



DeanAdmin/Cr/05/2024

21st November 2024

FAME 2024 Circular

The data entry facility for entering performance on various parameters as per faculty policy 2024 for FAME scores are open on my Amrita. All faculty and Post Docs are requested to start data entry to record their performance in 2024 on my research page ([link](#)).

1. Please note that details of papers and citations published in Scopus are directly downloaded from their site and faculty has to provide only contribution details.
2. Performance regarding PhD scholars and patents will be collected from the respective authorities in the University.
3. Please enter details of projects and consultancy.
4. Provision for the following data entry will be ready by the first week of December.
5. Time spend during the year on various non-teaching duties to be entered against each item.
6. Student TLP feedback for the odd semester 2024 will be obtained directly from the students online. TLP feedback for even semester and course feedback for both semesters of 2024 should be entered by the school.
7. Dashboard with summary will be available to Deans, Principals and Campus HR.

All entries must be completed by 31/12/2024 and no extension of time for data entry would be available.

If you encounter any discrepancies or need support, please raise a ticket using the form available under the "Support Tickets" tile on my research portal.

Shri. K S Rajendra Kumar
Dean Administration