last 3 years average. **50 / Year**			

Student Development	Skill enhancement & industry readiness	**15 Marks / activity**	**50 marks / year**			
	Support for internships/projects/placements/ Mentorship	**5 Marks / support**	**50 marks / year**			
Community, Inclusivity & Environmental Contribution	Institutional/community initiative involvement	**5 Marks / activity**	**20 marks / year**			
	Environmental/societal efforts	**5 Marks / activity**	**20 marks / year**			
COPO file	Readiness of COPO file	**10 Marks / file**	**30 Marks / year**			
Student's Feedback		As per appraisal form (marks will be taken equivalent to %age and if it is less than 04 in any subject or lab then zero marks)	**50 / Year**			

Opinion by Seniors	By HoD	25 marks will be awarded on the basis of given parameters (5 marks each): 1. Attitude 2. Always ready to take any responsibility 3. Organizing guest lecture / Seminar/ Conference etc. 4. Additional responsibility like OBE coordinator / time-table coordinator / Placement Coordinator etc. 5. Teaching Pedagogy used in class.	**25 / Year**	NA	
Punctuality	Marks will be given equal to percent of number of days faculty member will be present in the teaching days (as per academic calendar) in one academic session.		**50 / Year**	**2021-22** = **2022-23** = **2023-24** =	
	No default or delayed in entering Attendance in ERP		**10 / Year**	**2021-22** = **2022-23** = **2023-24** =	
	No default or delayed in entering Internal marks in ERP		**8 / Year**	**2021-22** =	

				2022-23 =		
				2023-24 =		
	No Incomplete or incorrect ERP data		5 / Year	2021-22 =		
				2022-23 =		
				2023-24 =		
	No Repeated defaults in ERP compliance		4 / Year	2021-22 =		
				2022-23 =		
				2023-24 =		
Research	**Anyone of theses OR all of these**	100 marks will be awarded on the basis of academic year publications: 1. SCI / SCIE / SSCI / ABDC – 10 marks per publication 2. SCOPUS journal publication – 5 marks for each publication 3. Scopus conference – 3 marks for each publication 4. Authored Book – 7 marks for each book, if	**100 / Year**	2021-22 =		
				2022-23 =		
				2023-24 =		

		Scopus, 4 marks for others. 5. Edited Book – 5 Marks for each edited book (excluding proceedings) if Scopus, 3 for others 6. Book Chapters – 2 marks for each chapter, if Scopus 7. Funded projects – 10 marks for 5 lacs and above, 5 marks for 2 lacs to 5 lacs and 2 marks for below 2 lacs.				

Note – Please note that every claimed point must be justified with proper supporting proof. Claims submitted without proof will not be accepted.

Name & Signature of Faculty Member: ……………………

Designation…………………………..

Department………………………….

Signature of HoD: ………………………………………………

Dean (Research)

Director

Nomination Form for उत्कृष्ट मार्गदर्शक Award Policy

Name of the Faculty: ....
Designation: ....
Department: ....

Part A-(i) University Ranking under NIRF (1-100):

S. No.	Name of the Research Scholar	Name of the University	Date of Ph.D. Registration (DD-MM-YY)	Date of PhD Awarded (DD-MM-YY)	Attach the University letter of completion PhD	ShodhGanga Link	NIRF Rank	Marks Scored (10 per scholar)

OR

Part A--(i) University Ranking under NIRF (101-150):

S. No.	Name of the Research Scholar	Name of the University	NIRF Rank	Date of Ph.D. Registration (DD-MM-YY)	Date of PhD Awarded (DD-MM-YY)	Attach the University letter of completion PhD	ShodhGanga Link	NIRF Rank	Marks Awarded (07 per scholar)

OR

Part A--(i) University Ranking under NIRF (151-200):

S. No.	Name of the Research Scholar	Name of the University	NIRF Rank	Date of Ph.D. Registration (DD-MM-YY)	Date of PhD Awarded (DD-MM-YY)	Attach the University letter of completion PhD	ShodhGanga Link	NIRF Rank	Marks Awarded (05 per scholar)

Part A-(ii) Research Publication by PhD students under supervision

S. No.	Title of Journal paper	Name of the Journal	ISSN/ISBN No.	Publication Link	Vol.	Issue	Page No.	Date of Publication (DD-MM-YY)	SCI/SCI-E/SSCI/ESCI	Google Drive Link Proof, Note: Sharable to all	Impact factor (if any)	Score claimed (5 per SCIE, 02 per SCOPUS)	Score awarded
1													
2													

Part A-(iii) Patent file / Granted by PhD students under supervision

S. No	Title of Patent	Name of PhD Student	Type (Published / Granted)	Date of Publication / Grant	Marks Claimed (05 per file, 10 per Grant)
1					
2					

Part A-(iv) Evaluation of PhD Supervision (Innovation, Collaboration & Impact)

S. No	Category / Achievement by Scholar	Description / Examples	Proof Link (Google Drive / Document)	Max. Marks	Marks Awarded
1	Startup / Entrepreneurship Development	Scholar established or co-founded a startup during PhD tenure; incubation / registration proof available	10		
2	Product / Prototype Developed	Working product, prototype, or technology developed; demonstrated or patented	8		
3	Industry Collaboration / Consultancy Work	Collaboration or joint research project with industry partner; MoU / report / funding proof	6		
4	Societal Impact / Community-Oriented Research	Research addressing social or community problems, recognized by external bodies or implemented	6		
5	Participation / Achievement in Hackathons or Innovation Challenges	Scholar participated in or received recognition in national/international hackathons	5		

Summary of Total Marks Claimed by applicant for Best Ph.D. Supervisor/Co-Supervisor Award

S. No	Category	Score Claimed	Score Awarded by Expert Committee
1	Part-A (i)		
2	Part-A (ii)		
3	Part-A (iii)		
4	Part-A (iv)		
	Total Marks		

Name & Signature of Faculty Member: ……………………

Designation…………………………..

Department………………………….

Nominee: _____

Nominator (if applicable): _____

Department Head: _____

Submission Date: _____

Committee Signature:

Dean (Research)

Director

GLBITM Awards & Recognition Policy

Nomination Form for G. L. Bajaj – Diversity and Inclusivity Award

A. General Information

Field	Details
Name of the Nominee	
Designation	
Department	
Years of Service at GLBITM	
Contact Information	

B. Evaluation & Reference Points Structure

S.No	Category	Sub-Criteria	Suggested Max Points	Reference/Remarks for Evaluation	Marks Claimed	Marks Approved
1	**Teaching Excellence (25 Points)**	1.1 Student feedback (average of last two semesters) **(Annexure Proof 1)**	10	≥90% feedback = 10 pts; 80–89% = 8 pts; 70–79% = 6 pts; <70% = 4 pts		
		1.2 Teaching methodology & innovation **(Annexure Proof 2)**	10	Innovative pedagogy (ICT, simulation, flipped class, outcome-based, etc.) = up to 10 pts based on evidence		
		1.3 Number of Students Securing Distinction in Courses Taught (in the Last Academic Year) **(Annexure Proof 3)**	05	One distinction =1 marks		
		COPO file (Readiness of COPO file**)**	05			
		Carry over	**-1 mark** for every 1 Carry over in the last 3 years average.			

2	**Student Development (15 Points)**	2.1 Skill enhancement & industry readiness **(Annexure Proof 4)**	5	Record of trainings, workshops, placement readiness initiatives (2points/ activity)		
		2.2 Support for internships/proje cts/placements, Mentorship **(Annexure Proof 5)**	8	Number of project guided / internship planned for students supported (2 Points / guided and 2 Points / internship planned) / 4 points mentorship		
		2.3 Personality development/s of skills mentoring **(Annexure Proof 6)**	5	Mentoring records, participation proof		
3	**Community, Inclusivity & Environme ntal Contributi on (10 Points)**	3.1 Institutional/com munity initiative involvement **(Annexure Proof 7)**	3	Active role in NSS, UBA, EBSB, Uddeshya, etc.		
		3.2 Environmental/s ocietal efforts **(Annexure Proof 8)**	3	Documented initiatives like tree plantation, awareness drives		
		3.3 Area of Inclusivity (e.g., Gender, Accessibility, Culture) **(Annexure Proof 8)**	4	Outcome Proof		
4	**Research & Publication s (20 Points)**	4.1 Research publications **(Annexure Proof 9)**	10	SCIE = 5 pts each, Scopus = 3 pts, Book = 2pts, Conference / Book Chapter = 1 pt (max 10)		
		4.2 Student collaborative publications **(Annexure Proof 11)**	10	Joint papers with students (2 pts each, max 10)		

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5	Student Results & Feedback (15 Points)	5.1 Pass percentage **(Annexure Proof 12)**	5	≥95% = 5 pts; 90–94% = 4; 85–89% = 3; <85% = 2		
		5.2 Average external marks **(Award Sheet signed by Exam cell)**	5	≥75% = 5 pts; 70–74% = 4; 65–69% = 3; <65% = 2		
		5.3 Student feedback (Annexure Proof 1)	5	Based on verified student surveys (5pts Scale)		
6	Institutional Responsibilities (10 Points)	6.1 Institutional responsibilities **(Annexure Proof 14)**	5	Coordinator/Member in institute-level committee(s)		
		6.2 Departmental responsibilities **(Annexure Proof 15)**	5	Active departmental role: time-table, NBA/NAAC, events, etc.		
7	Other Achievements (10 Points)	7.1 FDP/Workshop/ Seminar organization, MOOC **(Annexure Proof 14)**	5	Convener = 5 pts, Co-convener = 3 pts, Member = 2 pts MOOC = 5pts		
		7.2 Other achievements	5	Recognitions, awards, certifications, MOOC completions (2 pts each)		
8	Bonus Category (Optional)	Collaboration with academic/industry partners **(Annexure Proof 18)**	10	Verified MoUs, joint events, or research projects (5 Points each)		
		Specific contribution not listed above **(Annexure Proof 14)**	10	Justified with proof and committee approval (2 points each)		

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9	Punctuality	Marks will be given equal to percent of number of days faculty member will be present in the teaching days (as per academic calendar) in one academic session.	50			
		No default or delayed in entering Attendance in ERP	10			
		No default or delayed in entering Internal marks in ERP	8			
		No Incomplete or incorrect ERP data	5			
		No Repeated defaults in ERP compliance	4			

Note – Please note that every claimed point must be justified with proper supporting proof. Claims submitted without proof will not be accepted. (Please see Annexure for the required proofs and supporting documents.)

Name & Signature of Faculty Member: ……………………

Designation…………………………..

Department………………………….

Nominee: _____

Nominator (if applicable): _____

Department Head: _____

Submission Date: _____

Committee Signature:

Dean (Research)

Director

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Annexure
"List of Acceptable Proofs / Supporting Documents for Award Evaluation"

S. No	Parameter	Acceptable Proof / Evidence (Authenticated Sources)
1	Student Feedback (%)	Verified feedback summary from IQAC / ERP / Feedback Cell; signed report from HOD.
2	Innovative Pedagogy (ICT, Simulation, Flipped Class, Outcome-based Learning, etc.)	Screenshots / LMS usage logs / video links of recorded sessions; sample lesson plans; peer observation reports; student feedback mentioning method; IQAC-verified document.
3	Number of Students Securing Distinction	Official result sheet / grade report issued by Examination Cell / ERP / department record certified by HOD.
4	Training / Workshop / Placement Readiness Initiatives	Certificate of coordination / attendance sheets; event circulars; photos with report approved by Training & Placement Cell / HOD.
5	Projects Guided / Internships Planned	List of guided student projects (with roll numbers, titles); internship consent letters / MoUs / proof of submission approved by HOD / Project Coordinator.
6	Mentoring Records / Participation Proof	Signed mentoring logbook; mentor–mentee interaction sheets; minutes of mentoring meetings; departmental record.
7	Active Role in NSS / UBA / EBSB / Uddeshya, etc.	Participation certificates; NSS/UBA/Institutional activity reports; photographs; circulars showing name as participant/coordinator.
8	Documented Social or Environmental Initiatives (Tree Plantation, Awareness Drives, etc.)	Event report with photographs; participation certificate; signed verification from Program Officer / Dean (Student Welfare).
9	SCIE / Scopus Publications	First page of paper with journal name; indexing confirmation (Scopus/SCIE); DOI link; author proof with name and affiliation.
10	Books / Book Chapters / Conference Papers	Publication cover page and title page showing author name and ISBN / conference certificate / proceedings page.
11	Joint Papers with Students	Published paper indicating student co-author(s); indexing proof;
12	Attendance / Punctuality (≥95%, etc.)	Verified attendance report from HR / biometric / Registrar office.
13	Student Survey Scores (on 5-Point Scale)	Verified student survey analysis report issued by IQAC
14	Coordinator / Member in Institute-Level Committees	Official appointment letter / circular / minutes of meeting mentioning name and role.
15	Active Departmental Roles (NBA/NAAC, Time-table, Events, etc.)	Proof of assignment / communication from HOD / screenshots from NBA/NAAC data sheets or event reports.
16	Convener / Co-convener / Member in Events	Event circular / report showing name and designation; approval by Director / HOD.
17	Recognitions, Awards, Certifications, MOOC Completions	Certificates of achievement / MOOC completion certificates (SWAYAM, NPTEL, Coursera, etc.); copies of official award letters.
18	MoUs, Joint Events, or Research Projects	Signed MoU document; project sanction letter; event brochure with partner institution logo; approval from R&D Cell.
19	Justified Initiatives with Committee Approval	Committee meeting minutes; proposal and approval note signed by concerned authority (Dean/HOD).