

# University of Jaffna, Sri Lanka

## Guidelines

### Awards for Academic Excellence, Teaching, Research and Outreach

These awards are to recognize, appreciate, encourage, and honour the academic staff members in the University of Jaffna who are excelling in teaching, research, innovation, contribution to department/Faculty/University, student related activities and outreach activities/ community interactions. These recognitions will create staff members to be encouraged, and get involved in research and innovation activities that will uplift the ranking of University of Jaffna nationally and internationally. Through these awards, the university expects to motivate the staff members to actively engage in not only teaching and research activities but also community outreach.

#### 1. Objective:

These awards are presented in recognition and appreciation of teaching, research and outreach activities of academic staff with an intention of promoting, fostering and strengthening of better academic culture in the faculty/university.

#### 2. Eligibility Criteria

- The applicant should be a member of the permanent staff of a faculty of the University of Jaffna.
- The affiliations for all components considered for awards should represent University of Jaffna as an affiliation.
- The applicant should not be punished based on any formal disciplinary inquiries by the University

#### 3. Awarding criteria:

Four (4) awards will be presented to the eligible applicants at the university and faculty levels, as elaborated below.

1. Academic Excellence Award
2. Excellence in Teaching Award
3. Excellence in Research Award
4. Excellence in Outreach Award

The total points and minimum points for each component of evaluation (Section A, B and C) should be obtained in order to qualify for the Awards are given below.

| Awards                       | Section A | Section B | Section C | Total |
|------------------------------|-----------|-----------|-----------|-------|
| Academic Excellence Award    | 15        | 15        | 10        | 40    |
| Excellence in Teaching Award | 30        | N/A       | N/A       | 30    |
| Excellence in Research Award | N/A       | 30        | N/A       | 30    |
| Excellence in Outreach Award | N/A       | N/A       | 25        | 25    |

Section A: Teaching & Academic Development

Section B: Research & Creative Work

Section C: Contribution to National/University Development & Outreach Activities

#### 4. Evaluation Process

- Applicant has to submit an application by completing the template is provided herewith with supportive evidences for each aspect claimed. The same activity shall not be claimed at more than one place.
  - For the department development: a detailed report should be submitted with recommendations of the Head of the Department and/or Dean of the Faculty.
  - For the faculty/university development: a detailed report should be submitted with recommendations of the Dean of the respective Faculty.
  - Application should be submitted through the respective Head and Dean to the Evaluation Committee appointed by the Senate.
  - If the applicant holds a Head or Dean position at the time of application, recommendations should be made by the Dean (for Head applicants) and the Vice Chancellor (for Dean applicants), respectively.
  - For outreach activities and programmes conducted by other institutions, recommendations for claims arising from such programmes should be made by the Head of the institution or the programme coordinator on their official letterhead.
  - No points shall be awarded if the claim is made without any supporting evidence
- The period falls between 1st January and 31st December is considered for an award. Academic contributions can also be made considering this period.
- The senate-appointed evaluation committee should include Dean of the Faculty or another Dean, if the Dean is the applicant (chairman), one member from Senate Standing Committee on Quality Assurance (Observer) and one senior academic staff from relevant field among staff members from the faculty and one senior academic staff among staff members from outside the faculty.
- The Evaluation Committee have the mandate to make any changes in the marks claimed by the applicant if the committee is of the of the view that the marks claimed by the applicant are not in accordance with the guideline provided or if the applicant has claimed more marks than that can be assigned reasonably for the work presented.
- The **Awards** shall be conferred upon the recipients during a meeting of the University Senate.

# Excellence in Teaching Award

## Section A: Teaching, Assessment & Academic Development

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Maximum |  |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--|
| <b>A1</b>  | <b>Teaching Portfolio</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |  |
|            | <b>1. Innovative teaching and assessment practices</b><br>Submit a report certified by the Head of the Department and the Dean of the Faculty illustrating innovative teaching and assessment methods used to promote learner-centered teaching and encouraging curiosity in learning among students.                                                                                                                                                                               | 05      |  |
|            | <b>2. Evidence of Teaching Effectiveness</b><br><b>a. Student Feedback:</b> A summary of student feedback report prepared by the applicant during the academic year should be submitted for evaluation including <ol style="list-style-type: none"> <li>Response of the applicant on the suggestions of the students</li> <li>Recommendations and observations of Head of the Department</li> <li>Recommendations and observations of Dean of the faculty.</li> </ol> Ref. Annex A1 | 10      |  |
|            | <b>b. Peer Observations:</b> A detailed peer observation report during the academic year should be submitted for evaluation including <ol style="list-style-type: none"> <li>Response of the applicant on the suggestions/recommendations of the Peer</li> <li>Recommendations and observations of the Head of the Department.</li> <li>Recommendations and observations of the Dean of the Faculty</li> </ol> Ref. Annex A2                                                        | 05      |  |
|            | <b>c. Student Outcomes:</b> Submit a list of student outcomes enabled by the contribution and/or mentoring of the teacher related to academic matters like publications, participation in academic activities like exhibition, quiz contests, performances at various levels.                                                                                                                                                                                                       | 05      |  |
| <b>A2</b>  | <b>Professional Development &amp; Contributions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |  |
|            | <b>a.</b> Served as resource persons in programmes on learning and teaching related to higher educational institutions                                                                                                                                                                                                                                                                                                                                                              | 03      |  |
|            | <b>b.</b> Participation in programmes on learning and teaching related to higher educational institutions                                                                                                                                                                                                                                                                                                                                                                           | 03      |  |
| <b>A3.</b> | <b>Teaching workload</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10      |  |
|            | Applicant should complete all the allocated hours of teaching without fail. A detailed teaching workload report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department/Dean of the faculty. Any courses in which the applicant is failed to complete the allocated hours cannot be considered for workload calculation.                                                                               |         |  |
| <b>A4.</b> | <b>Support e-based or technology-enhanced learning:</b> Teacher's contribution to e-learning by providing course material on LMS or any digital platforms, conducting assessments on such platforms, and producing digital content for supporting students                                                                                                                                                                                                                          | 05      |  |
| <b>A5.</b> | <b>Research Supervision (Pointes shall be divided based on the number of supervisors and applicant must submit a brief progress report endorsed by the</b>                                                                                                                                                                                                                                                                                                                          |         |  |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|
|            | <b>relevant Faculty in which the student is registered. They can also submit a certified copy of the progress report already submitted to the faculty for the relevant period)</b>                                                                                                                                                                                                                                                                                                       |                               |  |
|            | Supervision of PhD, MPhil theses and dissertations (For joint supervision, the marks should be appropriately apportioned). For PhD points can be claimed only for three years from the date of registration and for M.Phil. it should be 02 years<br>PhD/MD (SLQF Level 12):<br>(3 points/Year/ Student)<br>MPhil (SLQF Level 11)::<br>(2 points/Year/ Student)<br>Research based two-year full time Master's degree (SLQF Level 10)::<br>(1 points/Year/ Student)                       | 05                            |  |
|            | Supervising undergraduate (0.5/ student) and other postgraduate research (0.75 per student)                                                                                                                                                                                                                                                                                                                                                                                              | 02                            |  |
| <b>A6.</b> | <b>Contribution to curriculum planning/revision/development</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |  |
|            | A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department and Dean of the faculty.<br><ul style="list-style-type: none"> <li>• Introduction of new courses/new degree programmes</li> <li>• Curriculum planning and development</li> <li>• Development of new material for existing courses (both Undergraduate and Postgraduate)</li> <li>• Laboratory planning and development</li> </ul> | 05                            |  |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |  |
| <b>A7.</b> | <b>Any other relevant contribution to teaching</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | 05                            |  |
|            | A detailed report on any other relevant contribution to teaching prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.                                                                                                                                                                                                                                                                                   |                               |  |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>63<br/>TOTAL<br/>(MAX)</b> |  |
|            | <ul style="list-style-type: none"> <li>• <i>If the applicant served as Head of the Department, the recommendations and observations of the respective Dean of the faculty has to be obtained.</i></li> </ul>                                                                                                                                                                                                                                                                             |                               |  |

## Annex

### A1: Student Evaluation

- Should have been carried out on form prescribed by Department/Faculty/University
- Should have been carried out and analyzed by Head of Department or nominee
- Should be carried out for each teacher separately, if course is shared
- Should be carried out for each course taught by teacher
- At least 60% of registered students for the course must be sampled and all responses should be included in the analysis
- Marks based on mean score<sup>1</sup> corresponds to:
  - 5.0 >= S > 4.5 : 10 marks
  - 4.5 >= S > 4.0 : 8 marks
  - 4.0 >= S > 3.5 : 6 marks
  - 3.5 >= S > 3.0 : 4 marks
  - 3.0 >= S > 2.5 : 2 mark

Table A1: Calculation of mean score for student evaluation

| Course Code | Course credit (Ai) | Student enrolment | Course credit share for Lecturer (Bi) | Student evaluation score (Di) | Weighted Score (Bi*Di)          |
|-------------|--------------------|-------------------|---------------------------------------|-------------------------------|---------------------------------|
| A001        | 3.0                | 80                | 2.0                                   | 4.20                          |                                 |
| A002        |                    |                   |                                       |                               |                                 |
|             |                    |                   |                                       |                               |                                 |
| Total       |                    |                   | $\sum_{i=1}^k (B_i)$                  |                               | $\sum_{i=1}^k (B_i \times D_i)$ |

$$\text{Mean score calculated as, } S = \sum_{i=1}^k (B_i \times D_i) / \sum_{i=1}^k (B_i)$$

Where, k be the number of course units in that year

Note:

- If student evaluation score given for value other than out of 5.0, the score should be normalized to 5.0.
- If Lecturer did not conduct required credit load, marks to be factored by “Credit load for which teacher is responsible)/Required credit load”. Required credit load is 4 credits during the year under consideration. If the applicant has carried out administrative duties (Head of the Department/Dean of the Faculty) the teaching load is reduced to 2 credits.

## A2: Peer Evaluation

- Should have been carried out on form prescribed by Department
- Should have been carried out by peer appointed on the recommendation of the Department
- Marks based on mean score<sup>1</sup> corresponds to:
  - 5.0 >= P > 4.5 : 5 marks
  - 4.5 >= P > 4.0 : 4 marks
  - 4.0 >= P > 3.5 : 3 marks
  - 3.5 >= P > 3.0 : 2 marks
  - 3.0 >= P > 2.5 : 1 mark

Table A2: Calculation of mean score for peer evaluation

| Course Code | Course credit (Ai) | Marks given by peer evaluation (Di) |
|-------------|--------------------|-------------------------------------|
| A001        | 3.0                | 4.20                                |
| A002        |                    |                                     |
|             |                    |                                     |
| Total       |                    | $\sum_{i=1}^k (D_i)$                |

$$\text{Mean score calculated as, } P = \sum_{i=1}^L (D_i) / L$$

Where, L be the number of course units for which peer evaluation is conducted in that year

Note:

- If peer evaluation score given for value other than out of 5.0, the score should be normalized to 5.0.
- If Lecturer not conduct required credit load, marks to be factored by “Credit load for which teacher is responsible)/Required credit load”. Required credit load is 4 credits during the year under consideration. If the applicant has carried administrative duties (Head of the Department/Dean of the Faculty) the teaching load is reduced to 2 credits.

### A3: Teaching workload

A lecturer may claim credit when their workload exceeds the standard norms specified in the Policy on Academic Accountability of the University of Jaffna. One (01) mark can be claimed for every 10% of workload in excess of the prescribed norms up to a maximum of 10 marks.

As per the policy, the workload is defined as following;

#### WorkLoad and Work Norms

Workload and work norms are specified for each Academic, who shall be accountable for all work undertaken by him/her. Since the work of an academic would be quantitative as well as qualitative, it is important to generate a mechanism to capture all activities undertaken by them.

Workload and work norms for Academics are defined taking into account the flexibility of their working hours and a need to evaluate performance in relation to duties and responsibilities.

#### Load Formula:

(1). Time as a Unit of Measurement: the formula uses the teaching hour or its equivalent as the unit of measurement of work, also expressed as h/week for a specific teaching–learning activity. The week is defined as 35 hours of working time based on a 7 h work day. The year comprises 1400 h (35hrs/week x40 week) allowing for 12 weeks of vacation.

(2). Baselines: Baseline totals have been generated based on the assumption of an equal minimum workload assigned for all Academic Staff.

(3). Claimed Load and Agreed Load: Where a member of the staff carries a larger workload than agreed by him/her, it is necessary to determine the additional work undertaken for consideration in promotion, evaluation, performance planning and other such purposes.

#### Academic Activity vs Hours of work

Nominal hours of work for teaching and research shall be as shown in the following table:

| Academic Activity                                  | Equivalent Hours of Work                              | Remarks                                                        |
|----------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------|
| Teaching Course Units                              | 50 h per credit                                       | Lectures/practical/fieldwork; not related to research project  |
| Marking Scripts of End of Course Examination (ECE) | 1 h per script                                        | Only for course units worth at least two credits or equivalent |
| Marking Scripts of In-course Assessment (ICA)      | 0.5 h per script                                      | In-course assessments only                                     |
| Setting Examination Papers                         | 3 h per one credit course unit                        | Includes both formative and summative exams                    |
| Translating Examination Papers                     | 1 h per one credit course unit                        | —                                                              |
| Preparing Detailed Mark Sheets                     | 5 h per 50 students (or part thereof) per course unit | For ICA, ECE, and overall performance; produced as spreadsheet |
| Supervision of Student Research Project            | 2 h per project per week                              | Ceiling of 30 weeks                                            |
| Supervision of MSc/MPhil                           | 90 h per year                                         | Ceiling of 1 year for MSc, 2 years for MPhil                   |

| <b>Academic Activity</b>                                                                  | <b>Equivalent Hours of Work</b>        | <b>Remarks</b>                                   |
|-------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------|
| <b>Supervision of PhD</b>                                                                 | 120 h per year                         | Ceiling of 4 years                               |
| <b>Research Publication in Recognized Indexed Journal</b>                                 | 240 h (40 x 6 h) per paper             | Co-authors may claim hours based on contribution |
| <b>Research Publication in Peer Reviewed Journal</b>                                      | 120 h (40 x 3 h) per paper             | Co-authors may claim hours based on contribution |
| <b>Research Publication in Conference Proceedings/Annual Sessions at University level</b> | 90 h per full paper, 45 h per abstract | Co-authors may claim hours based on contribution |

## Excellence in Research Award

|            |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
|------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>B1.</b> | <b>Publications in Journal</b>                   | <p><b>Type 1:</b> Published in peer-reviewed articles in the recognized indexed journals. Marks provide based on SJR (Scimago Journal &amp; Country Rank) ranking system of the journal.</p> <ul style="list-style-type: none"> <li>• Q1 Journal : 12 points/ Article</li> <li>• Q2 Journal : 10 points/ Article</li> <li>• Q3 Journal : 8 points/ Article</li> <li>• Q4 Journal : 6 points/ Article</li> <li>• Others : 5 points/ Article</li> </ul> <p>Ref: Note 2 for recognized indexed journals</p> <p><b>Type 2:</b> Published in peer-reviewed articles in the journals other than the list in Type 1. (Note: Candidate have made sure article should not be unethical publications with particular reference to predatory Journals and plagiarism. Evaluation panel have the right to remove such a publication from the list)</p> <p style="text-align: right;">(3 points/ Article)</p> | no limit                   |
| <b>B2.</b> | <b>Publications in Conferences and Symposium</b> | <p><b>Type 1:</b> Published in peer-reviewed articles in the recognized indexed conferences.</p> <p>Ref: Note 2 for recognized indexed conferences</p> <p style="text-align: right;">(2 points/ Article)</p> <p><b>Type 2:</b> Published as a peer reviewed full paper</p> <p style="text-align: right;">(1.5 points/ Article)</p> <p><b>Type 3:</b> Published as a peer reviewed extended abstract</p> <p style="text-align: right;">(1 points/ Article)</p> <p><b>Type 4:</b> Published as a peer reviewed abstract</p> <p style="text-align: right;">(0.5 points/ Article)</p>                                                                                                                                                                                                                                                                                                                | no limit                   |
| <b>B3.</b> | <b>Citations</b>                                 | <p>Citations: Citations in the particular year (total citation form even papers published earlier years) of applications for the peer-reviewed articles in books, book chapters and articles published by reputed publishers (except self-citations).</p> <p style="text-align: right;">(0.5 points/ Article)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Total marks from B1 and B2 |
| <b>B4.</b> | <b>Books and Book chapters</b>                   | <ul style="list-style-type: none"> <li>• Books published by a reputed international publisher</li> <li>• Books published by a reputed national publisher</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>no limit</p> <p>10</p>  |



- |                                                                |                                                   |          |
|----------------------------------------------------------------|---------------------------------------------------|----------|
|                                                                | (5 points/Book)                                   |          |
| • Book chapters published by a reputed international publisher |                                                   | no limit |
|                                                                | (3 points/Chapter, max 9 points from single book) |          |
| • Book chapters published by a reputed national publisher      |                                                   | 05       |
|                                                                | (1 points/Chapter, max 3 points from single book) |          |

Ref: Note 3 for reputed national and international publisher

**B5. Patents & certificate for inventions** no limit

- |                                                                              |                        |
|------------------------------------------------------------------------------|------------------------|
| • International patent (through the International Patent System application) |                        |
|                                                                              | (12 points/Patent)     |
| • National patent                                                            |                        |
|                                                                              | (6 points/Patent)      |
| • International certificate                                                  |                        |
|                                                                              | (2 points/Certificate) |
| • National certificate                                                       |                        |
|                                                                              | (1 points/Certificate) |

**B6. Awards for research other than grants and fellowships**

- |                                                                                                                                              |                   |          |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| • International awards                                                                                                                       |                   |          |
|                                                                                                                                              | (6 points/Award)  | no limit |
| • National awards                                                                                                                            |                   |          |
|                                                                                                                                              | (3 points/Award)  | no limit |
| • Best paper (full paper)/best presenter award at national /international conferences conducted by the recognized organization / institution |                   |          |
|                                                                                                                                              | (1 points /Award) | no limit |

Note:

Applicant should provide a brief writeup of the credibility of awarding body. Evaluation committee should exercise caution in allocating points for each award taking into account the standard of the awarding body.

**B7. Research Grants** no limit

- |                                               |                   |
|-----------------------------------------------|-------------------|
| • Total grant amount over LKR 50 million      |                   |
|                                               | (12 points/Grant) |
| • Total grant amount LKR 10 – 50 million      |                   |
|                                               | (10 points/Grant) |
| • Total grant amount LKR 5 – 10 million       |                   |
|                                               | (8 points/Grant)  |
| • Total grant amounts less than LKR 5 million |                   |
|                                               | (4 points/Grant)  |

**B8. Editorial & Reviewing activities**

- |                                                                  |                     |          |
|------------------------------------------------------------------|---------------------|----------|
| • Editor-in-chief in an Indexed Journals                         |                     | no limit |
|                                                                  | (10 points/Journal) |          |
| • Editor-in-chief in a recognized non-Indexed recognized journal |                     | no limit |
|                                                                  | (5 points/Journal)  |          |
| • Member of Editorial Board/Guest Editor in an Indexed Journals  |                     | 05       |
|                                                                  | (2 points/Journal)  |          |

|                                                                                                                                                                                                                                                                             |                    |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|
| • Member of Editorial Board/Guest Editor in a recognized non-Indexed recognized journal                                                                                                                                                                                     | (1 point/Journal)  | 05 |
| • Reviewer for Indexed Journals                                                                                                                                                                                                                                             | (1 point/paper)    | 05 |
| • Reviewer for no-indexed recognized Journals and Conferences                                                                                                                                                                                                               | (0.5 point/paper)  | 5  |
| • Research theses evaluation                                                                                                                                                                                                                                                |                    | 10 |
| (3 points/Theses for SLQF level 12, 2 points/Theses for SLQF level 11 and 1 points/Theses for SLQF level 10)                                                                                                                                                                |                    | 10 |
| • Grant review (International grants)                                                                                                                                                                                                                                       | (2 points/Review)  | 5  |
| • Grant review (National grants)                                                                                                                                                                                                                                            | (1 points/Review)  |    |
| <b>B10. Scientific reports and articles</b>                                                                                                                                                                                                                                 |                    |    |
| • Scientific report to intergovernmental agency/international agency/government agency/INGOs or NGO or private agency/EIA reports etc. with evidence of receipt of acknowledgements                                                                                         | (2 points/Article) | 10 |
| • Published article in the scientific magazines                                                                                                                                                                                                                             | (1 points/Article) | 5  |
| <b>B11. Creative works</b>                                                                                                                                                                                                                                                  |                    | 15 |
| Originally created art, sculpture, poem, songs, lyrics, and music composed, drama play, choreography, films produced etc. The creative work should be published or presented at appropriate forum/ body. A brief report shall be submitted by the applicant about the work. |                    |    |
| ( up to 3 points/ Activity)                                                                                                                                                                                                                                                 |                    |    |

### **Note 1**

For B1 to B7:

- Authorship or ownership for publications, books, patents, awards and grant are allocated in following distribution.
  - a) If single author/awardee/investigator, the candidate will receive 100% of the points.
  - b) If two authors/awardees/investigators, first author/ corresponding author/ principal awardee/principal investigator will receive 60% of the points and second author/awardee/investigator will receive 40% of the points and for award points, it is equally shared.
  - c) If the publication has more than two authors/ corresponding author/ principal awardee/principal investigator will receive 40% of the points and remaining authors/awardees/investigators will share points equally according to balance percentage and for award points, it is equally shared.
- Eligible publications include those published with a volume and page number/article ID, or as "Online First" within the preceding calendar year (January to December). Applicants claiming an Online First publication are ineligible to claim the same work again once it is formally assigned a volume and page number. Accepted articles are not considered for that particular year.

At least the abstract of the paper should be uploaded in the Research Repository of University of Jaffna, <http://repo.lib.jfn.ac.lk/ujrr/>.

### **Note 2**

Indexed journals for this purpose are as listed under at least one of the following categories:

- a) Web of Science (Clarivate Analytics): Science Citation Index Expanded/ Emerging Sources Citation Index (ESCI)/ Social Sciences Citation Index/ Arts and Humanities Citation Index:
- b) [www.scopus.com](http://www.scopus.com)
- c) [www.ncbi.nlm.nih.gov/m/pubmed](http://www.ncbi.nlm.nih.gov/m/pubmed) (PubMed, MEDLINE)
- d) Library and Information Science Abstracts (LISA)
- e) Library, Information Science and Technology Abstracts (LISTA)
- f) ERIC
- g) Engineering Index

### **Note 3**

Candidates should provide evidence that each book has been published by a reputed/recognized publisher whose name is in a list prepared by the UGC Standing Committee on Library and Information Science. For any other publishers, candidate should provide evidence on: (a) the availability of the work at book sellers or online store, (b) the number of copies of the book printed, (c) the ISBN number of the book, and (d) The credentials of the publisher with evidence of other academic publications by the publisher and the duration of existence of the publisher. Evaluation committee should exercise caution in allocating points for each work taking into account the quality and standard of the content as well as reputation of the publisher. Online first article published with the DOI can also be considered for the award.

## Excellence in Outreach Award

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>1.</b> | <b>Community Outreach and Engagement Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
|           | <p>Organizing and conducting community training programmes, awareness campaigns, workshops, and other community-based outreach and engagement initiatives.<br/>(A detailed report summarizing the significant contribution of the program to the community prepared with evidence by the applicant should be submitted for evaluation)</p> <p style="text-align: right;">(5 points/Event)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 20 |
| <b>2.</b> | <b>National and International Professional, Academic, and Leadership Contributions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15 |
|           | <ul style="list-style-type: none"> <li>• President/ Secretary/ Treasurer/ Editor of a Professional/ Academic Association at National / International level (4 points/position/year)</li> <li>• Council Member/Committee Member of a Professional/ Academic Association at National / International level (2 points/position/year)</li> <li>• Membership of Councils, Boards of Management / Boards of Study in other Universities / Higher Educational Institutes, which are not ex-officio posts) (2 points/position/year)</li> <li>• Chairman/ Secretary/ Member of National / International Committees, Task Forces or Statutory Bodies (4 points/position/year)<br/>Member of the National bodies such as NEC, NRC, NSF, NIFS, etc. (2 points/position/year)</li> <li>• President/Secretary/Treasurer in University Alumni Association at National level (4 points/position/year)</li> <li>• Fellowship in professional body (4 points/position/year)<br/>Member of a Professional Body (2 points/position/year)</li> <li>• Consultant/Advisory board member of the Municipal, Urban councils, etc. (4 points/position/year)<br/>Member of Jury committee for the National/International Level competition (2 points/position/year)</li> <li>• Controller (4 points per year)/ Co-Controller (3 points per year)/ Chief Examiner (2 points per year) for GCE (A/L/GCE(O/L) paper marking</li> <li>• Other appropriate contributions at national / international level (up to 2 points/position/year)</li> </ul> |    |
| <b>3.</b> | <b>Involvement in academic and other tasks for well-being of students at University level</b> (3 points/position/year, except for membership positions, which shall be awarded 1 point/position/year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 05 |
|           | <ul style="list-style-type: none"> <li>• Director, Coordinator and Member of a Centre/Unit</li> <li>• Coordinator for Postgraduate Programmes</li> <li>• Proctor</li> <li>• Student Counselor</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|    | <ul style="list-style-type: none"> <li>• Senior Treasurer of University Level Student Union/ Student Societies</li> <li>• Warden of a hostel</li> <li>• Alumni officer at the University</li> <li>• President/ Secretary/ Treasurer of University Teacher Union</li> <li>• Member of Board of Study/ Board of Management/ Committee outside the Faculty (other than ex official post)</li> <li>• Project coordinator recognized by the Senate/Council</li> <li>• Chairman/Member of the Proposal Writing Team (except research grant)</li> <li>• Chairman/Member for Criterion in Self-Evaluation Report for Institutional Review</li> <li>• Convener/Secretary/Financial Chair/ Publicity Chair/Editor/Technical Chair/Logistic Chair for the University Level Conference</li> <li>• Chairman/Expert member of Technical Evaluation Committee</li> <li>• Consultant for Projects Coordinated by the University Business Linkage (UBL) and Other University Entities</li> <li>• Chairman/Member of Sub committees of Council and Senate</li> <li>• Chairperson/Vice Chairperson/Secretary/Member for Ethics Review Committee</li> <li>• Director/Chairperson of Grievance Committee/Chairperson of Resource Mobilization Committee/Chairperson of Working Committee/Secretary/Member for Centre of the Gender Equity and Equality</li> <li>• Other appropriate contributions at University level</li> </ul> |    |
| 4. | <b>Involvement in academic and other tasks for well-being of students at Faculty level</b> (2 points/position/year, except for membership positions, which shall be awarded 1 point/position/year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 05 |
|    | <ul style="list-style-type: none"> <li>• Deputy Proctor</li> <li>• Academic Counsellor</li> <li>• Senior Treasurer in student society</li> <li>• Chairman/Member for Building Committee, Biosafety Committee, Strategic Planning Committee, CDRMC, Research Committee Career Guidance Unit, Web&amp; IT committee and Liaison Cell</li> <li>• Coordinator IQAC</li> <li>• Course Coordinator/Industrial Training Coordinator/Action Project Coordinator</li> <li>• Chief Editor/Associate Editor of Journal/Magazine/News Letter/Hand Book</li> <li>• Convener/Secretary/Financial Chair/ Publicity Chair/Editor/Technical Chair/Logistic Chair for the Faculty Level Conference</li> <li>• President/Secretary/Treasurer of Faculty Level Welfare Society</li> <li>• Expert member of Technical Evaluation Committee</li> <li>• Director for Faculty Level</li> <li>• Chairman/Member of Sub committees of Faculty Board</li> <li>• President/Secretary/Treasurer of a Faculty level Teacher Union</li> <li>• Alumni officer at the Faculty</li> <li>• Faculty representative to Senate</li> <li>• Chairman/Member for Criterion in Self-Evaluation Report for Programme Review</li> <li>• Other appropriate contributions at Faculty level</li> </ul>                                                                                                                                                     |    |

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| 5.           | Dissemination of knowledge to the local community, students, academic staff and professionals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20        |
|              | <ul style="list-style-type: none"> <li>Commissioned Reports, Feasibility Study Report and Research Reports for National/International Bodies<br/>(4 points/report)</li> <li>Published articles in Newsletters, Academic and General (Interest Magazines, local/international Newspapers, etc.<br/>Published articles in regional newspapers (2 points/article)<br/>Published articles in newsletters (2 points/article)<br/>Published articles in local magazines (3 points/article)<br/>Published articles in international magazines:6 points/article<br/>Contributions to national media (print, electronic, or digital media): (4 points/contribution)<br/>Contributions to international media (print, electronic, or digital media): 6 points/contribution)</li> <li>As a resource person in Seminars/ Workshops/ Extension Courses/ Short Courses for the community<br/>(2 points/programme/session)</li> <li>Keynote / Invited/ Plenary/Popular talk in Symposium/ Mini Symposium/ Conference/Annual Scientific Sessions<br/>(4 points/Talk/Speech)</li> </ul> |           |
| 6.           | <b>Contribution to the outreach programmes conducted by the Department/Faculty/University beyond the purview of the curriculum</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 05        |
|              | A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.<br>(1 point/Assignment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
| <b>TOTAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>70</b> |