Banasthali Vidyapith

Banasthali Vidyapith Research Promotion Scheme (BVRPS)
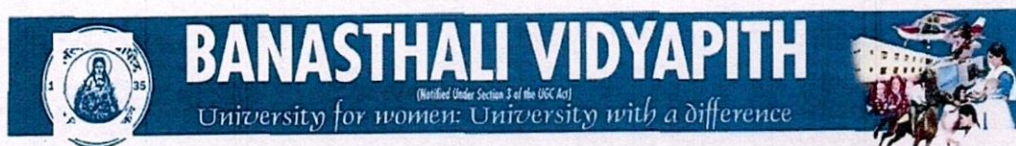
Banasthali Vidyapith

P.O. Banasthali Vidyapith-304022

(Rajasthan)

Banasthali Vidyapith Research Promotion Scheme (BVRPS)

BANASTHALI VIDYAPITH RESEARCH PROMOTION SCHEME (BVRPS)

Background

Banasthali Vidyapith, established in 1935, is the world's largest residential university for women, doing pioneer work in its field for more than eight decades.

Originated in only of its kind situation when a father lost his promising daughter before its hour and decided to train other girls the same way, the Vidyapith has blossomed into world's largest fully residential women's university situated amidst rural settings in Rajasthan and haVing a distinct educational ideology and offering a variety of programmes from nursery up to doctoral level across a wide spectrum of disciplines to prepare enlightened citizens with strong value-base.

A cradle of many innovative ideas in women's education, the Vidyapith has evolved and successfully implemented a unique five-fold educational ideology, Panch Mukhi Shiksha, comprising of physical, practical, aesthetic, intellectual and moral aspects of education that advocates an optimum blend of these components towards all-round development of students. The *architects* of this institution believed that an educational programme should be able to promote the development of a balanced and harmonious personality of the students.

The innovative teaching and learning program at Banasthali Vidyapith along with its trust in cutting edge research in socially relevant issues is major initiative in this direction and has already created an unparalleled impact by shaping lives of women all across the country and off late international.

Research at Banasthali Vidyapith evolved with seamless integration to its ethos and educational ideology. Keeping in perspective societal relevance, trans-disciplinary nature, innovation quotient, national importance and global significance the Vidyapith has identified the following major thrust areas of research: Sustainable Energy Sources, Water Remediation, Drug Discovery and Development, Organic Synthesis & Medicinal Chemistry, Stress Biology, Earth Systems, Theoretical Computer Science, Artificial Intelligence, Mathematics and Statistics, Traditional Knowledge Systems.

Over the years Vidyapith has been successfully implementing several research schemes at the institutional level. A need is felt at present to implement interdisciplinary, coordinated and focused research, so that Vidyapith achieves excellence in research in socially relevant themes. With a aim to further augment the research achievements, Banasthali Vidyapith is introducing a Research Promotion Scheme (BVRPS) so that researchers are motivated to undertake high end research.

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Objectives

Banasthali Vidyapith would facilitate and promote research activities through BVRPS The main objectives of this scheme are:

➢ To give due recognition to the achievers and provide incentives to the faculty members who wish to undertake and /or are undertaking research, along with their regular teaching.

➢ To enhance Ph.D. enrollments

➢ To steadily improve research output and quality

➢ To train and prepare women scientists at par with international standards

➢ To create a culture where Scientific temper, spirit of enquiry and discovery becomes a way of life at Banasthali

Key Aspects of *BVRPS*

a. Shall provide seed money to new faculty members (Annexure-I). It will help integrate the young faculty with research at Banasthali and make him/ her aware of the excellent infrastructure of research that is already in place in almost every department and also provide opportunities to departments who have carried very few research projects till date.

b. Shall provide due weightage of research achievements to all the faculty members of Banasthali Vidyapith in Banasthali Liberal Incentive Scheme for Scholars (BLISS), which is linked to promotion and performance related increment. The research achievements would include, paper publications, book writing, participating / organizing conferences / symposia / workshops / concerts / training programmes / exhibition, mobilizing resources, research supervision and guiding, special academic accomplishments such as patents/technology transfer and distinguished academic awards & recognitions (Annexure-II & III).

c. Shall provide travel assistance (national and international) for attending conference/workshop/symposia/seminar etc, to all the faculty members of Vidyapith, preference would be given to those who have been given recognition (awards) at state / national / international level (Annexure IV).

d. Shall provide financial assistance to the faculty members and researchers of Banasthali Vidyapith for publication of high impact research.

e. Shall provide financial assistance to the faculty members of Vidyapith for filing of patents.

BANASTHALI VIDYAPITH
(Notified Under Section 3 of the UGC Act)
University for women: University with a difference

SEED MONEY

I. OBJECTIVES :

The Vidyapith will provide financial assistance to incumbent faculty members who wish to undertake, a research preferably in Priority Thrust Areas (PTA), along with their regular teaching work.

It will help integrate the young faculty with research at Banasthali and make him/ her aware of the excellent infrastructure of research that is already in place in almost every department and also provide opportunities to departments to utilise the expertise of newly joined faculty.

II. OPERATIONAL FEATURES:

An eligible faculty member who wishes to avail financial assistance under this scheme can submit their requirements to the Head of the Department round the year. The HOD shall initiate the process of procurement of requirements viz. chemicals/small lab scale instruments/glassware/general items submitted by the faculty.

III. ELIGIBILITY:

- Newly joined Assistant Professor/ Lecturers for upto 3 years.
- Demonstrated ability to carry research in the past and should not have any existing project in hand, from any funding agency at the time of application.

IV. LEVEL OF ASSISTANCE:

The maximum level of assistance will be Rs. 3,00,000/- extendable up to Rs. 5,00,000/- . Assistance will be available for item like equipment, books and journals, field work, contingency work, chemicals etc. which are specially required for the project, but are not normally available to the teacher in the department, where he/she is working.

V. DATE OF IMPLEMENTATION:

The date of Implementation will be the date on which the faculty has been sanctioned requirements.

VI. UTILIZATION OF FUNDS:

Upon submission of the requirements of the research work, the faculty and HOD jointly shall initiate the process of procurement of the items provided the same are not available in the department.

VII. GENERAL:

a. All assets in the form of equipment, or other items, will become the property of the Vidyapith on the completion of the project. Books purchased with the Vidyapith's assistance will have to be given to the library by the Project Investigator after the completion of the project.

b. Seed money will normally be available to a teacher only once during the tenure but on exceptional research performance further grant could be allocated extending the period of project.

c. The researcher is required to submit two copies of the final report, along with an abstract of research done in the usual format, within the same.

MINUTES OF THE MEETING OF THE RESEARCH BOARD HELD ON 13th FEBRUARY, 2014 IN CONFERENCE ROOM, VIDYA MANDIR, BANASTHALI VIDYAPITH.

PRESENT

	Prof. Aditya Shastri	Vice-Chancellor (**Chairman**)
2.	Prof. Ashok Kumar Avasthi	Member
3.	Prof. Bharti Pandey	Member
4.	Prof. Chetna Banavat	Member
5.	Prof. D. Kishore	Member
6.	Prof. D.R. Phalswal	Member
7.	Prof. G.N. Purohit	Member
8.	Prof. Harsh Purohit	Member
9.	Prof. Himadri Ghosh	Member
10.	Prof. Ila Yadav	Member
11.	Prof. Ina Shastri	Member
12.	Prof. Indu Bansal	Member
13.	Prof. J.L. Arora	Member
14.	Prof. K.D. Joshi	Member
15.	Prof. Kinshuk Srivastava	Member
16.	Prof. Kiran Sarna	Member
17.	Dr. Madhu Mathur	Member
18.	Prof. Manju Singh	Member
19.	Prof. Meenakshi Srivastava	Member
20.	Prof. Neelam Pareek	Member
21.	Prof. Nirmala Singh	Member
22.	Prof. Pradeep Kumar Seth	Member
23.	Prof. Praveen Dhyani	Member
24.	Prof. Preeti Sharma	Member
25.	Prof. Pushpa Dullar	Member
26.	Prof. S. Paul	Member
27.	Prof. Sarla Pareek	Member
28.	Prof. Sarvesh Kumar Paliwal	Member
29.	Prof. Sharmila Tailor	Member
30.	Prof. Sheel Sharma	Member
31.	Prof. Siddharth Shastri	Member
32.	Prof. Sophie Titus	Member
33.	Prof. Sudha Shastri	Member
34.	Prof. Suman Pant	Member
35.	Prof. Veena Garg	Member
36.	Prof. Veena Sharma	Member
37.	Prof. Vinay Sharma	Member

Before proceeding with the business of the Agenda, the Vice-chancellor accorded a cordial welcome to all the members of the Research Board.

Resolved that the orders passed by the Vice-Chancellor be noted.

4. The orders passed by the Vice-Chancellor approving the theses of the Research scholars (**Annexure-3**) on the subject noted against each for award of the Ph.D Degree of the Vidyapith on the unanimous recommendations made by all the examiners including those who conducted the Viva-Voce Examination were reported to the Board. Ph.D. Degree have been awarded to these candidates at the Convocation held on 20th March, 2013.

    Resolved that the orders passed by the Vice-Chancellor be noted.

5. **To review the proposal regarding 'Research Promotion Scheme' (BVRPS). (Annexure-4)**

    Resolved that the board discussed the matter and the proposal regarding '**Research Promotion Scheme' (BVRPS)** be accepted.

6. **To review the proposal regarding 'Code of Ethics in Research'. (Annexure-5)**

    Resolved that the board discussed the matter and the proposal regarding '**Code of Ethics in Research'** be accepted.

    Meeting was ended with a vote of thanks to the chair.

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(ADITYA SHASTRI)
Vice-Chancellor

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Faculty of Science & Technology
Banasthali University

Minutes of the meeting of the Faculty of Science & Technology held on 6 April, 2012 at 10.00 a.m. in the Conference Hall, Vidya Mandir, Banasthali Vidyapith.

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		B. Tech Chemical Engineering (Fourth Year Seventh Sm.)	Annexure VI	68 of BOS Chemical Engineering minutes
		B. Tech Chemical Engineering (Fourth Year Eighth Sm.)	Annexure VI	71 of BOS Chemical Engineering minutes
		M.A/ M.Sc. Geography	Enclosure 3	12-105 of BOS Geography minutes
8.	Modification in the Syllabus	B.Tech Biology practical course 1.6/2.6 w.e.f. 2012-13	Appendix VI A	58 of BOS Bioscience & Biotechnology minutes
		B.Sc. Zoology w.e.f. 2012-13	Appendix VI B	59-64 of BOS Bioscience & Biotechnology minutes
		M.Sc. Bioscience (Animal Science) w.e.f 2012-13	Appendix VI C	65-66 of BOS Bioscience & Biotechnology minutes
		B.Sc. Chemistry	Annexure-4	11 to 13 of BOS Chemistry minutes
		M.Sc. Chemistry	Annexure-6	16 to 28 of BOS Chemistry minutes
		B.Pharm.	Annexure-VB	38-44 of BOS Pharmacy minutes
		M. Pharm.	Annexure-VIB	48-50 of BOS Pharmacy minutes
		B. Tech Chemical Engineering	Annexure VI	65-67 of BOS Chemical Engineering minutes
		B. Tech Chemical Engineering (Eighth Semester; CE Elective: Food Processing and Engineering)	Annexure VI	70-71 of BOS Chemical Engineering minutes
		B.Sc. (Aviation Science)	Annexure VII	18 - 25 of BOS Aviation Science minutes
		M Tech (Remote Sensing)	Annexure – V	49-115 of BOS Remote Sensing minutes
9.	Supplementary Agenda I	Prepared a roadmap to strengthen the research activities of the faculty: various measures recommended	-	12-13 of this minutes
10.	Supplementary Agenda II	Prepared and approved a development roadmap for the faculty: various measures recommended	-	13-14 of this minutes
11.	Supplementary Agenda III	Endorsed the note of Hon VC on NAAC; Revised Assessment Indicators of NAAC noted	-	14 of this minutes
12.	Supplementary Agenda IV	Scholarship to the full-time research scholars: recommendations made	-	14 of this minutes

members have also been able to generate substantial amount of external funding towards research projectrs from various funding agencies like UGC, DST, DBT, DRDO etc. In order to sustain the momentum of these research activities, and bring about further steady improvements, the faculty extensively discussed various issues to strenghthen research and recommended that following steps need to be undertaken:

- Faculty members to be encouraged to write research project and will be expected to submit at least one major research project in 3 years

- Collaborations and interdisciplinary research to be encouraged

- Colloquia involving external experts can be organized at suitable intervals. Further Internal faculty members may also periodically deliver seminars in the area of their research interest.

- To nurture the innovative capabilities of research students, it is proposed to provide a platform where:
  - Students would be encouraged to organize academic activities like science fairs, discussion forum etc.
  - They would be encouraged to interact with peer academicians.
  - Interaction of students with select industrialists relevant to their field so as to promote their placement opportunities.

- Teaching load for the faculty may be reviewed case by case and a reduction in the load may be considered on the basis of set criteria, viz. no. of registered PhD scholars, research projects etc.

- International and national conferences/ workshops are organized more frequently with increased intensity.

- Whereever applicable, the faculty members should try to get their work pateneted over the next 5 years

- Teachers within 3 year of their recruitement may be provided some seed money for research (upto Rs 3.0 lacs extendable upto 5.0 lacs). This will facilitate the incumbent to intitiate research until the submission of a major research project and its approval by the funding agency.

15. Supplementary Agenda II: The faculty prepared and approved a development roadmap for the faculty as under:

वनस्थली विद्यापीठ
पो. वनस्थली विद्यापीठ ३०४०२२
(राजस्थान)

BANASTHALI VIDYAPITH
P.O. BANASTHALI VIDYAPITH 304022
(RAJASTHAN)

वनस्थली विद्यापीठ की कार्य समिति की दिनांक 24 जून, 2009 को सम्पन्न बैठक में पारित संकल्प संख्या-4 की सही प्रतिलिपि

4.   **विषय सूची की मद संख्या-4** :   वनस्थली विद्यापीठ के शैक्षिक कार्यकर्त्ताओं के लिए BLISS नामक PRIS पर विचार ।

कुलपति ने समिति के सदस्यों के समक्ष वेतन पुनःनिर्धारण से सम्बद्ध BLISS प्रणाली पर आधारित 'Pay Revision for Teaching Staff at Banasthali Through Process Re-engineering of Work Profile and Compensation' दस्तावेज प्रस्तुत किया । समिति के सभी सदस्यों ने दस्तावेज को ध्यानपूर्वक पढ़ते हुए इसकी बहुत सराहना की और कहा कि यह वेतन पुनःनिर्धारण के संबंध में एक महत्वपूर्ण दस्तावेज है जिसके द्वारा शैक्षिक कार्यकर्त्ताओं को प्रतिवर्ष दी जाने वाली वेतनवृद्धि भी प्रस्तावित है ।

संकल्प संख्या-4

निश्चय किया गया कि वनस्थली विद्यापीठ के शैक्षिक कार्यकर्त्ताओं के लिए BLISS प्रणाली पर आधारित PRIS दस्तावेज को यथावत् स्वीकार किया जाता है *(परिशिष्ट-2)*

‹ का.मंत्री
वनस्थली विद्यापीठ

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वनस्थली विद्यापीठ
BANASTHALI VIDYAPITH

PAY REVISION FOR TEACHING STAFF AT BANASTHALI

THROUGH

PROCESS RE-ENGINEERING

OF

WORK PROFILE AND COMPENSATION

BLISS

Banasthali University
Banasthali Vidyapith - 304 022, (Rajasthan), India

Banasthali is in the process of devising new compensation scheme for its teaching staff with a view to:

(i)   rationalize and improve the compensation;
(ii)   bring in efficiency and accountability.

The process started many years ago with several experimentations at Apaji institute and gained momentum again after the announcement of the recommendations of the VI Pay Commission. However, the process led the Vidyapith to come out with a rather innovative, interesting and just scheme of its own and the exercise, therefore, cannot be termed as 'implementation of the VI Pay Commission Recommendations'.

The process began with the assumption that we all are after all 'teachers' and teaching is our major/primary/most significant responsibility. However, it is also widely believed that *teaching alone cannot (and should not) be justified as total responsibility as a teacher.*

They are also expected to carry our research and other academic activities and also take active part as 'responsible corporate citizen'. This is all the more important for an institution like Banasthali who emphasizes on value inculcation through comprehensive educational programmes and *active participation towards maintaining and enhancing our campus ethos, which we all cherish, is indeed the most important contribution one can make to the university.*

If a teacher is expected to perform teaching as the major activity, but is also expected to be actively engaged in research and other academic pursuits besides fulfilling corporate social responsibilities, then a question naturally crops up: **How much of each of these functionalities one is expected to perform?**

To this another dimension is added when we look at the fundamental principal that management and administration of academic institution should be carried out by academics as they best understand the objectives and underlying complexities.

Quantification of academic functionalities is a rather difficult task, but must be carried out for devising a functional scheme. Before venturing into this complex task a question also needs to be addressed whether 'the proposed quantification' should be like a prescription applicable to all or *it should provide for some flexibility so that workers have some freedom*

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in designing their own work profile and thereby talents of each one of us is put to its most optimal use as per our interests and aptitude.

The general consensus was towards a 'flexible system'.

Since the whole process moved forward with VI Pay Commission recommendations it would be better to look at some salient recommendations so that we may understand the spirit in which the whole exercise is carried out.

Pay commission recommendations are all about paradigm shift ...

Performance Related Incentive Scheme (PRIS) has been introduced.

Pay Scales abolished... and Pay Bands introduced...

Pay Scales (S1-S34)	Pay bands
2550-55-2660-60-3200	-1S : 4440- 7440
3050-75-3950-80-4590	PB1: 4860-20200
5500-175-9000	PB2: 8700-34800
8000-275-13500	PB3: 15600-39100
16400-450-20900	PB4: 37400-67000

What about increments?

Pay Scale System

☐ **3050-75-4590 : 2.5% to 1.75%**
☐ **5500-175-9000 : 3.2% to 2.0%**
☐ **8000-275-13500 : 3.5% to 2%**
☐ **12000-375-18000 : 3.1% to 2%**

Pay Band System

☐ **Increments to be 0-5%   based on performance**

Some other salient features are:

- Stagnation Removal : People to move to the next pay band automatically
- Workers shall remain in one pay band for long periods ... in case of promotions only grade pay to change
- An attempt to put a system in place for providing 'market driven compensation package' ...

Some features of the PRIS are:

- Process re-engineering: Savings from the restructuring and reorganization of work should largely finance the pay increase. (What is also termed as 'Revenue Neutralization')
- Every organization shall have the freedom to devise its own PRIS based on the organizational structure, levels and processes...
- What is performance? Shift from input-process emphasis to results, social goals, outcomes ... To put it more simply, in the final analysis only 'deliverables' shall count.

Based on the above, what we actually need is not only a flexible system through which teachers may define their work profiles, but also a simple evaluation system to indicate their 'Performance' related to which they may be offered incentives (increments).

1. Teaching Responsibilities(T)

There cannot be two opinions about the fact that we all are after all 'teachers' and teaching is our major/primary/most significant responsibility.

The process re-engineering with a view to achieve revenue neutralization has invariably lead to some enhancement of the teaching responsibilities. Though, it may result in deterioration in the quality of teaching one may fear, there seems to be a general consensus that we all will have to get above our comfort levels to deliver the best quality possible even with slight enhancement in teaching responsibilities.

To account for those who would do somewhat less of teaching in view of their other major responsibilities (and also for those who would

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want to teach more) some variability in the work-load(term we should discontinue to use) is desirable.

Furthermore, it is also proposed to change the designation of Professor, Reader, Lecture as Professor, Associate Professor, Assistant Professor, respectively.

Thus, the proposed teaching responsibilities are as under:

Current Designation	Proposed Designation	Minimum Teaching R.	Expected Teaching R.	Maximum Teaching R.
Professor	Professor	13	15	16
Reader	Assoc. Prof.	16	18	20
Lecture	Asst. Prof.	20	22	25

The Teaching Responsibilities are given in contact hrs/week.

In exceptional cases the teaching load could further be varied, say by 10-15%, in consultation with the Vice-chancellor.

Now the question comes 'teaching' amounts to what proportion of the total responsibilities???

It appears a reasonable assumption to count one hr of teaching equivalent to 4% of the total work. Assuming a 48 hrs. of work schedule per week (or for computational simplicity, say 50 hrs/week) teaching should count for 4%, assuming for one hour of teaching an equivalent amount of time spent on preparation etc.

Thus, in terms of the percentages of total responsibilities the above table looks as below:

Current Designation	Proposed Designation	Minimum Teaching R.	Expected Teaching R.	Maximum Teaching R.
Professor	Professor	52%	60%	64%
Reader	Assoc. Prof.	64%	72%	80%
Lecture	Asst. Prof.	80%	88%	100%

The above table itself quantifies much of the workload of teaching staff. There are several simple observations:

(i)   For Assistant Professors the teaching load shall constitute almost 85-90% of their work profile. They could do some research or offer to join some other administrative

responsibility. Should they desire only to teach (though not advisable at all), they may opt to teach 25 hrs per week. It appears a reasonable assumption to count one hr of teaching equivalent to 4% of the total work. Assuming a 48 hrs. of work schedule per week (or for computational simplicity, say 50 hrs/week) teaching should count for 4%, assuming for one hour of teaching an equivalent amount of time spent on preparation etc. This 'quantification' also seems reasonable from a Work-Compensation Parity point of view (see Annexure-I).

(ii) Professors on the other hand could only justify around 50-55% of their work through teaching and they must necessarily have to take some major responsibilities to account for the balance.

(iii) Similarly, the quantification also nicely defines the proportion of the responsibilities of Associate Professors.

There are numerous ways one can offer to undertake research and other academic activities.

2. Research & Academic Responsibilities(A)

The research work could comprise as little as 5%(or in rare extreme cases even less), but could also be as high as 50%. The worker will have to define in one or two paragraphs the focus of their research.

One is expected to estimate one's research commitments in % credit point, however, the valuation of research shall be based on research outcomes and one can significantly overachieve one's commitments.

Every department shall prepare a list of top 5-10 journals (List-A) in their respective disciplines area-wise having a very high impact factor. Similarly they shall prepare a list-B of the next level of journals.

The valuation of the research outcomes shall be as under:

S. No.	Contributed a Paper in	Quantification
1.	List-A of journals	10
2.	List-B of journals	5
3.	Other refereed journals or refereed conference proceedings*	2
4.	Non-refereed journals and non-refereed conference proceedings	1

Similarly Book writing exercise could also be quantified as follows:

S. No.	Item	Quantification
1.	Text-books & Technical books	10-20*
2.	Edited volumes/books	5
3.	Chapter in a book/ book review	2

Participation in Conferences/Symposia/Workshops/Concerts/ Training programmes/Exhibition etc. should also be valued but only just. They would be 'quantified' as follows:

S. No.	Item	Quantification
1.	Invited lecture	3
2.	Contributed presentation	2
3.	Poster presentation	1

There is so much variation in various disciplines that 'one size may not fit all'. In disciplines such as Music and Visual Arts Exhibitions and Radio/TV performance etc. may demand slightly different valuation and that would be agreed at the time of finalizing the commitment.

Similarly, Organizing Conferences/Symposia/Workshop/Training Programme etc. should be quantified as follows:

S. No.	Item	Quantification
1.	Convener/Coordinator	3-5
2.	Organizing Secretary or equivalent	2-3
3.	Committee member	1-3

Mobilizing resources for the University shall have to be valued highly! *The Principle Investigator of a project shall claim credit to the extent of 1% per lac for the total value of the project.*

Research supervision and guiding M.Phil./M.Tech. dissertations and master's level project work will also have to be valued, but only slightly. *Supervising a Ph.D. thesis should be quantified as 10% for the year in which the degree is awarded.* In case of joint supervision this credit could be shared in a predefined proportion. Similarly, *M.Phil/M.Tech./M.Ed. dissertations should account for 2% each and*

supervising Master's dissertations and project would have 1% credit value.

The general framework prescribed above may be suited to a typical Science department and may not fit academic work in areas as diverse as Music and Visual Arts. Thus, Radio/TV performances, exhibitions and such events would also be counted for academic activities on a case-by-case basis.

Some special academic accomplishments such as Patents/Technology transfer and Distinguished Academic awards & Recognitions could also be rewarded in the range, 10-15% and 5-10%, resp.

3. Departmental Responsibilities(D)

There are several responsibilities many of us have been carrying towards smooth functioning of various academic subunits of the Vidyapith. Deans/Heads and other work real hard so that day-to-day activities run smoothly.

Responsibilities of the Dean are to ensure smooth functioning of various associated departments and to ensure regular, sincere conduct of day-to-day activities and timely completion of syllabi, to look out for academic innovations in their disciplines and to arrange for all necessary resources required for their constituent departments. They also head the faculties and would ensure to help academic suggestions take shape.

Deanship of various faculties should be valued from 5-30% depending on the complexities such as the nature of the discipline, number of students, number of constituent departments etc.

Headship, in more cases than not, is a far more involved and intricate job. It usually entails much more time and energy than Deanship. The departmental head should be responsible for each and every member of the department and would be held responsible for any shortcomings of the department. **Headship of various departments should be valued from 5-30%.**

Deans/Heads would be evaluated as per the feedback provided by the students and colleagues through various Feedback Forms as sampled in annexure-IV.

Larger departments would also need help from several colleagues for its smooth functioning. A total credit points in the range of 5-15% would be admissible for jobs such as time-table preparation, conducting students' seminar/projects, Instrument upkeep and lab maintenance, store and record keeping, etc.

4. Institutional Responsibilities(I)

Last, but not the least, these are most important responsibilities one may undertake. They are of the nature that apparently there appears to be little direct benefit to the self, but they are most significant in view of their importance to the institution. If Banasthali desires to strive ahead in its march towards excellence, these activities are the most critical link and accordingly these shall be valued rather highly.

There are numerous ways one can offer to take complete responsibility of some major functionality by mutually agreeing with Head/Dean/VC to commit oneself towards institutional responsibilities.

Annexure-II gives a list of such functionalities. Needless to say, that such a list could never be complete and would evolve as the process takes shape and stabilizes.

5. Performance Evaluation

Based on the above every worker shall be required to fill his/her **Personal Commitments Form (Annexure-IV(a))**. This process appears to be the best mechanism to introduce flexibility in work profiles.

This form shall basically list what are your commitments as far as T, A, D and I are concerned. This form shall be filled in late April early may, but no later than 30 June for that particular year. A typical form when filled shall list the commitments for teaching(T1) which shall include the list of theory and practical subject being undertaken in the I-semester as also the research plan for the year(A) and Departmental as well as Institutional responsibilities (D & I).

The form shall be revised in early December when II-semester teaching responsibilities(T2) shall be listed. At this time the worker shall have the opportunity to revise the research plan or make some other minor alterations.

5.1 Evaluation of Teaching: Evaluation of the teaching is based on the simple principal that teaching-learning process should be student-centric and in order to be effective it should satisfy the students. To this end for every paper the students shall fill a Feedback Form (Annexure-IV(b)) and the average marks obtained in the feedback shall be taken as the achievement in that part of the teaching.

For example, if a teacher has the following teaching responsibilities:

Responsibility	L T P	Credit points
1. Paper 1	5 0 0	10
2. Paper 2	4 0 0	8
3. Paper 3	3 0 0	6
4. Lab I	0 0 4	6
5. Lab II	0 0 6	8

and suppose their feedback report evaluation of 90%, 85%, 75%, 80% & 95%, respectively, then their T1 shall be computed as follows:

$$T1 = (90x\ 10 + 85x8 + 75x6 + 80x6 + 95x8) / 100 = 32.70 ,$$

that is, the worker has obtained 32.7 out of 38. Similarly if the II-semester work(T2) is as follows:

Responsibility	L T P	Credit points
1. Paper 1	6 0 0	12
2. Paper 2	3 0 0	6
3. Paper 3	3 0 0	6
4. Lab I	0 0 2	3
5. Lab II	0 0 8	12

and suppose their feedback report evaluation of 80%, 95%, 60%, 90% & 80%, respectively, then their T2 shall be computed as follows:

$$T2 = (90x\ 12 + 95x6 + 60x6 + 90x3 + 80x12) / 100 = 32.40 .$$

Put together it means that the candidate out of a total teaching work(T) of 77 the candidate has obtained $32.70 + 32.40 = 65.10$.

5.2 Evaluation of Research and Academics: It is rather straight-forward as the worker shall accumulate credit points as per the tables given above. In the example above, suppose the candidate has

committed 15% towards A and obtains 18 than this score will be added in total evaluation.

5.3 Evaluation of Departmental Responsibilities: In the interest of justice it would be proper that all evaluations are carried out by the individuals most affected by the events. Thus, a form shall be designed which every member of the department shall fill about the head and also about every student shall fill a form about the head. The institution would also have (somewhat subjective) overall evaluation based on the events of the whole year. All three evaluations could be combined to give an s core for Departmental Heads.

Similarly, Deans could be evaluated.

Fellow workers of the department shall be evaluated by the Vidyapith in consultation with the corresponding Head and Dean.

In the example above suppose the candidate has taken a small departmental activity worth 10% and scores, say 8, out of these 10.

5.4 Evaluation of Institutional Responsibilities: Such responsibilities are so varied and diverse in nature that no definite objective criteria are possible. Every individual shall be evaluated subjectively by the Vidyapith in terms of the targets spelled out and expectations outlined.

In our example, suppose the candidate has taken a small institutional responsibility worth 10% and scores, say 9, out of these 10.

5.5 Overall Evaluation: The overall performance of the candidate can now easily be qualified as weighted sum of the above. In the above example the candidate has T, a, D, I as 77, 15, 10 & 10, respectively, giving a total commitment of 112 credit points.

The achievement of the candidate is $65.10 + 18 + 8 + 9 = 100.1$.

6. Banasthali's Liberal Incentive scheme for Scholars(BLISS): The Performance Related Incentive Scheme(PRIS) for Banasthali

The overall performance can very easily be translated into incentives, as expected by the PRIS concept, as per the following Banasthali's Liberal Incentive scheme for Scholars (BLISS) table:

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S. No.	Total Credit Points Obtained	Increment
1.	< 60	0%
2.	60 – 69	1%
3.	70 – 79	2%
4.	80 – 89	3%
5.	90 – 99	4%
6.	100 – 109	5%
7.	.	.
	.	.

Our candidates having scored 100.1 qualified for 5% increase!

There is a suggestion that if the total credit points obtained are more than 100 the candidate should qualify for 5%, but it would be a disincentive to those who would want to commit even 140% or more. We may think of increasing the incentives beyond 5%, but all such increases have to maintain symmetry. In that case the performers below 50% would go for -1% and below 40% would go for -2% and so on.

7. Refinement in the Evaluation Process

The above evaluation process though gives a simple and largely objective process of evaluation of the basic academic and administrative commitment, if fails to take into account various important aspects such as Sincerity, Regularity, Punctuality, integrity, loyalty, and personality traits.

There cannot be any direct definite commitment towards these aspects as every worker is expected to perform in accordance. However, such violations are so serious that they may mar every other aspect of the achievements of an individual.

Accordingly, some factors need to be defined which are multiplicative inn nature and as such could upgrade and downgrade the total evaluation. Introducing too much subjectivity is also dangerous and all such factors should have about 10% leeway with symmetry.

There are 365 days in a year out of which we are entitled for 45 days of summer vacations and 12 days of Diwali break. In addition, we are supposed to avail 8 days of casual leaves. There are around 60 other holidays and weekend in one yr leaving around 240 working days. One may avail around 15 days worth of other leaves of absence.

A **regularity factor (R)** could be introduced, which could be evaluated as

R = (No of days present / 225) x (Classes taken/Classes scheduled).

Here classes scheduled could be replaced by classes estimated, and this number would be an integral part of curriculum design.

Furthermore, Banasthali is a very active place and as such we all are involved in various duties which are not so substantial as to deserve a separate credit for it, but still are important for maintaining the campus ethos. These responsibilities could be attending to guests and visitors and making seating arrangements at various events etc.

A **Banasthali factor (B)** may be introduced which could alter your overall evaluation up to 10%. The factor, **0.9 <= B <= 1.1**, shall be assigned by the Secretary/VC in consultation with relevant people.

Banasthali pays just emphasis on value education and is well known across the country and overseas for its educational ideology. It is the responsibility of one and all to maintain certain behaviour traits which are conducive for value inculcation. The bye-laws of the Vidyapith, given in Annexure-III, define minor and major misconduct and as such adherence to these bye-laws, maintaining secrecy of the confidential matters etc. constitute loyalty towards institution and are legal obligations of all of us.

A **Loyalty factor (L)** may be introduced which could alter your overall evaluation up to 10%. The factor, **0.9 <= L <= 1.1**, shall be assigned by the Secretary/VC in consultation with relevant people.

The ethos of Banasthali campus is that of a family and decency in behaviour is expected towards colleagues and students. Furthermore, sincerity, integrity, honesty etc, are personality traits which everyone must exhibit, particularly in an institution like Banasthali which takes pride in value inculcation amongst its students and expects the same to be imparted through personal behaviour of teachers.

A **Personality factor (P)** may be introduced which could alter your overall evaluation up to 10%. The factor, **0.9 <= P <= 1.1**, shall be assigned by the Secretary/VC in consultation with relevant people.

8. Overall Performance Evaluation

We are now ready to evaluate the overall performance (O) of an individual by the following formula

$$O = R \times B \times L \times P \times (T' + A' + D' + I')$$

Where T', A', D' & I' are credit points obtained by an individual who committed T, A, D and I, respectively.

Overall points obtained could certainly be translated into increment as per the BLISS table.

9. Cumulative Evaluation and some futuristic remarks

The top-most priority of everyone is to understand and put this system in place for overall quality improvement of the University and for one's own sake!

This section details some random thoughts about some issues which may crop up when we have worked with BLISS for some years.

The procedure above would produce a number (O) which could be an indicator of overall performance of a worker in that particular year. After some years, it may be desirable to have a parameter which would capture overall performance of the worker 'till now'. It would be desirable to define a parameter C_n which indicates cumulative performance up to nth year and recursively define it as follows:

$C_n = (C_{n-1} + O)/2$ for $n \geq 1$, where O is the overall performance of the nth year and $C_0 = 0$.

Some of the notions such as promotion to Senior Scale would loose relevance as all Assistant Professors and Associate Professors would be in the same pay-band. However, we can define an additional pay increase of, say Rs.1,000/-, after accumulating 500 credits.

Eligibility for promotion to the posts of Associate Professor and Professor could also be quantified.

It may be desirable to spell out consequences of C_n falling below certain threshold or, for that matter, overall performance (O) being below certain limit for 3 consecutive years.

Work-Compensation Parity

Assistant Professor currently draw a gross salary of Rs.20,000/- at the initial of the scale and has a workload of 18 hrs per week or on an average 3 hrs per day. Assuming 200 teaching days (!!!) the per hour compensation comes out to be

$$20,000 \times 12 / (200 \times 3) = Rs.\ 400/-$$

Similarly, the same calculation for associate Professors is

$$30,000 \times 12 / (200 \times 2.5) = Rs.\ 720/-\ ,$$

And the same for Professor is

$$40,000 \times 12 / (200 \times 2) = Rs.\ 1200/-.$$

Per hour compensations and their relative ratios shall remain approximately the same with this increase. The above calculations show that if *we weight the compensations along the teaching responsibilities alone there is no work-compensation parity.*

If we weight the teaching load of an Associate Professor by a factor of 0.70 that amounts to saying that if one hr of teaching of a Asst. Prof. is valued at Rs.400/- the same for an Assoc. Prof. is valued at Rs.500/- or 25% higher which appears very reasonable. With this valuation the Associate Professor has earned only $500 \times 500 = Rs.2.50$ lacs. and, therefore, must undertake research and other responsibilities commensurate with the balance Rs.1.1 lacs.

Analogously, teaching by a Full Professor is factored by say 0.50-0.60 would mean that on her of teaching is valued at Rs.600-720 and, therefore, a Professor only earns Rs.2.5-3.0 lacs through teaching and must earn the balance of Rs.2.00 lacs or more through other means.

Profile of various Institutional Responsibilities

It would be in the interest of the institution if various affairs of the University are carried out under direct and total involvement of teaching faculty as per the widely accepted principle that academic administration and management should best be left to academics alone. Many of the shortcomings of the Vidyapith originate from the fact that teaching community has shown apathy towards participation in anything other than classroom teaching.

For such responsibility overall commitment would be highly valued and the evaluation shall be done based on how smoothly that particular activity has been carried out.

Activities which replace the requirement of additional manpower would be very highly valued!

There are several responsibilities teachers may commit to undertake as per their interest and aptitude:

S.No.	Responsibilities	Credit Points
1.	(i) **Controller of Examinations:** To be overall responsible to conduct the examination;	40-50%
	(ii) **Scope for 2-3 assistants**	3 x(8-10%)
2.	(i) **Financial Advisor:** To carry our budgetary planning and exercise strict budgetary control. Plan investments etc.	30-50%
	(ii) **Scope for 2-3 Assistants**	8-10%
3.	**Foreign Student Advisor:** To take complete responsibility for hosting and facilitating overseas students and organizing student exchanges	10- 20%
4.	(i) **Coordinator-International Relations:** To work towards improving International Relations and promoting Banasthali abroad.	20-25%
	(ii) **Scope for 4-5 Assistants**	5 x (8-10%)
5.	**Interface for Off-shore centres:** One for each	10%
6.	**Manager-Radio Banasthali**	30-40%
7.	**Cultural Coordinator:** To coordinate various activities within the campus and to facilitate participation of Banasthali students in various events such as Youth Festivals	30-40%

8.	**Dean-Instruction**: To facilitate day-to-day teaching activities in respect of classrooms, time-table, support facilities etc.	25-40%
9.	(i) **Dean-Student Welfare:** To carry out all activities related to student welfare	20-30%
	(ii) Scope for 3-4 people to join in	4 x (10%)
10.	Within DSW office or otherwise there is scope for more than 5-6 people to get seriously involved with the Leave Management System.	5x(10-30%)
11.	(i) **Admission Officer:** Huge responsibility!!! There could be 4-5 such people each having total responsibility for carrying our defined admissions.	5 x(30-50%)
	(ii) Scope for 8-10 people to join the activity at various levels	10 x(10-30%)
12.	**Dean-Faculty Affairs**	30-40%
13.	(i) **Training & Placement Officer:** Serious responsibility. May be carried out by 2-3 people.	40-50% or 2 x 25%
	(ii) Scope for about 5 people to join in.	5 x 10%
14.	(i) **Maintenance Cell**: To oversee day-to-day maintenance of staff housing, hostels etc.	2 x(40-50%)
	(ii) Scope for participation at various levels	5x(10-25%)
15.	**Verification Officer**: To verify the degree and record of various students and to attend to such requests. It is required to do so for every new worker and to furnish in formation for our own students joining workplace particularly overseas.	2 x(40-50%) 2x (10%)
16.	**Career & General Counselling Cell**: Very very important function; needs to be carried out very carefully and effectively.	40-50% 5 x (10-25%)
17.	(i) **HR Cell**: We need to facilitate relocation of all new appointees. This is another very serious responsibility.	40-50%
	(ii) Scope for 4-5 or more people to join	5 x (10-25%)
18.	**Event Management:** To take overall responsibility of various events	2 x (20-50%) 10 x (10-20%)
19.	**NSS**	10-15% 5 x (5-10%)
20.	**Annual Report Committee**	25% 5 x (5-15%)
21.	**Prospectus Committee**	25% 5 x (5-15%)

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22.	**Web-site Management**	20% 5 x 10%
23.	**Dean, Distance learning:** Huge responsibility; Possibility for wider participation	40-50% 5 x (10-15%)
24.	**Office of the Financial Aid**	20-40% 5 x (5-10%)
25.	**Student Orientation and Facilitation:** To plan and organize orientation of new students and to facilitate their joining Banasthali	3 x (20-30%) 10 x 10%
26.	**Student & Staff Identification:** work towards betterment of the system	3-4 x(10-20%)
27.	**Security???**	Unlimited!
28.	**Library Committee:** To work for development of library	10-30% 5 x (5-15%)
29.	**Alumni Relations:** To maintain database of alumni and to devise and implement systems for keeping in touch with alumni; a really major responsibility!	5 x (20-40%) 10 x (5-10%)
30.	**Promoting Banasthali:** To design and develop exciting promotional and informative material on Banasthali and participating in fairs and otherwise promoting Banasthali outside	3 x (10-40%) 5 x (5-15%)
31.	**Guiding & Banasthali Seva Dal**	5-10 x(5-20%)
32.	**Public Relations:** Several very highly valued aspects + supporting role	3 x (10-30%) 5 x (5-15%)
33.	**Transport Manager**	2-3 x(10-20%)
34.	**Health Services Manager**	2-3 x(10-20%)
35.	**Dean-R&D:** To develop and implement systems for better implementation of the doctoral programme and also to facilitate development work in more organized fashion	20-50% 5 x (10-20%)
36.	**Legal Cell**	20-50% 4-5 x(10-15%)
37.	**Media Manager**	20-50% 4-5x(10-15%)
38.	**Manager – Water Resources**	20-50%
39.	**Manager - Power**	20-50%
40.	**General Administration**	Unlimited!
.	**Others …**	…..

वनस्थली विद्यापीठ
Banasthali University

Staff Self Appraisal & Accomplishment Form

Period of assessment (1 July, _____ to 30 June, _____)

Name : _____

Designation : _____

Department : _____

I. Teaching Responsibilities:

Credit Points (T_t)

CRITERIA						Credit Points		Total
T: Teaching Responsibilities:						Full	Obtained	
T_1: For I Semester (To be filled in April/May but no later than 30 June)								
S.No.	Class	Course	L	T	P			
T_2: For II Semester (To be filled in Nov/Dec but no later than 24 December)								
S.No.	Class	Course	L	T	P			
Total Teaching Credit Points Obtained (T_t')								

Invigilation:

Credit Points (T_i)

S.No.	Exam	Invigilation Duties	Duties Attended	Unauthorised Absent	Quality of Invigilation	Credit Points	
						Full	Obtained
1.	October First Periodical						
2.	December Semester Exam						
3.	February/March Second Periodical						
4.	May/June Semester Exam						
5.	Others						
	Total Invigilation Credit Points Obtained (T_i)						

General Comments about invigilation : (For office use)

Other Academic Responsibilities:

(Not to be filled by the Staff Member) (For Office Use)

State all academic bodies/committees you were part of and your role & responsibilities thereof

S.No.	Academic Body/ Committee	Meeting attended/held	Role & Responsibilities	Quality of Participations	Credit Points	
					Full	Obtained
1.						
2.						
3.						
4.						
			Total Other Credit Points Obtained (T_o)			

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b. Research Projects :

S.No.	Title of the Research Project	Funding Agency	Amount released during the corresponding financial year	Credit Points
1.				
2.				
3.				
			Total	

c. Mobilization of resources for Departments and Institution:

S.No.	Title of the Project/Programme	Agency	Amount released during the corresponding financial year 1 April___30 March___	Credit Points
1.				
2.				
3.				
			Total	

d. Publications:

Nature of journal	Title	Name of Journal	Date of acceptance/ publication	Credit Points
a. List A1 journals				
b. List A2 journals				
c. List B journals				
d. List C journals				
e. Non-referred journals or non-referred conferences proceedings				
			Total	

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h. Chairpersons/moderators/members of advisory/organizing/technical committee of a symposia/conference elsewhere, development of modules/tests:

S.No.	Title	Place	Date & Details	Credit Points
1.	Chairpersons/ Moderators			
2.	Members of advisory/ organizing/technical committee			
3.	Development of modules/tests			
			Total	

i. Distinguished academic awards:

S.No.	Title	Date	Details	Credit Points
1.	International			
2.	National			
3.	State			
			Total	

Total Credit Points (A)

a (   )+b (   )+c (   )+d (   )+e (   )+f (   )+g (   )+h (   )+i (   ) =_____

Total Academic Credits Obtained (A')	

Seen & Verified

_____
Head of the Department

Seen & Verified

_____
Dean of the Faculty

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V. Other Institutional Responsibilities assigned

Credit Points (I_2)

S.No.	Responsibilities	Quality	Credit Points	
			Full	**Obtained**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
	Total other Institutional responsibilities Credits Obtained (I_2')			

	T'+A'+D'+I'	
Regularity Factor (R) R = (No. of days present/225) × (Classes Taken/Classes Scheduled) = (_____/225) × (_____/_____)		
Banasthali Factor (B) : 0.9<=B<=1.1 As assigned by Secretary/VC based on the advise of the Head/Dean and other relevant people		
Loyalty Factor (L) : 0.9<=L <=1.1 As assigned by Secretary/VC based on the advise of the Head/Dean and other relevant people		
Personality Factor (P) : 0.9<=P <=1.1 As assigned by Secretary/VC based on the advise of the Head/Dean and other relevant people		

Overall Performance Evaluation (O):

$$O = R \times B \times L \times P \times (T'+A'+D'+I')$$

=

Increment as per BLISS =

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BANASTHALI VIDYAPITH RESEARCH PROMOTION SCHEME
APPLIATION FORMAT FOR TRAVEL ASSISTANCE

1. Name of the Teacher & Designation
   - (i) Date of Birth
   - (ii) Qualification

2. Name of the Department

3. Academic Experience :
   - (a) Teaching: ---   Industry: ---   Research/Other: ----   Total ----- (years)
   - (b) Date of Joining Vidyapith:
   - (c) Details of Research :
     - (i) No. of papers published
     - (ii) No. of Awards
     - (iii) No. of books published
     - (iv) No. of books under publication
     - (v) No. of Research projects carried/in progress

4. Particulars of the Travel Assistance : (in block letters)
   - (a) Title of the Event
   - (b) Venue
   - (c) Reason for attending the event

   - (d)   Attach relevant documents (Letter of Invitation/Paper acceptance letter)

5. Financial assistance sought : (Please attach details)

S. No	Item	Amount required (Rs. in lacs.)
(i)		
(ii)		
(iii)		
	Total	

6. Any other information relevant to the above research project which the teacher may like to give in support of his/her application.

   It is certified that the information given above is correct to the best of my knowledge.

Signature of the applicant

For use in the Vidyapith's office
Sanctioned / Declined

(Signature: Head of the Head of the Institution)

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