

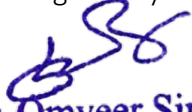
Guidelines for Monthly Performance Reward Matrix at ITM University, Gwalior

Category	Responsibility for collation of data and implementation
<p>1. Best Teacher to Implement Project-Based Learning (PBL)</p> <ul style="list-style-type: none"> • Evaluation Criteria: <ul style="list-style-type: none"> ○ Number and quality of PBL activities introduced during the month. ○ Student engagement and participation in PBL sessions. ○ Innovation and real-world relevance of the projects. ○ Feedback from students on the effectiveness of the PBL method. ○ Evidence of alignment of PBL activities with course outcomes and real-world problems. • Data Collection: <ul style="list-style-type: none"> ○ PBL reports from the respective course coordinators. ○ Feedback forms collected from students. • Frequency: Reviewed monthly by the Department Head and PBL committee. • Reporting: Publish the names of teachers who excelled in implementing PBL, along with a brief description of their best project. 	<p>Asst. Director, (Experiential Learning)</p>
<p>2. Best Teacher in Maintaining Mentor-Mentee Relationships</p> <ul style="list-style-type: none"> • Evaluation Criteria: <ul style="list-style-type: none"> ○ Number of interactions with mentees (meetings, one-on-one discussions, etc.). ○ Quality and depth of guidance provided (assessed via feedback from mentees). ○ Number of issues resolved related to academic, personal, or career guidance. ○ Mentee feedback on their experience with the mentor. • Data Collection: <ul style="list-style-type: none"> ○ Mentor reports submitted to the mentorship program coordinator. ○ Feedback forms from mentees. 	<p>DSW</p>

<ul style="list-style-type: none"> • Frequency: Evaluated monthly through a review of mentorship reports and student feedback. 	
<ul style="list-style-type: none"> • Reporting: Publish a summary of the best mentor’s achievements, highlighting successful interventions. 	
<p>3. Best Researcher for the Month</p> <ul style="list-style-type: none"> • Evaluation Criteria: <ul style="list-style-type: none"> ○ Number of research papers published or accepted for publication in peer-reviewed journals. ○ Quality of publications (based on journal impact factor, Scopus/SCI-indexing). ○ Research grants received, patents filed, or research collaborations established. ○ Recognition or awards for research. 	<p>Asst. Director (Research and Projects)</p>
<ul style="list-style-type: none"> • Data Collection: <ul style="list-style-type: none"> ○ Research publications and grant records from the Research and Development (R&D) department. ○ Documentation of any research recognitions. 	
<ul style="list-style-type: none"> • Frequency: Evaluated monthly by the Research and Innovation Committee. 	
<ul style="list-style-type: none"> • Reporting: Highlight the best researcher’s achievements in terms of publications, grants, and recognitions. 	
<p>4. Teacher with the Best Student Feedback</p> <ul style="list-style-type: none"> • Evaluation Criteria: <ul style="list-style-type: none"> ○ Overall rating from student feedback forms collected at the end of the month. ○ Specific commendations or positive comments regarding teaching style, clarity, and student engagement. ○ Consistency in receiving high ratings across different courses or sections. 	
<ul style="list-style-type: none"> • Data Collection: <ul style="list-style-type: none"> ○ Student feedback surveys collected through the Learning Management System (LMS) or in-class feedback. 	
<ul style="list-style-type: none"> • Frequency: Evaluated monthly based on feedback data. 	
<ul style="list-style-type: none"> • Reporting: Publish the name and key achievements of the teacher who received the best feedback from students, including excerpts from student comments. 	
<p>5. Award for Best Gamification and Subject-Specific Competitions</p>	<p>Deputy Director, (Gamification)</p>

<ul style="list-style-type: none"> • Evaluation Criteria: <ul style="list-style-type: none"> ○ Competitions conducted within the subject area during the month. ○ Quality and creativity of the competition design. ○ Level of student engagement and participation in the competitions. ○ Alignment of competition with course learning objectives and its impact on enhancing students' subject understanding. ○ Student feedback on the competition's value in terms of learning and enjoyment. 	
<ul style="list-style-type: none"> • Data Collection: <ul style="list-style-type: none"> ○ Reports from teachers regarding the nature and outcomes of the competitions. ○ Feedback from students participating in these competitions. 	
<ul style="list-style-type: none"> • Frequency: Evaluated monthly by the Director, Gamification. 	
General Guidelines for Publishing:	
Transparency: Ensure all evaluations are based on clear, quantifiable data. Any subjective assessments must be backed by multiple data points (e.g., student feedback, peer review).	
Frequency: The matrix will be updated and published monthly on the university's official website and notice boards.	
Recognition: Teachers who rank in the best-performing categories may receive certificates, and special mentions in newsletters.	

A faculty may nominate herself/himself for aforementioned awards or Deans/HoDs of the concerned department may also nominate for the same. While awarding a faculty her/his performance of various parameters of HR matrix will also be considered. This monthly performance matrix will help foster a culture of excellence and accountability among faculty members, while also highlighting exceptional achievements in different areas.


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