API Proforma for Professor and Associate 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

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Name of the Applicant	
Post applied for and Subject	
Name of the School	

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)	Annexure (Page No.)
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.

(Signature of Applicant)

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS Performa before filling out this section)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

S.No	Course/ Paper	Level	Mode of teaching*	No.of classes per week allotted	No. of Classes conducted	% of classes/ Practical's taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max. score: 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/ Paper	Consulted	Prescribed	Additional Resource
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score:20)				API Score

(iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

S.No.	Short Description	API Score
	Total Score (Max. Score:20)	

(iv) Examination Duties Assigned and Performed

S.No.	Types of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

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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)	Annexure (Page No.)
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)

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

(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max:20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise Responsibilities	API Score
	Total (max:15)		
	(iii) Professional Development Activities		
	Total (max: 15)		
	Total Score (i + ii + iii) (Max:25)		

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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)	Annexure (Page No.)
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.	10 per every Rs. 10.0 lakhs and 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 must be attached.

(Signature of Applicant)

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S.No.	Title with page nos.	Journal	ISSN/ISBN No	Whether Peer Reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score

B(i)) Articles/ Chapters published in Books

S.No.	Title with Page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

S.No	Title with Page no.	Details of Conference Publication	ISSN / ISBN No	No. of co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

S.No	Title with page nos.	Type of Book & Authorship	Publisher& ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

C). Ongoing and Completed Research Projects and
Consultancies (i & ii) Ongoing Projects /
Consultancies

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakh)	API Score

(iii & iv) Completed Projects / Consultancies

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Whether policy document/ patent as outcome	API Score

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D. or equivalent				

(E) (i) Training Courses, Teaching- Learning- Evaluation technology Programmes, Faculty Development Programmes (not less than one week duration)

S.No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No.	Title of the paper presented	Title of the Conference/ Seminar	Organised by	Whether international / national/ state/regional / college or university level	API Score

(E)(iii) Invited Lectures and Chairmanships at national or international conferences/ seminar etc

S.No.	Title of Lecture/ Academic Session	Title of Conference / Seminar etc	Organised by	Whether international / national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score For Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular. Extension, Profess development etc			
	Total I + II			
III	Research and Academic Contribution			