



Government of Bihar
Science, Technology & Technical Education Department
Office of Principal
**MUZAFFARPUR INSTITUTE OF TECHNOLOGY,
MUZAFFARPUR, BIHAR – 842003**

Notice No.: 123

Dated: 12/07/2024

NOTICE

All the regular interested faculty members are requested to kindly submit the best teacher award performa for the year 2024. The information must be provided during the period July 01, 2023 to June 30, 2024 with supporting documents in hard copy. The application must be submitted to the office of the Principal up to August 10, 2024.

OM
12/7/24

Principal
MIT, Muzaffarpur.

[Signature]
12/7/24

Govt. of Bihar
Department of Science Technology and Technical Education
MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR

Best Teacher award Proforma

1 Period: July 01, ----- to June 30: -----

Note: Please mention each and every information only for the period.
 (Attach additional sheet, if necessary)

Name:

Designation:

Department _____

I INSTRUCTIONAL ELEMENT [Max marks: 25]

(a) Teaching Engagement (One UG Subject (min) per semester is compulsory for a faculty member)

[Max marks: 14 for both semesters, Distribution of mark: 01 mark @ 01 hour Lecture/Tutorial class and 0.5 marks @ 01 hour practical class]

Odd Semester (July to December)							
	Course No & Title	Core/ Elective	No of Students	Weekly load L T P	Student Feedback	Sole/Shared (%age)	Offering for how many years continuously?
UG I							
UG II							
PG							
Even Semester (January to June)							
	Course No & Title	Core/ Elective	No of Students	Weekly load L T P	Student Feedback	Sole/Shared (%age)	Offering for how many years continuously?
UG I							
UG II							
PG							

Innovations in teaching (during the reported period): [Max marks 02 @ 01 per innovation]

Details of new laboratory/new experiment developed (if any): 02 marks per new laboratory developed/01 mark per new experiment:

Other Instructional Tasks [Max marks: 02 @ 01 mark per Instructional task]

(Such as development of Instructional software, Education technology packages)

(b) Project and Thesis (Dissertation) Supervision: (Max marks: 10)

Level	Title of Project/Thesis/Dissertation	No of groups/projects	Names/Roll Nos of Students in each group/ project	Name of other supervisor (s) (if any)	Name of External supervisor (s) (if any)
B Tech Project @ 02 per project/ group					
M Tech/ Project@ 03 per project/ group					

II. RESEARCH PAPERS/PUBLICATIONS [Max. marks: 40]

(a) Ph.D Research Supervision [Max. marks 10]

[Ph.D. pursuing: 02 marks per Ph.D. student till 03 years of registration, 01 marks per Ph.D. student during 4th and 5th year of registration. No marks shall be awarded for Ph.D. guidance after 05 years of registration, Ph.D. Awarded: 04 marks per Candidate]

Sr. N O.	Name of Student	Registration Year and Status (FT with stipend under Institute/TEQIP/Project/PT)	Area of research/Title of thesis undertaken	Other supervisor or (s) (if any), name, department & institute	No. of SCI publications by the student in Journals during the reported period	No. of Scopus publications by the student in Journals during the reported period	Current status: Comprehensive done/Pre-submission done/Thesis submitted/ awarded	Date of Comprehensive done/Pre-submission done/Thesis submitted/ awarded as per latest status.

(b) Refereed journal papers indexed in WOS quartiles (<https://www.webofscience.com/wos/author/search>) except joint publication with foreign researchers/authors (Published during the period):

[04 marks for Q1 journal, 03 marks for Q2 journal, 02 marks for Q3 journal, 01 mark for Q4 journal/ any journal publication in Scopus, and no marks for other journals publication (non-quartile/non-indexed journals in WOS and Scopus)]

Note:

- *Quartile as per JCR and JCI in WOS are valid to get the marks*
- *Claim of marks can be made only for published journal paper(s) during the period*
- *Full marks as per the eligible quartile for publication should only be given when publication is only limited to supervisor and their registered students, otherwise all marks as per the eligible quartile will be equally divided among the authors.*

S. No	Details of paper: Authors names (sequence as in paper), Title of paper, Name of journal, Vol. No. (Year) Page nos.	Please mention Quartile of the journal, i.e., Q1, Q2, Q3 and Q4 [Kindly search the quartile of the journal at https://www.webofscience.com/wos/author/search by typing your name (authors details) in search box]	Date of publication (Paper having date of publication after period should not include)	URL/DOI

- (c) Refereed journal papers with foreign researchers indexed in WOS quartiles (Published during the period)
 [04 marks for Q1 journal, 03 marks for Q2 journal, 02 marks for Q3 journal, 01 mark for Q4 journal, and no marks for other journals (non-quartile/non-indexed journals in WOS)]

Note:

- *Quartile as per JCR and JCI in WOS are valid to get the marks*
- *Claim of marks can be made only for published journal during the period*
- *Faculty as a Supervisor/co-supervisor/co-author is eligible to obtain full marks corresponding to eligible quartile of the journal.*

S. No	Details of paper: Authors names (sequence as in paper), Title of paper, Name of journal, Vol. No. (Year) Page nos.	Please mention Quartile of the journal, i.e., Q1, Q2, Q3 and Q4 [Kindly search the quartile of the journal at https://www.webofscience.com/wos/author/search by typing your name (authors details) in search box]	Date of publication (Paper having date of publication after period should not include)	URL/DOI

- (d) Refereed Conference Research Papers (Published during the period) (Max marks: 05)

[0.5 mark per conference publication (conference proceeding as paper/book chapter) in international/national conference indexed in SCOPUS/WOS only and 0.25 mark for other non-indexed conference publication]

Note:

- *Conference proceeding as a paper published in proceeding journal can only be added as conference publication (must be indexed in SCOPUS/Web of Science) and cannot be added as refereed journal paper in II(b) or (c).*

- *Conference proceeding published as a book/book chapter can be added as a conference publication only and must be indexed in SCOPUS/Web of Science.*

S. No	Details of paper: Authors names (sequence as in paper), Title of paper/Name of Conference, Place of conference/ country, (Year), Page nos of proceedings.	Please mention indexed with: SCOPUS/Web of Science/non-indexed	Affiliation of foreign researcher/author (s)	URL/DOI

- (e) Books/Monographs/chapters (other than conference proceedings)– Authored/Edited [Max marks: 06]:

[02 mark for each book chapter authored, 04 marks for each book edited and 06 marks for each text book authored]

Text book authored:

Sr. no.	Title of the book	Author (s) name	Publisher name & Country	ISBN No. & Year	Is it Scopus indexed	URL/DOI

Book Edited:

Sr. no.	Title of the book	Editor (s) name	Publisher name & Country	ISBN No. & Year	Is it Scopus indexed	URL/DOI

Book chapter authored:

Sr. no.	Author(s) name	Title of the book Chapter	Book name	Start-end page no.	Publisher name & Country	ISBN No. & Year	Is it Scopus indexed	URL/DOI

III SPONSORED R & D CONSULTANCY & EXTENSION ELEMENTS [Max. marks: 14]

- (a) Sponsored Research Projects from any Govt. agency/industry/institute: (Project under TEQIP/Institute grant shall not be considered for marks):
- 01 mark for each submitted research project (maximum up to 02 marks) to any Govt. agency/industry/institute during the period of reporting. (Note: Date of submission should be between the period. Status of project, i.e., accepted against the submitted application are not eligible against this point).
 - 03 marks for completion/ongoing status, of each sponsored research project with grant \leq Rs. 5 lacs during the period of reporting.
 - 04 marks for completion/ongoing status, of each sponsored research project with grant between Rs. 5 to Rs. 10 lacs during the period of reporting.
 - 05 marks for completion/ongoing status, of each sponsored research project with grant \geq Rs. 10 lacs during the period of reporting.

Note:

1. Sponsored research project from industry: With the condition that for a research project, grant from the industry must be received in the institute account will only be considered as "Sponsored research project from industry".
2. Faculty as a PI/Co-PI of an external sponsored research projects submitted from any institute other than: With the condition that for such a research project, complete grant/share of grant from the funding agency must be received in the institute account will only be considered.

S.No.	Title of Project	Funding Agency	Financial Outlay	Start date	End date	Name of P.I and other Investigators	PI institute name	Status: Started/ completed/in progress

- (b) Consultancy Projects: Max 08 marks

[Up to Rs. 50,000/-: 01 mark. After increment of each Rs. 50,000/- one mark will be added maximum up to 08 marks].

S. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of PI and other Investigators	Status: started or completed or in progress

- (c) IPR and Technology Transfer:

[04 marks for Technology transfer, 03 marks for the grant of patent, 02 marks for publication of each patent]

[01 marks for grant of each Design/copyright and maximum up to 3 marks, no mark for filing of Design/copyright]

Note: IPR containing "Institute name as Applicant or one of the Applicants" will only be considered.

S. No.	Title of IPR	Date of registration/filing	Date of publication	Date of grant	Name of Applicant	Name of Inventor(s)

- (d) Startup:
[Max 06 marks @ 02 marks for registered startup as a firm/company as per Indian govt. act, 03 marks per startup for annual revenue from 50 K to 1 Lakh, 04 marks per startup for annual revenue

between 1-5 Lakhs, 05 marks per startup for annual revenue between 5 to 10 Lakhs and 06 marks per startup for annual revenue greater than 10 Lakhs]

S. No.	Name of startup	Place of incubation	Date of registration as firm/company as per Indian govt. act	Name of owner (s) and founder (s)	Annual Income (INR)	PAN no of reg. startup

- (e) Internships offered during the period [Max 04 marks]:
 [02 marks for each registered external student (other than the institute) for a minimum period of one month]
 [01 mark for each registered internal student for a minimum period of one month]
 Note: For more than one supervisor, marks will be divided equally]

S. No.	Name of registered student	Qualification of students, e.g., BTech/MTech	Affiliation of the student	Title of project during training	Start date	End date

- (f) Setting-up of industry sponsored laboratory in the institute during the period [Max marks: 05].

S. No.	Name of the industry	Fund received in the institute account during period	Name of equipment installed	Place of equipment installed

IV: ORGANIZATION/PARTICIPATION OF COURSES/CONFERENCES/SEMINAR/WORKSHOP AND OTHER EXTENSION WORKS [Max. marks: 13]

- (a) Organization of Courses/ Conferences [03 marks for courses/STC/FDP/MDP of at least 5 days self sponsored/sponsored by external agencies like GIAN/ATAL/others, 03 marks for self sponsored international/national conference, 02 marks for each international conference/STC/FDP/MDP sponsored by Institute; 01 mark for each national conference/ workshop/webinar/expert lecture by eminent person]

National/International	Your role	Name of the event, e.g., Conf./Course	Sponsored by	Start Date	End Date	No. of participants

- (b) Continuing Education/QIP Short Term Lectures/ Special Lectures:
 [Max 02 marks @ 01 mark per lecture delivered]

S. No.	Title of Lecture/ Lecture Series	Date, Place and Programme where lectures delivered	Other relevant information

- (c) MOOC/NPTEL/online courses like Coursera
(05 marks per course organized/03 marks for attending a full course with completion certificate)
- (d) Visit to Outside Institute/ Organization other than delivering expert lecture
[01 mark per visit, max 02 marks]

Instit. /Organization visited	Purpose of visit	Start date	End date	Was it approved/financed by the institute or project, give details

(e) Other Extension Tasks

(Such as involvement with outside institutes - Network / Joint Projects, International & National Academics, Professional Societies, Industry / Govt./ Public/ Community Service, Editorial & Renewing work, Editing of proceedings, Development of national code of standards, members of advisory committee/BOS/Senate/BOG/professional bodies/Governing Council/Selection Committees/Chief Guest/Editorship of journal/Reviewer of journal, membership of Professional bodies/award/recognition/fellow member of any professional bodies or societies/getting fellowship during the period from any professional bodies or societies, MOU initiated, etc.)

[Maximum 07 marks @ 01 mark per activity]

V INSTITUTIONAL DEVELOPMENT ELEMENTS [Max. marks: 08]

- (a) Department Level : [Maximum 02 marks @ 01 mark per activity]
- (b) Institute Level: (Max 05 marks)
*[05 marks for Dean, Head of Department/ Centre, chairmen of committee, Associate Dean, Chief Warden, Deputy Chief Warden, TEQIP Coordinator/Prof In-charge (Training & Placement), Chief vigilance Officer/Advisor (Estate)]
*[02 marks @ each for warden, assistant warden, convener/Coordinator/In-charge IPC, House Allotment, Investment committee/CCE/Space Incubation center/Alumni Affairs/TBI/Library committee/Guest house/campus amenities/IIC/SC/ST cell, NCC, E classroom, Community development, Medical amenities, Newsletter/Brochure, Annual report, Technical Events, Cultural events, NKN, GIAN, Yoga, Raj Bhasha, security, time table, classroom, Academic repository, IPR, IQAC, NSS, vehicle maintenance, Horticulture, sports, EPABX, Vice Chairman TBI/Space Incubation]
- (c) Other assignments: (Chairmanship and memberships of other committees, involvement in student services/activities, Institute community and administrative assignments,
[Maximum 04 marks @ 01 mark per activity]

VI SELF APPRAISAL

(Comments on the work including particulars of circumstances for not being able to undertake activities in some elements)

VII COMMENTS/ SUGGESTIONS FOR FUTURE WORK

(Including difficulties faced, if any, and suggestions for improvement, training, infrastructure etc. for professional growth and for achievement of excellence)

VIII MARKS CLAIMED BY FACULTY MEMEBER

S. No.	Component	Max. marks	Marks claimed
1	INSTRUCTIONAL ELEMENT	25	
2	RESEARCH PAPERS/PUBLICATIONS	40	
3	SPONSORED R & D CONSULTANCY & EXTENSION ELEMENTS	14	
4	ORGANIZATION/PARTICIPATION OF COURSES/CONFERENCES/SEMINAR/ WORKSHOP AND OTHER EXTENSION WORKS	13	
5	MANGEMENT & INSTITUTIONAL DEVELOPMENT ELEMENTS	08	
	GRAND TOTAL	100	

(Signature of faculty member with date)

IX FORWARDING & FOLLOW UP

A) Forwarded by Head of Department:

(With comments, if necessary, about the information given)

(Signature of H.O.D. with date)

B) Comments of Committee to be communicated to the faculty member

S.No.	Component	Max. marks	Marks claimed	Marks Awarded
1	INSTRUCTIONAL ELEMENT	25		
2	RESEARCH PAPERS/PUBLICATIONS	40		
3	SPONSORED R & D CONSULTANCY & EXTENSION ELEMENTS	14		
4	ORGANIZATION/PARTICIPATION OF COURSES/CONFERENCES/SEMINAR/ WORKSHOP AND OTHER EXTENSION WORKS	13		
5	MANGEMENT & INSTITUTIONAL DEVELOPMENT ELEMENTS	08		
	GRAND TOTAL	100		

Signature of Committee members