Annexure-I
API Proforma for Professor, Associate Professor & Assistant Professor
ACADEMIC PEFORMANCE INDICATORS BASED ON PERFORMANCE BASED APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF
AS PER UGC REGULATIONS, 2010

Advertisement No.	
Name of the Applicant	
Date of Birth	
Post applied for and Subject	
Name of the Department	

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20		
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25		
	Total Score	**125**		
	Minimum API Score Required	**75**		

Supporting documents, wherever required be attached.

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CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Minimum API Score Required	**15**		

\# Supporting documents, wherever required be attached.

(Signature of Applicant)

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Name of the Department	

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Self Assess-ment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication		
III (B)	Research Publications(books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book		
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter		
III (C)	RESEARCH PROJECTS					
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		

		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs and	10 per every Rs.2.0 lakhs, respectively		
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,		
III (D)	**RESEARCH GUIDANCE**					
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
III(E)	**TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS**					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each		
		(b) One week duration	(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a) International conference	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Supporting documents, wherever required be attached.

(Signature of Applicant)

API SCORE CARD FOR TEACHING POSITIONS AND OTHER POSITIONS WITH ACADEMIC GRADE PAY

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) SELF ASSESMENT PROFORMA FOR DIRECT RECRUITMENT OF TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API)

SECTION - A : GENERAL   CODE NO. POST APPLIED FOR :

1.	Name of the Applicant	
2.	Name of the Department Centre of University / College / Institute	
3.	Present Pay-band with Annual Grade Pay	
4.	Post/Annual Grade Pay applied for	
5.	Period/Years of Performance Appraisal	

SECTION - B :

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.NO	Nature of Activity	API : Self-Appraisal Score						Verified API Score*
		Year I	Year II	Year III	Year IV	Year V	TOTAL SCORE	
1.1	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted (Maximum of 50 points)							
1.2	Lectures or other teaching duties in excess of the UGC norms (Maximum of 10 points)							
1.3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students (Maximum of 20 points)							
1.4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc (Maximum of 20 points)							
1.5	Examination duties (Invigilation; question paper setting, evaluation of answer scripts) as per allotment (Maximum of 25 points)							
	Total Score out of 125							

*Column on verified API score is to be filled by the IQAC/Screening Committee

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.NO	Nature of Activity	API : Self-Appraisal Score						Verified API Score*
		Year I	Year II	Year III	Year IV	Year V	TOTAL SCORE	
II.1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) (Maximum of 15 points)							
II.2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (Maximum of 10 points)							
II.3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (Maximum of 5 points)							
II.4	Institutional Governance responsibilities like Dean, Director, HoD, Warden, IQAC Director/Co-coordinator, Proctor, Coordinator SSA or any other additional responsibility (Maximum of 7 points)							
II.5	Membership in profession related committees at state and national level (Maximum of 7 points)							
II.6	Membership of professional association's committees, editorial committees of journals/institutional publications (Maximum of 6 points)							
	Total Score out of 50							

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

1. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

S.NO	Particulars (enclose details of each item in support of your claim as annexure)	API : Self-Appraisal Score						Verified API Score*
II.A	Research Papers Publication	Year I	Year II	Year III	Year IV	Year V	TOTAL SCORE	
	i. Refereed Journals (15 per publication)							
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 per publication.)							
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (7 per publication).							
II.B	Other Research Publications (books, chapters in books, other than refereed journal articles).							
	i. Text or Reference Books Published by International Publishers with an established peer review system							
	Sole Author (50 per publication).							
	Sole Editor (30 per publication).							
	Chapter in edited Book (10 per publication).							
	ii. Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers							
	Sole Author (30 per publication).							
	Sole Editor (20 per publication).							
	Chapter in edited Book (10 per publication).							
	iii. Text or Reference Books by other local publishers with ISBN/ISSN numbers.							
	Sole Author (15 per publication).							
	Sole Editor (10 per publication).							
	Chapter in edited Book (7 per publication).							

		iv. Text or Reference Books by other local publishers without ISBN/ISSN number							
		Sole Author (10 per publication).							
		Sole Editor (7 per publication).							
		Chapter in edited Book (4 per publication).							
	v. Chapters contributed to edited knowledge based volumes published by International Publishers (10 per publication).									
	vi. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers (5 per publication).									
	vii. Editing of the Proceedings of Seminar/ Symposis/Conference/Workshops									
		International Level (Sole Editor- 30 per publication).								
		National Level (Sole Editor- 21 per publication).								
		Regional Level: (Sole Editor- 15 per publication).								
		State Level: (Sole Editor- 10 per publication).								
III. C	**RESEARCH PROJECTS**									
	i. Completed/Ongoing Sponsored Projects. (In case of Co-PI points are to be shared in 70:30 ratio).									
		Major Project with Grant >Rs. 30 Lakhs for Sciences and Rs. 5 Lakhs for Others (20 per Project).								
		Major Project with Grant > Rs.5 Lakhs for Sciences and Rs. 3 Lakhs for Others (15 per Project).								
		Minor Project with Grants > Rs. 50,000 for Sciences and Rs. 25,000 for Others (10 per Project).								
	ii. Completed/Ongoing Consultancy Projects									
		Grant > Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per Project). In case of Jt. venture points are to be shared in 70: 30 ratio.								

		iii. Projects Outcome/Output:Patent/Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies at Central/State level (for Others). In case of Joint output points are to be shared in 70: 30 ratio.									
		International Level (50 per outcome/output).								
		National Level (30 per outcome/output).								
III .D		**RESEARCH GUIDANCE (**In case of joint supervision points are to be shared in 70: 30 ratio)									
		M. Phil. (Degree awarded only) (3 per candidate).								
		Ph. D. (Degree awarded only) (10 per candidate).								
		Ph. D. Thesis submitted (7 per candidate).								
III.E		**POST DOCTORAL DEGREE:** D. Sc/D/Litt. from an university based on post-doctoral thesis (30 points)									
III.F		**PARTICIPATION IN TRAINING COURSES/CONFERENCE/SEMINAR/WORKSHOP**									
		i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes									
		Duration two weeks or more (20 per course/conference/seminar/workshop).								
		Duration one week (10 per course/conference/seminar/workshop).								
		ii. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).									
		a) International conference (10 per participation/presentation).								
		b) National (7.5 per participation/presentation).								
		c) Regional/State level (5 per participation/presentation).								
		d) Local - University/college level (3 per participation/presentation)								

		iii. Invited lectures or presentations for conferences/Seminar/Training Course/Refresher Course/Orientation Course							
		a) International Level (10 per lecture)							
		b) National Level (5 per lecture)							
		c) Regional Level (3 per lecture)							
		d) Local- University/College Level (2 per lecture)							
III.G	**TRAINING COURSES / CONFERENCE /SEMINAR/WORKSHOP ORGANISED**									
	I. Refresher courses, Methodology workshops, Training Course, Summer/Winter School/Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes									
		Duration two weeks or more (30 per course). In case of Co-coordinator points are to be shared in 70: 30 ratio.							
		Duration one week (20 per course). In case of Co-coordinator points are to be shared in 70: 30 ratio.							
	II. Seminar/symposia/conference/workshop organized. In case of Co-convener/Jt. Organizing Secretary points are to be shared in 70: 30 ratio.									
		International (30 per event).							
		National (20 per event).							
		Regional (10 per event).							
		State level (5 per event).							
		PAC/PAMC meetings of UGC/CSIR/DST/MoES/DBT/MoEF/ICSSR/ICHR/DoE etc (10 per meetings)							

III.H	AWARD/HONOURS/RECOGNITIONS									
		International level honour/recognition/award (30 per award)								
		National level honour/recognition/award (25 per award)								
		State level honour/recognition/award (15 per award)								
III.I	PEER REVIEWING OF PAPERS/PROJECT PROPOSAL/EVALUATION OF PROJECT COMPLETION REPORT									
		For Refereed Journals (7 per paper)								
		For Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (4 per paper)								
		Conference proceedings as full papers, etc. (3 per paper)								
		Evaluation of Project Completion Report (10 per report for major project and 5 for minor project)								
		Evaluation of Project Proposals (5 per report for major project and 3 for minor project)								
		TOTAL API SCORE								

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

Signature of the Applicant with designation   Countersigned by HOD/Principal/Dean/Director

Place :   Place :
Date :   Date :

Note:1.
Candidates are required to provide complete list of publications (in refereed journals, recognized and reputable journals and periodicals mentioning names of all authors, ISSN/ISBN numbers of journals and year of publications), list of seminar/symposia/conference/workshop/refresher course/faculty/skill development programmes etc organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/Process/Major Policy document of Govt. Bodies at Central/State level, list of M. Phil and PhD supervised, list of honours/awards/recognitions . Information given in the form need not be repeated.

2. Candidates are required enclose documentary evidence in favour of items mentioned at Note 1 above.