

### Detailed Guidelines to Calculate API Score

The promotion of teachers who have become eligible for promotion on or after 31-12-2008 shall be governed by the Career Advancement Scheme, 2010

The self-assessment scores are subject to verification by the Screening-cum-Evaluation Committee or the Selection Committee as the case may be.

Minimum Point Norms of the APIS to be applied for the promotion of teachers in the colleges of the University under CAS, 2010:

S.No.	Category	Assistant Professor (From AGP Rs. 6000 to Rs. 7000)	Assistant Professor (From AGP Rs. 7000 to Rs. 8000)	Assistant Professor Associate Professor (From AGP Rs. 8000 to Rs. 9000)
1.	Category I (Teaching Learning etc.	75/year	75/year	75/year
2.	Category II (Co-curricular activities etc.	15/year	15/year	15/year
3.	Minimum score requirement (I+II)*	100/year	100/year	100/year
4.	Category III (Research activities etc.)	5/year (20/assessment period)	10/year 50/assessment period)	15/year (45/assessment period)
5.	Minimum score required (I+II+III)	105/year	110/year	115/year
6.	Assessment Procedure	Screening committee to verify API score	Screening committee to verify API score	Selection committee  Comprehensive assessment by Selection Committee

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Required 10 points may be achieved either from Category I or Category II.

### API Capping/Year

S. No.	Category	Maximum API/Year
1.	Category I (Teaching Learning etc.)	120 points/year (Minimum requirement: 75/Year)
2.	Category II (Co-curricular activities etc.)	50 points/year (Minimum requirement: 15/year)
Consolidated score (I+II) required		100/Year
3.	Category III (Research activities etc.)	No upper capping* (However, following distribution pattern should be followed while calculating the aggregate)

\* Category III (Research activities etc.)

Sub category	as % of API (for 100%)
(A): Research papers/Publications (Journals & Books).	55%
(B) Research Projects	20%
(C) Research Guidance/Undergraduate Dissertations	10%
(D) Training Courses and conference/seminars etc.	15%

## Scores for Academic Performance Indicator for promotion under CAS, 2010

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No.	Nature of Activity	Maximum Score
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	60
2.	Preparation and Imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students	20
3.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
4.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total score	125
	Minimum API score required	75

**Note:**

1. While calculating the number of hours allocated, only working days/weeks will be taken in account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in the University/College that teaches for 16 weeks per semester, the teacher would write 320 hours (similarly, there would be 320 hours if her teaching load is same in the second semester) in the row 1A (i). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A(ii). So, in all, she would get credit for  $320+275 = 627$  hours for that semester. She would do similar calculation for the second semester and the total would be earned in each row.

2. In most sub categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in this category.

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**Table for API Calculation under Category I**

Category	Nature of activity	Notes	Unit of assessment
Category I	Teaching, Learning and Evaluation Related Activities		
I (i)	Classroom teaching (including lectures, seminars)	As per allocation	Hours per academic year
	Classroom teaching (including lectures, seminars) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year
	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year
	Outside classroom interaction with students	Max 0.5 of hours in first row of I (i)	Hours per academic year
	Sub total	Score = hours/10 (max score 100)	
I (ii)	Research Supervision for enriching knowledge (including Master thesis)	Max 1 hour per student per working week	Hours per academic year
	Sub-total	Score = hours/10 (max score = 30)	
I (iii)	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Preparation of new teaching-learning materials including translation, bridge materials, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Use of anonymous students feedback on the quality of classroom teaching and student's interaction	Proforma and summary feedback to be attached	2 points per course (max 10 points)
I (iv)	Question paper setting. Moderation and related work	Actual hours	Hours per academic year
	Invigilation/supervision and	Actual hours	Hours per academic



	related examination duties		year
	Evaluation/assessment of answer scripts and assignment related to internal assessment, external and re-evaluation	Max 20 minutes per full script	Hours per academic year
	Sub-total	Score = hours/10 (max score = 20)	

Note: Under the last row of I (iii), the teacher is only required to give a proof that he/she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. He/She would be entitled to the points irrespective of the contents of feedback. The comments given by the students may not be used against the teacher in this exercise.

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

Nature of Activity	Maximum Score
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
Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
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)	15
Total score	50
Minimum API Score Required	15

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**Table for API Calculation under Category II**

Category	Nature of activity	Notes	Unit of assessment
Category II: Co-curricular, extension and professional development related activities			
II (i)	Discipline related co-curricular activities (e.g. field work, study visit, student seminars, events, career counseling etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)	Scores to be finalized by the screening committee	Good = 5 Average = 3 Modest = 1
	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Sub-total		
II (ii)	Administrative responsibilities (including Dean, Head, Warden, Resident Tutor, Principal, Chairperson, Convener, Teacher in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year
	Participation in Board of Studies, Academic and Administrative committees	Actual hours spent	Hours per academic year
	Sub-total	Score = hours/10 (Max score = 30)	
II (iii)	Overall contribution to the collective corporate life of the institution (including 5. 6 and any other	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5

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contribution)	Average = 3
	Modest = 1

### CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Table for API Calculation under Category III

S.No.	APIs	Faculties of Engineering / Agriculture/ Veterinary/ Medical Sciences/ Science	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management	Max. points for University and college teacher position
III A	Research/ Review Papers	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	15/ publication
		Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included)	Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included)	10/ publication
III B	Research Publications (Text/Subject or Reference Books)	Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers.	Text or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	40/sole author; 30 co-author. Text/ Subject or Reference book author.
	Book chapters in book, other than journal articles	Chapter in Text/Subject or Reference Books (in related area/subject) published by	Chapter in Text/Subject or Reference Books (in related area/subject) published by	10/chapter

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		International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	
	Text/Subject or Reference Books/ Journals Edited	Text/Subject or Reference Books/ Journals Edited (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	Text/Subject or Reference Books/ Journals (in related area/subject) Edited and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	20/ Sole editor, 10/co-editors
		Books translated (in related area/subject) and published by International/ National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	Books translated (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	20/sole translator 10/co-translator
		Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with ISBN/ ISSN numbers (Chapter in self-Edited volume should not be	Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with ISBN/ ISSN numbers(Chapter in self-Edited volume	10/chapter

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		considered)	should not be considered)	
		Popular article (in related area/subject) in proceedings/newsletter of learned bodies/ societies or Newspaper article in area of interest.	Popular article (in related area/subject) in proceedings/newsletter of learned bodies/ societies or Newspaper article in area of interest.	10/chapter
III C	Research Project			
III C(i)	Sponsored Projects carried out/ ongoing	Major Projects (as per the UGC project guidelines)	(a) Major Projects (as per the UGC project guidelines)	20/ each Project to PI 10/each to co-PI/joint PI
		Minor Projects (as per the UGC project guidelines)	(a) Minor Projects (as per the UGC project guidelines)	15/ each Project 8/each to co-PI/joint PI
III C(ii)	Consultancy Projects routed to concerned Institutions carried out/ ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10/each
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 or innovative research project
III C(iv)	Project Outcome/ Output	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

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III D(ii)	Ph.D.	Degree awarded	Degree awarded	10/each candidate
		Thesis submitted	Thesis submitted	7/each candidate
III D(iii)	Undergraduate Research project guidance	Project completed	Project completed	2/year
III E	Training Courses and Conferences/Seminars/Workshop papers			
III E(i)	Refresher courses, Methodology, workshop, 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/Workshop	Presentation of Research paper (Oral/Poster) in:	Presentation of Research paper (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 level	(d) Local- University/ College level	3 each
III E(iii)	Invited lectures/ special lecture or presentations for conferences/ symposia	(a) International conference	(a) International conference	10/each
		(b) National	(b) National	5/each
		(c) Regional/ State	(c) Regional/State level	3/each

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	level		
	(d) Local- University/ College level	(d) Local- University/ College level	2/each

\*\* 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)"

The parameters in table of Category-III (Research and Academic Contributions) shall have following capping in relation to the total API score claimed by the candidate.

Sub category	Cap as % of API (for 100%)
(A): Research papers/ publication (Journals, Books etc.)	55%
(B) research Projects	20%
(C) Research Guidance	10%
(D) Training Courses and conference/seminars etc.	15%

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## CAREER ADVANCEMENT SCHEME-2010

### SUGGESTIVE ISSUES FOR APPLICANTS FILLING UP THE PROFORMA FOR PROMOTION BASED ON PBAS UNDER THE CAS-2010 SCHEME

1. The proforma should clearly indicate the date of eligibility for the promotion under consideration.
2. Assessment period is the period during which the academic performance of the applicant is assessed as per the information filled in the proforma for promotion based on PBAS under the CAS 2010 Scheme as per UGC Regulations 2010 as adopted by the University.

The assessment for different stages is as follows:

- Assistant Professor Stage-1 (AGP Rs. 6000) to Assistant Professor Stage-2 (AGP Rs. 7000)
  - Four years as Assistant Professor Stage-1, if Ph.D. awarded
  - Five years as Assistant Professor Stage-1, if only M.Phil/Professional Course completed
  - Six years as Assistant Professor Stage-1, if applicant has not done M.Phil/Ph.D.
- Assistant Professor Stage-2 (AGP Rs. 7000) to Assistant Professor Stage-3 (AGP Rs. 8000)
  - Five years as Assistant Professor Stage-2
- Assistant Professor Stage-3 (AGP Rs. 8000) to Associate Professor Stage-4 (AGP Rs. 9000)
  - Three years as Assistant Professor Stage-3
- Associate Professor Stage-4 (AGP Rs. 9000) to Professor Stage-5 (AGP Rs. 10000) (applicable only for Departments in the Universities.)
  - Three years as Associate Professor Stage-4

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3. The assessment period is associated with the date of eligibility. If the date of eligibility is shifted for some reason, the assessment period also gets shifted.

For example, if an applicant becomes eligible for the post of Associate Professor with effect from 30.01.2010, however, he/she has a publication to be reviewed which is of June 2010 and therefore, wants his date of eligibility to be shifted to 30.06.2010. In such a case, the period of assessment will accordingly become 30.06.2007 to 29.06.2010 instead of 30.01.2007 to 29.01.2010

4. The details filled in the PBAS based proforma for category I, II and III has to be strictly within the assessment period. Articles filled in, for the period before or after the assessment period cannot be considered.
5. The applicant must fill the ISSN/ISBN number wherever required in the relevant columns for the publication/journals under category III.
6. The applicant should not claim API score for same article under two heads. For instance, if an ongoing project gets completed within the assessment period, points should be claimed only under one head.
7. The applicant must attach a copy of documentary evidence towards every article for which API points have been claimed.
8. Although the articles indicated in the PBAS based proforma should be within the period of assessment, the publications to be reviewed by the external experts may be within the period from which the applicant has been awarded stage-2 up till the date of eligibility in the case of Associate Professor/Professor. However, if an applicant is applying for promotion for the post of Associate Professor as well as Professor (applicable only to the University Departments), the publications to be reviewed should not overlap

Note The issues highlighted above are not exhaustive in nature. They are also in line with CAS 2010 Scheme as adopted by the University. The applicants are also required to refer to the guidelines issued by the UGC and adopted by the University in this respect.

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