

Guideline: Award for Excellence in Teaching, Research and Outreach

A sub-committee consisting of the following members was appointed at the 53rd meeting of the SSC on QA, held on 18.11.2022, to develop the awards scheme:

Prof. N. Sathiparan, Faculty of Engineering (Convener)
Prof. P. Ravirajan, Faculty of Science
Prof. (Mrs.) N. Gnanavelrajah, Faculty of Agriculture
Prof. S. N. Surendran, Faculty of Science
Prof. B. Nimalathan, Faculty of Management Studies & Commerce
Dr. K. Guruparan, Faculty of Medicine

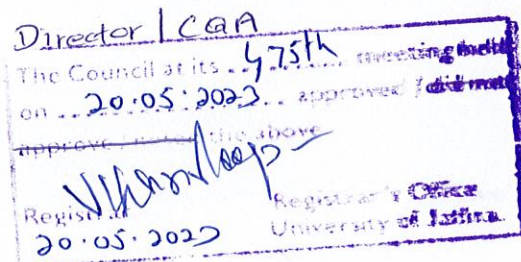
The said committee developed the annexed document on "**Guideline: Award for Excellence in Teaching, Research and Outreach**". It was recommended by the Senate Standing Committee on Quality Assurance (SSC on QA) with a few amendments, at its 56th meeting held on 21.03.2023, and the document was updated subsequently.

The Senate, at its 474th meeting held on 28.04.2023 approved the above.

Approval of the Council is solicited.



Prof. S. Srisatkunarajah,
Vice Chancellor,
University of Jaffna.



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 junior 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 applicant should have done at least 60 hours (4 credits) teaching (or equivalent practical) 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 30 hours (2 credits).
- The affiliations for all components considered for awards should represent University of Jaffna as an affiliation.

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	50
Excellence in Teaching Award	30	10	5	50
Excellence in Research Award	10	30	5	50
Excellence in Outreach Award	10	5	30	50

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.
 - For the department development: a detailed report should be submitted with recommendations of the Head of the Department.
 - 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.
- 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 (chairman), one member from Senate Standing Committee on Quality Assurance, one senior academic staff among staff members from 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.

Section A: Teaching & Academic Development

		Maximum
A1.	Student feedback A detailed student feedback report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department. Ref. Annex A1	05
A2.	Peer evaluation A detailed peer evaluation report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department. Ref. Annex A2	05
A3.	Teaching workload in the Department 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. Ref. Annex A3	05
A4.	Extra Teaching Load outside the Department A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department. <ul style="list-style-type: none"> • Outside the Discipline • Inter-faculty teaching 	05
A5.	Postgraduate Supervision Supervision of PhD, MPhil theses and dissertations, which are completed on particular year (For joint supervision, the marks should be appropriately apportioned) <div style="margin-left: 40px;">PhD/MD: <div style="text-align: right;">(5 points/Thesis)</div> </div> <div style="margin-left: 40px;">MPhil: <div style="text-align: right;">(3 points/Thesis)</div> </div> <div style="margin-left: 40px;">Research based two-year full time Master's degree: <div style="text-align: right;">(2 points/Thesis)</div> </div>	no limit
A6.	Contribution to curriculum planning/revision/development A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department. <ul style="list-style-type: none"> • Introduction of new courses/new degree programmes • Curriculum planning and development 	05

- Development of new material for existing courses (both Undergraduate and Postgraduate)
- Laboratory planning and development

A7. Any other relevant contribution to teaching 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.

Section B: Research & Creative Work

B1. Publication no limit
Type 1: Published in peer-reviewed articles in the recognized indexed journals

(5 points/ Article)

Additional marks provide based on SJR (Scimago Journal & Country Rank) score of the journal (Note: Authorship contribution calculated for total marks for particular publication including additional marks for SJR score)

SJR>2.0: 4 points

SJR>1.5: 3 points

SJR>1.0: 2 points

SJR>0.5: 1 point

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

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

Type 2: 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) 05

(2 points/ Article)

Type 3: Published as a peer reviewed full paper in conference proceedings. 05

(1 point/ Article)

Type 4: Published article in the scientific magazines 05
(0.5 points/ Article)

B2. Books and Book chapters		
• Books published by a reputed international publisher	(6 points/Book)	no limit
• Books published by a reputed national publisher	(2 points/Book)	05
• Book chapters published by a reputed international publisher	(2 points/Chapter, max 6 points)	no limit
• Book chapters published by a reputed national publisher	(1 points/Chapter, max 2 points)	05

Note: 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.

B3. Patents & certificate for inventions			no limit
• International patent	(6 points/Patent)		
• National patent	(2 points/Patent)		
• International certificate	(2 points/Certificate)		
• National certificate	(1 points/Certificate)		
B4. Awards			
• International <u>competitive</u> awards	(6 points/Award)		no limit
• National <u>competitive</u> awards (E.g.: President's Award for Scientific Research ~ 4 points, and NRC Merit Award for Scientific Research - 3 points).	(Up to 4 points/Award)		no limit
• National threshold awards (E.g.: NSF Research Awards, NSF Technology Awards, TWAS/NSF Young Scientists Award, etc.)	(2 points/Award)		03
• Recognized international/national awards for research	(1 points/Award)		

Note:

University level awards and best presentation or best paper in conference are not considered for awards categories.

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.

B5.	Research Grants	no limit
	<ul style="list-style-type: none"> Total grant amount over LKR 50 million (8 points/Grant) Total grant amount LKR 10 - 50 million (6 points/Grant) Total grant amount LKR 5 - 10 million (4 points/Grant) Total grant amounts up to LKR 5 million or other personal grants (2 points/Grant) 	

Note for B1, B2, B3, B4 and B5:

- Authorship or ownership for publications, books, patents, awards and grant are allocated in following distribution.
 - If single author/awardee/investigator, the candidate will receive 100% of the points.
 - If two authors/awardees/investigators, first 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.
 - If the publication has more than two authors/awardees/investigators, first/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.
- Research published (with volume number and page number/article ID) within the previous year from January to December will be considered. Accepted articles and online first 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/>.

B6.	Editorial & Reviewing activities	
	<ul style="list-style-type: none"> Editor-in-chief in an International Indexed Journals (6 points/Journal) Editor-in-chief in National Journals (3 points/Journal) Member of Editorial Board/Guest Editor in International Indexed Journals (2 points/Journal) Member of Editorial Board/Guest Editor in National Journals (1 point/Journal) 	no limit no limit 05 05

- Reviewer for Indexed Journals (0.5 points/Journal) 05
- B7. Creative works** 10
Originally created poem, songs, lyrics, and music composed, drama play, films produced.
(5 points/ Activity)

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

- C1. Outreach activities/ community interaction** 10
Organizing training programmes/ awareness programmes etc.
(A detailed report prepared with evidence by the applicant should be submitted for evaluation)
(2 points/Event)
- C2. Involvement in professional societies at different levels** 05
 - President/ Secretary/ Treasurer/ Editor of a Professional/ Academic Association at National / International level
(2 points/Position)
 - Council Member/Committee Member of a Professional/ Academic Association at National / International level
(2 points/Position)
 - Membership of Councils, Boards of Management / Boards of Study in other Universities / Higher Educational Institutes, which are not ex- officio posts)
(2 points/Position)
 - Chairman, Secretary, Member of National / International Committees, Task Forces or Statutory Bodies
(2 points/Position)
 - Member of the National bodies such as NEC, NRC, NSF, NIFS, etc.
(1 point/Position)
 - Other appropriate contributions at national / international level
(1 point/Position)
- C3. Involvement in academic and other tasks for well-being of students at university level** 10
 - Director/Coordinator of a Centre/Unit
 - Coordinator for Postgraduate Programmes
 - Proctor
 - Chief Student Counselor
 - Warden of a hostel
 - Alumni officer at the University
 - President/ Secretary/ Treasurer of University Teacher Union
 - Member of Board of Study/ Board of Management/ Committee outside the Faculty (other than ex official post)
 - Involvement in students' welfare activities
(2 point/Position)

C4.	Involvement in academic and other tasks for well-being of students at Faculty level <ul style="list-style-type: none"> • Deputy Proctor • Student Counselor • Academic Counsellor • Senior Treasurer in student society • President/Secretary/Treasurer of a Faculty level Teacher Union • Alumni officer at the Faculty • Involvement in students' welfare activities 	05
	(1 point/Position)	
C5.	Evaluation of research grants/ PhD thesis/ MPhil thesis/ Research based two-year full time Master's degree/ Promotion/ Institutional Review/ Programme Review	03
	(0.5 points/ Assignment)	
C6.	As a resource person in Seminars/ Workshops/ Staff Development Programmes/ CPD Programmes/ Extension Courses/ Short Courses Keynote / Invited/ Plenary Speaker in Symposium/ Mini Symposium/ Conference	05
	(1 point/ Assignment)	
C7.	Contribution to the development of the Department A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.	10
	(1 point/ Assignment)	
C8.	Contribution to the development of the Faculty/University A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Dean of the Faculty.	10
	(1 point/ Assignment)	
Note for C6, C7 and C8 Relevant evidence-based document about activity should be submitted with endorse by coordinator/Chairperson, Director/ Head/ Dean of the relevant committee		
C9.	Controller/ Co-Controller/ Chief Examiner for GCE (A/L) paper marking	01

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
- Can be carried out for each course taught by teacher
- At least 60% of registered students for the course must be sampled
- Marks based on mean score¹ corresponds to:
 - 5.0 \geq S > 4.5 : 5 marks
 - 4.5 \geq S > 4.0 : 4 marks
 - 4.0 \geq S > 3.5 : 3 marks
 - 3.5 \geq S > 3.0 : 2 marks
 - 3.0 \geq S > 2.5 : 1 mark

Table A1: Calculation of mean score for student evaluation

Course Code	Course credit (A)	Student enrolment	Course credit share for Lecturer (B)	Student evaluation score (D)	Weighted Score (B*D)
A001	3.0	80	2.0	4.20	
A002					
			$\Sigma(B)$		$\Sigma(B*D)$

Mean score calculated as, $S = \Sigma(B*D) / \Sigma(B)$

Note:

- i. If student evaluation score given for value other than out of 5.0, the score should be normalized to 5.0.
- ii. If Lecturer not conduct required credit load, marks to be factored by "Credit load for which teacher is responsible)/Required credit load"

A2: Peer Evaluation

- Should have been carried out on form prescribed by Department
- Should have been carried out by peer appointed by Faculty on the recommendation of the Head of Department (along with appointment of Examiners and Moderators)
- Should be carried out for each course taught by teacher
- Marks based on mean score¹ corresponds to:
 - 5.0 \geq P > 4.5 : 5 marks
 - 4.5 \geq P > 4.0 : 4 marks
 - 4.0 \geq P > 3.5 : 3 marks
 - 3.5 \geq P > 3.0 : 2 marks
 - 3.0 \geq P > 2.5 : 1 mark

Table A2: Calculation of mean score for peer evaluation

Course Code	Course credit (A)	Student enrolment	Course credit share for Lecturer (B)	Marks given by peer evaluation (D)	Weighted Score (B*D)
A001	3.0	80	2.0	4.20	
A002					
			$\Sigma(B)$		$\Sigma(B*D)$

Mean score calculated as, $P = \Sigma(B*D) / \Sigma(B)$

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"

A3: Department teaching workload

- Should have been carried out on form prescribed by Department
- Should be carried out for each course taught by teacher
- Marks based on mean score¹ corresponds to:

$W > 2.00$: 5 marks
$2.00 \geq W > 1.75$: 4 marks
$1.75 \geq W > 1.50$: 3 marks
$1.50 \geq W > 1.25$: 2 marks
$1.25 \geq W > 1.00$: 1 mark

Table A3: Calculation of mean score for Inter department teaching workload

Course Code	Course credit (A)	Student enrolment	AF ¹	Course credit share for Lecturer (B)	Weighted Score (B*AF)
A001	3.0	80	1.2	2.0	
A002					
					$\Sigma(B*AF)$

Mean score calculated as, $W = \Sigma(B*AF) / \text{Required credit load}$

Required credit load = 9 credit equivalent hours

¹ Adjustment Factors for Class Size of Lectures

Class Size *	AF
0-15	0.5
15-24	0.6
25-34	0.7
35-39	0.8

40-44	0.9
45-54	1.0
55-64	1.1
65-74	1.2
75-84	1.3
85-94	1.4
95-104	1.5
105-114	1.6
115-124	1.7
125-134	1.8
135-144	1.9
145-154	2.0
155-164	2.1
165-174	2.2
175-184	2.3
185-194	2.4
195-204	2.5
205-214	2.6
215-224	2.7
225-234	2.8
235-249	2.9
≥ 250	3.0

University of Jaffna
Awards for Academic Excellence, Teaching, Research and
Outreach - 2023

Details of the applicant		
Full Name:	:	
Designation	:	
Department	:	
Faculty	:	
Email	:	
Telephone No.	:	
Google Scholar	:	
Scopus ID	:	
Web of Science ResearcherID	:	
ORCiD	:	

I hereby declare that the information given in the application is true and accurate to the best of my knowledge.

.....

Signature of the Applicant

Date:

Recommendation of the Head of Department

.....

Head / Department of.....

Date:

Endorsement by the Dean of the Faculty

.....

Dean / Faculty of.....

Date:

Section A: Teaching and Academic Development

A1. Student feedback				
		Evidence No.	Points claimed	Point from the panel
	Attached the separate document in Table A1 format (Ref. Annex A1 in guideline document)	A1x		
Total				

A2. Peer evaluation				
		Evidence No.	Points claimed	Point from the panel
	Attached the separate document in Table A2 format (Ref. Annex A2 in guideline document)	A2x		
Total				

A3 Teaching workload in the Department				
		Evidence No.	Points claimed	Point from the panel
	Attached the separate document in Table A3 format (Ref. Annex A3 in guideline document)	A3x		
Total				

A4. Extra Teaching Load outside the Department				
		Evidence No.	Points claimed	Point from the panel
1	Description of teaching activity 1	A4x		
2	Description of teaching activity 2			
Total				

A5. Postgraduate Supervision				
		Evidence No.	Points claimed	Point from the panel
1	For completed: Student Name, Title of the thesis, Date of completion Principal supervisor name Co-supervisors names	A5x		
2				
Total				

A6. Contribution to curriculum planning/revision/development				
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		Evidence No.	Points claimed	Point from the panel
1	Course unit name, detail about contribution type, Senate meeting number and approval date.	A7x		
2				
Total				

A7. Any other relevant contribution to teaching				
		Evidence No.	Points claimed	Point from the panel
1	Detail of contribution 1	A8x		
2				
Total				

Section B: Research & Creative Work

B1. Publication				
Type 1: Published in peer-reviewed articles in the recognized indexed journals				
		Evidence No.	Points claimed	Point from the panel
1	Eg: Author 1, Author 2 & Author 3 (year) Title of the paper, Journal name, Issue (volume): Page no or Article ID. DOI:	B1x		
2				
Total				

Type 2: Published in peer-reviewed articles in the journals other than the list in Type 1				
		Evidence No.	Points claimed	Point from the panel
1	Eg: Author 1, Author 2 & Author 3 (year) Title of the paper, Journal name, Issue (volume): Page no or Article ID. DOI:			
2				
Total				

Type 3: Published as a peer reviewed full paper in conference proceedings				
		Evidence No.	Points claimed	Point from the panel
1	Eg: Author 1, Author 2 & Author 3 (year) Title of the paper, Conference name, Date, Place.			
2				
Total				

Type 4: Published article in the scientific magazines				
		Evidence No.	Points claimed	Point from the panel
1	Eg: Author 1, Author 2 & Author 3 (year) Title of the Article, Magazine name, Issue: Page no.			
2				
Total				

B2. Books and Book chapters				
Books published by a reputed international publisher				

		Evidence No.	Points claimed	Point from the panel
1	Authors, Title of the book, Publisher, Place, Year	B2x		
2				
Total				

Books published by a reputed national publisher				
		Evidence No.	Points claimed	Point from the panel
1	Authors, Title of the book, Publisher, Place, Year			
2				
Total				

Book chapters published by a reputed international publisher				
		Evidence No.	Points claimed	Point from the panel
1	Authors, Chapter title, Title of the book, Publisher, Place, Year			
2				
Total				

Book chapters published by a reputed national publisher				
		Evidence No.	Points claimed	Point from the panel
1	Authors, Chapter title, Title of the book, Publisher, Place, Year			
2				
Total				

B3. Patents & certificate for inventions				
		Evidence No.	Points claimed	Point from the panel
1	Authors, Title of the patent, Patent Number, Year	B3x		
2				
Total				

B4. Awards				
		Evidence No.	Points claimed	Point from the panel
1	Receiver name(s), Awards Name, Awarded date, Host institution.	B4x		
2				

Total			
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B5. Research Grants				
		Evidence No.	Points claimed	Point from the panel
1	Funding body, Grant or Project title, Grant value, Role of applicant.	B5x		
2				
Total				

B6. Editorial & Reviewing activities				
		Evidence No.	Points claimed	Point from the panel
1	Role, Journal name, Date of appointment	B6x		
2				
Total				

B7. Creative works				
		Evidence No.	Points claimed	Point from the panel
1	Detail of create work	B7x		
2				
Total				

Section C: Contribution to University & Outreach Activities

C1. Outreach activities/ community interaction				
		Evidence No.	Points claimed	Point from the panel
1	Detail of Activity 1	C1x		
2				
Total				

C2. Involvement in professional societies at different levels and National/ International level contribution				
		Evidence No.	Points claimed	Point from the panel
1	Position, Institution or organization, Date of appointment, Appointment period	C2x		
2				
Total				

C3. Involvement in academic and other tasks for well-being of students at university level				
		Evidence No.	Points claimed	Point from the panel
1	Position, Date of appointment, Appointment period	C3x		
2				
Total				

C4. Involvement in academic and other tasks for well-being of students at Faculty level				
		Evidence No.	Points claimed	Point from the panel
1	Position, Date of appointment, Appointment period	C4x		
2				
Total				

C5. Evaluation of research grants/ MPhil thesis/ PhD thesis/ Promotion/ Institutional Review/ Programme Review				
		Evidence No.	Points claimed	Point from the panel
1	Detail of evaluation work	C5x		

2				
Total				

C6. As a resource person in Seminars/ Workshops/ Staff Development Programmes/ CPD Programmes/ Extension Courses/ Short Courses Keynote/ Invited/ Plenary Speaker in Symposium/ Mini Symposium/ Conference

		Evidence No.	Points claimed	Point from the panel
1	Detail of the work	C6x		
2				
Total				

C7. Contribution to the development of the Department

		Evidence No.	Points claimed	Point from the panel
1	Detail of the contribution	C7x		
2				
Total				

C8. Contribution to the development of the Faculty/University

		Evidence No.	Points claimed	Point from the panel
1	Detail of the contribution	C8x		
2				
Total				

C9. Chief Examiner for GCE (A/L) paper marking

		Evidence No.	Points claimed	Point from the panel
1	Detail of the contribution	C9x		
2				
Total				

