

WORK UNIT ALLOCATION AND MEASUREMENT PRINCIPLE FOR FACULTY/HEAD ASSESSMENT

A. Teaching (For lectures taken in GIP & ICLS Only)

Activity	Equivalent Work Unit	Remarks
Preparation/Course Planning	5	Credit available for only one section in case of multiple section taught
20 Session Preparation & Delivery CSR	10 /5 /5 10/5*	CSR Proposal preparation, Proposal selection, Lead generation
Time for Student Interaction, Evaluation and Grading	25 20 15 10	Class size 50 to 70 Class size 40 to 49 Class size 30-39 Class size 29 or less
Reward and penalty for quality of course delivery as is measure through course feedback	15 10 5 0 -5 -10	Feedback based per section 4.51 or above 4.01 to 4.5 3.51 to 4.00 3.01 to 3.5 2.51 to 3.0 2.50 or less
Induction Programme Tutorials/Cases	1	Per session
Conducting Interviews	1	Each half day
Outbound programme	1	Each half day

- No teaching class to have less than 10 students. In case the class size is smaller and the Elective does not have 10 students, students opting for that Elective be clubbed with the same Elective offered in other programs.

* Two units for every 1 Lakh (upto Rs. 20 lakh); Three units for every lakh (more than Rs. 20 lakh)

B. TRAINING

Open Enrolment Management Development Programmes
In-company-On Campus- Management Development Programmes
In-company-On Campus- Management Development Programmes
Consultancy & Advocacy

Activity – Open Enrolment for programmes- On Campus	Equivalent Work Unit	Remarks
Programme Design & Resource Person identification	5	
Programme Direction and Coordination – per day	0.5	
Project Work (if provided over usual 4 sessions per day) – per day	0.25	
Project Presentation not exceeding 2 sessions	2	Work units will be shared equally by the Program Directors directing the same program
Preparation & teaching per	1	

Session (90 minutes)		
Successful Programme Marketing leading to		Programs with less than 10 participants can be conducted only on specific recommendations of DG & CEO
No. Of participants – 8-15	10	
No. Of participants – 16-20	15	
No. Of participants – 21-25	20	
No. Of participants – above25	25	

Every in-company program will have minimum of two Program Directors if duration of the program is more than 3 days.

Activity In-company-On Campus- Outreach Programmes	Equivalent Work Unit	Remarks
Programme Design & Resource person identification	5	
Programme Direction and coordination – per day	0.5	Work units will be shared equally by the Program Directors directing the same program.
Project work (if provided over usual 4 sessions per day) – per day	0.25	
Project Presentation not exceeding 2 sessions	2	
Preparation & Teaching per session (90 minutes)	1	

Activity - In-company- off Campus- (beyond NCR) - Programmes	Equivalent Work Unit	Remarks
Programme Design & Resource person identification	5	
Programme Direction and coordination – per day	1	
Project work (if provided over usual 4 sessions per day) – per day	0.5	Work units will be shared equally by the Program Directors directing the same program.
Project Presentation not exceeding 2 sessions	4	
Preparation & Teaching per session (90 minutes)	2	

Activity- Consultancy & Advocacy	Equivalent Work Unit	Remarks
Proposal Design & Resource person Identification	5	Work units will be shared equally by the Program
CSR Real time monitoring	10	
Project Direction and Coordination – Per Programme	10	Directors directing the same program.
CSR preparation of study framework, independent development of questionnaire	10	
Completion of project	30	
CSR- Impact Evaluation acceptance by Company.	30	

Activity – Program Feedback	Equivalent Work Unit	Remarks
Rewards and penalty for quality of session delivery as is measure through course feedback to be awarded as lump sum based on the feedback for all sessions (minimum of 20 sessions) taught in a year.	15 10 5 0 -5 -10	3.51 or above 4.01 to 4.5 3.51 to 4.00 3.01 to 3.5 2.51 to 3.0 2.50 or less

C. Research

Research is an on-going activity and the measurement is possible only in terms of outputs in the form of publications.

Activity – Paper Published	Equivalent Work Unit	Remarks
Paper published in – class -A- Journal	150	
Paper published in – Class - B- Journal	75	These units are for a publication by a single author. In case of multiple authors, the units are divided equally
Paper published in – Class – C journal- CSR full report to MCA	40	amongst the authors. If the multiple authors include persons who are not members of IICA faculty, the credit awarded to the IICA faculty is equivalent to their share only.
Paper published in – Class – D journal	10	
Paper published in – newspapers and newsletters	1	Number shall be given only after the paper is published
Case Writing along with teaching note – Should be cleared by International case cleaning house such as ACRC	30	Affiliation must mention IICA for the credit

Activity – Sponsored Research	Equivalent Work Unit	Remarks
Conducting Sponsored Research : <ul style="list-style-type: none"> • Funding by international Agency • Funded by National Agency 	>Or =15 L- 20 each >Or =5 L - 15 each >Or =3 L - 10 each	Leading to a report acceptable to the sponsoring organisation. Credit available only after such acceptance. In case of joint Researchers, proportionate credits only.

Activity – Research Contribution	Equivalent Work Unit	Remarks
Conducting Research : <ul style="list-style-type: none"> • PhD Degree Awarded • M.Phil 	<ul style="list-style-type: none"> • 10 each candidate • 5 each candidate 	Leading to a report acceptable to the sponsoring organisation. Credit available only after such acceptance. In case of joint Researchers, proportionate credits only.

Activity – book and related Publishing	Equivalent Work Unit	Remarks
Book Publication – Research Based Book Publication – Text Book	25	Affiliation must mention IICA for the credit In case of joint authors, proportionate credits only.
Book Publication -Others	10	Credit for books available only for their first edition and not on revision
Chapters in Books including conference proceeding – national publisher	5	Not more than 2 chapters in any one publication. Affiliation must mention IICA for the credit. In case of joint authors, proportionate credits only.
Book review	1	In referred Journals

Note: Course Material prepared for Distance Learning Institute and put in a book form will not be considered for any work units.

D. ACADEMIC ADMINISTRATION (When Selected)

Activity- Heads	Equivalent Work Unit	Remarks
Convener Academic (When Selected)	25	
Editorial Team (In House Journal)	10	

E. ACADEMIC OUTREACH

Activity – Activities	Equivalent Work Unit	Remarks
Conference Organising – International Conference	100 (to be split between the organizing committee members as decided by conference chair)	
Conference Organising - National Conference	50 (to be split between the organizing committee members as decided by conference chair)	

Publication of conference proceedings – Edited volume (all volumes included)	25 (to be split between the organising committee members as decided by conference chair	
Thematic one day conference – like discussion forum, round tables, etc.	5	Must have 25 registered delegates and should be externally funded.

F. ACADEMIC CITIZENSHIP

Activity 0 External to IICA	Equivalent Work Unit	Remarks
Editor ship of a Journal – class- A/B/C/D	100/50/25/10	
Guest Editor ship of a journal – class- A/B/C/D	40/20/10/5	
Membership of Editorial Advisory Board of a Journal – class- A/B/C/D	10/5/3/1	
Membership of bodies boards/committee	10	