ISTE SECTION FACULTY CONVENTION-2026

Organized by

Muzaffarpur Institute of Technology, Muzaffarpur

December 5-6, 2026

Nomination Proforma
for
"ISTE Section Best Teacher Award-2026"

Period: July 01, 2025 to June 30, 2026

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

Name: _____

Designation: _____

Department: _____

Institute: _____

I INSTRUCTIONAL ELEMENT [Max. marks: 25]

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

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

Odd Semester (July to December 2025)							
	Course No & Title	**Core/ Elective**	**No. of Students**	**Weekly load L T P**	**Student Feedback**	**Sole/Shared (%age)**	**Offering for how many years continuously?**
UG I							
UG II							
PG							

Even Semester (January to June 2026)							
	Course No & Title	**Core/ Elective**	**No. of Students**	**Weekly load L T P**	**Student Feedback**	**Sole/Shared (%age)**	**Offering for how many years continuously?**
UG I							
UG II							
PG							

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

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

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

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

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

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

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

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

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

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

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

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

Note:

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

S. No.	Details of paper: Authors' names (sequence as in paper), Title of paper, Name of journal, Vol. No. (Year), Page nos.	Quartile of the journal (Q1/Q2/Q3/Q4) [Search at https://www.webofscience.com/wos/author/search by typing your name]	Date of publication (papers published after the period should not be included)	URL/DOI

(c) Refereed journal papers with foreign researchers indexed in WoS quartiles (published during the period)

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

Note:

- Quartile as per JCR and JCI in WoS is valid to get the marks.
- Claim of marks can be made only for journal paper(s) published during the period.
- Faculty as a Supervisor/Co-supervisor/Co-author is eligible to obtain full marks corresponding to the eligible quartile of the journal.

S. No.	Details of paper: Authors' names (sequence as in paper), Title of paper, Name of journal, Vol. No. (Year), Page nos.	Quartile of the journal (Q1/Q2/Q3/Q4) [Search at https://www.webofscience.com/wos/author/search by typing your name]	Date of publication (papers published after the period should not be included)	URL/DOI

(d) Refereed Conference Research Papers (published during the period) [Max. marks: 05]

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

Note:

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

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

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

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

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

Text book authored:

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

Book edited:

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

Book chapter authored:

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

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

(a) Sponsored Research Projects from any Govt. agency/industry/institute (projects under TEQIP/Institute grant shall not be considered for marks):

- 01 mark for each research project submitted (maximum up to 02 marks) to any Govt. agency/industry/institute during the period of reporting. (Note: Date of submission should be within the period. Status of project, i.e., accepted against the submitted application, is not eligible against this point.)
- 03 marks for completed/ongoing status of each sponsored research project with grant ≤ Rs. 5 lakhs during the period of reporting.
- 04 marks for completed/ongoing status of each sponsored research project with grant between Rs. 5 and Rs. 10 lakhs during the period of reporting.
- 05 marks for completed/ongoing status of each sponsored research project with grant ≥ Rs. 10 lakhs during the period of reporting.

Note:

- Sponsored research project from industry: only a project for which the grant from the industry is received in the institute account will be considered as a "Sponsored research project from industry".
- Faculty as PI/Co-PI of an external sponsored research project submitted from any other institute: only a project for which the complete grant/share of grant from the funding agency is received in the institute account will be considered.

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

(b) Consultancy Projects [Max. marks: 08]

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

S. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of PI and other Investigators	Status: Started/ Completed/ In progress

(c) IPR and Technology Transfer

[04 marks for technology transfer, 03 marks for the grant of patent, 02 marks for publication of each patent] [01 mark for grant of each Design/Copyright, maximum up to 03 marks; no marks for filing of Design/Copyright]

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

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

(d) Startup [Max. marks: 06]

[02 marks for a registered startup as a firm/company as per Indian Govt. Act; 03 marks per startup for annual revenue from 50 K to 1 Lakh; 04 marks per startup for annual revenue between 1 and 5 Lakhs; 05 marks per startup for annual revenue between 5 and 10 Lakhs; 06 marks per startup for annual revenue greater than 10 Lakhs]

S. No.	Name of startup	Place of incubation	Date of registration as firm/company as per Indian Govt. Act	Name of owner(s) and founder(s)	Annual Income (INR)	PAN No. of registered startup

(e) Internships offered during the period [Max. marks: 04]

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

S. No.	Name of registered student	Qualification of student (e.g., B.Tech/M.Tech)	Affiliation of the student	Title of project during training	Start date	End date

S. No.	Name of registered student	Qualification of student (e.g., B.Tech/M.Tech)	Affiliation of the student	Title of project during training	Start date	End date

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

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

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

(a) Organization of Courses/Conferences

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

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

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

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

(c) MOOC/NPTEL/Online courses like Coursera

[05 marks per course organized / 03 marks for attending a full course with completion certificate]

S. No.	Name of course	Platform (MOOC/NPTEL/ SWAYAM/Coursera etc.)	Organized/ Attended	Duration	Certificate/Score details

(d) Visit to Outside Institute/Organization other than delivering expert lecture [01 mark per visit, Max. marks: 02]

Instt./Organization visited	Purpose of visit	Start date	End date	Was it approved/financed by the institute or project? Give details

(e) Other Extension Tasks [Max. marks: 07 @ 01 mark per activity]

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

S. No.	Activity	Organization/Body	Date/Period	Supporting document

V INSTITUTIONAL DEVELOPMENT ELEMENTS [Max. marks: 08]

(a) Department Level [Max. marks: 02 @ 01 mark per activity]

(b) Institute Level [Max. marks: 05]

**[05 marks for Dean, Head of Department/Centre, Chairman of committee, Associate Dean, Chief Warden, Deputy Chief Warden, TEQIP Coordinator/Prof. In-charge (Training & Placement), Chief Vigilance Officer/Advisor (Estate)]*

**[02 marks each for Warden, Assistant Warden, Convener/Coordinator/In-charge of IPC, House Allotment, Investment committee/CCE/Space Incubation centre/Alumni Affairs/TBI/Library committee/Guest house/Campus amenities/IIC/SC/ST cell, NCC, E-classroom, Community development, Medical amenities, Newsletter/Brochure, Annual report, Technical Events, Cultural events, NKN, GIAN, Yoga, Raj Bhasha, Security, Time table, Classroom, Academic repository, IPR, IQAC, NSS, Vehicle maintenance, Horticulture, Sports, EPABX, Vice Chairman TBI/Space Incubation]*

(c) Other assignments [Max. marks: 04 @ 01 mark per activity]

(Chairmanship and membership of other committees, involvement in student services/activities, Institute community and administrative assignments)

VI SELF APPRAISAL

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

VII COMMENTS/SUGGESTIONS FOR FUTURE WORK

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

VIII MARKS CLAIMED BY FACULTY MEMBER

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

(Signature of faculty member with date)

IX FORWARDING & FOLLOW UP

A) Forwarded by Head of Department:

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

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

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

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

Signature of Committee members