DR B C ROY ENGINEERING COLLEGE, DURGAPUR

Date: 08.06.2022

Guidelines, Eligibility criteria & verifiable documents for filling up the Application Form/ PBAS for promotion under CAS for the faculty becoming eligible for the grant of higher AGP (*API format to be filled by the faculty and data for three preceding years on attaining eligibility to the higher AGP to be provided*).

Sl. No.	Promotion of faculty through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
	AssistantProfessor from Stage 1to Stage 2	1)Assistant Professor in Stage 1 and completed four years of service with Ph.D Or five years of service who are with M.Phil/PG Degree in professional courses 2)Faculty with Masters degree/ PhD served as Assistant Professor in Stage 1 and has completed five years of service at BCREC.	**i)** Minimum API scores using PBAS scoring Proforma **a)** Teaching-learning Evaluation-**75/year** **b)** Co-curricular, Extension activities-**15/year** c) Research Contribution--**5/year** (20 /assessment period) d) One FDP from AICTE approved Institute/ NPTEL/MOOCs Courses etc. —**5/year** Total average (a+b+c+d) =**100/year** e) Screening cum Verification process for recommending promotion.
	AssistantProfessor from Stage 2to Stage 3	1)Assistant Professor in Stage 2 and completed four years of service with Ph.D or 2)Faculty with Masters degree/ PhD who has completed eight years of service as Assistant Professor at BCREC out of which served as Assistant Professor in Stage 2 for minimum period of five years.	**i)** Minimum API scores using PBASscoring Proforma **a)** Teaching-learning Evaluation-**70/year** **b)** Co-curricular, Extension activities 15/year **c)** Research Contribution---**10 per year** (30/assessment period) At least one publication in any of the journals listed in science citation indexed-expanded (SCE-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters or Scopus Index d) One FDP from AICTE approved Institute/ NPTEL/MOOCs Courses etc. —**5/year** Total average (a+b+c+d) =**100/year** **ii) Screening cum Verification process** for recommending promotion.
	Assistant Professor (Stage 3)toAssociate Professor (Stage 4)	1)Assistant Professor in Stage 3 and completed four years of service with Ph.D 2) Faculty who has completed thirteen years of service asAssistant Professor at BCREC out of which served as Assistant Professorin Stage 3 for minimum period of five years and is qualified with PhD	i) Minimum API scores using PBAS scoringProforma **a)** Teaching-learning Evaluation-**70/year** b)Co-curricular, Extension activities-**10/year** c)Research Contribution-**15 per year** (75/ assessment period) **At least three publications** in the entireperiod as Assistant Professor. At least two publications in any of the journals listed in science citation indexed-expanded (SCE-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson- Reuters or Scopus Index d)One FDP from AICTE approved Institute/ NPTEL/MOOCs Courses etc. —**5/year** Total average (a+b+c+d) =**100/year** e) **Assessment system**: A SelectionCommittee.

4.	Associate Professor (Stage 4) to Professor (stage 5)	1)Associate Professor and completed five years of service with Ph.D in Stage 4 2) Faculty who has completed eighteen years of service at BCREC out of which served as Associate Professor(Stage 4) for a minimumperiod of five years and is qualified with PhD	**i)** Minimum yearly/cumulative API scores using PBAS scoring Proforma **a)** Teaching-learning Evaluation—**65/year** b) Co-curricular, Extension activities— **10/year** **c)** Research Contribution--**20 per year** (100/ assessment period) **A minimum of 5 publications** since the period that the faculty is placed in Stage 3. At least three publications in any of the journals listed in science citation indexed-expanded (SCE-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters/ Scopus Index d) One FDP from AICTE approved Institute/ NPTEL/MOOCs Courses etc. – **5/year** Total average (a+b+c+d) =**100/year** e) **Assessment system**: A Selection Committee.

Instructions for Filling up Part B of the PBAS Proforma.

Category I: Teaching, Learning and Evaluation Related Activities
Maximum Scores Allocated   125
Minimum API Score Required   75/70/65

		Indicators / Activity	Max. Score
(i)		Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. College may give allowance for periods of leave where alternative teaching arrangements have been made. **Maximum score of 50 if there is 100% performance**	**50**
		Lectures or other teaching duties in excess of the UGC norms	**10**
(ii)		Imparting of knowledge / instruction as per curriculum with the prescribed material(Text book/Manual etc.), syllabus enrichment by providing additional resources to students **(100% compliance = 20 points)**	**20**
(iii)		**Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc**.	
		Preparation of resource material, fresh reading materials, Laboratory manuals, etc.	10
		Use of Innovative T-L methodologies, use of ICT in updating subject content and course improvement a) ICT based teaching material/use of computer aided methods like power-point/Multimedia/ Simulation/Software etc : 10 points/each b) Participatory Learning modules/Interactive course : 5 points/each c) Participatory learning modules/Case studies: 5 points/each	10
		Developing and imparting Remedial/Bridge Courses and counseling modules(each activity: 5 points)	10
		Developing and imparting soft skills/communications skills/personality development courses/modules each (each activity: 5 points)	10
		Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10
		Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students a. Workshop/Training course : 10 points each b. Popularization programmes: 5 points each	10
		Maximum Aggregate Limit (iii)	**20**
(iv)		Examination Related Work	
		College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper	20
		College/University examination/Evaluation responsibilities for internal/continuous	10
		Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10	10
		Maximum Aggregate Limit (iv)	**25**

Category II: Co-Curricular, Extension and Profession related activities and Participation in the Corporate Life of the Institution

Maximum Scores Allocated   50

  Minimum API Score Required   15/10

Sl. No.	Nature of Activity	Max. Score
(i)	**Extension and Co-curricular Related Activities**	
	Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 points each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10points)	10
	Students and Staff Related Socio -Cultural and Sports Programmes, campuspublications (department level 2 points, institutional level 5 points)	10
	Community work such as values of National Integration, Environment democracy,socialism, Human Rights, peace, scientific temper; flood or, drought relief, blood/organ donation, women empowerment, etc. (5 points each)	10
	Maximum Aggregate Limit	**20**
(ii)	**Contribution to Corporate Life and Management of the Institution**	
	Contribution to Corporate life in colleges through meetings, popular lectures, subject related events, articles in college magazine, etc. (2 points each)	10
	Institutional Governance responsibilities like Principal, Vice-Principal, Dean, Registrar, Director, HOD, Center Chairperson, IQAC Coordinator (10 points each)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, etc. (5 points each)	10
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each)	10
	Organization of Conference / Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points) National/regional (5 points) (b) As member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	**15**
(iii)	**Professional Development related Activities**	
	Membership in profession related committees at state and national level	10
	a) At national level : 3 points each	
	b) At state activity : 2 points each	
	Participation in short term training courses less than one week duration in educationaltechnology, curriculum development, professional development, Examination reforms, Institutional governance (each activity: 5 points)	10
	Membership/participation in State/Central Bodies/Committees on Education,Research and National Development (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered incategory 3); radio talks; television programmes (1 point each)	10
	Maximum Aggregate Limit	**15**

Category- III RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS

S.N.	APIs	Engineering / Science	Faculties of Languages/ Humanities/ Management	Max. points for University and college faculty position
III A	**Research Papers (Published inJournals)**	Referred Journals*	Referred Journals*	15 / Publication
		Non-referred 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 refereedjournal 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.	Subjects 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 by 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 Rs.30 lakhs	Major Projects amount mobilized with grants above Rs.5 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above Rs.5 lakhs upto Rs.30 lakhs	Major Projects Amount mobilized with minimum of Rs.3 lakhs up to Rs. 5 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.3 lakh	Amount mobilized with minimum of Rs.1 lakh	10 per every Rs.3 lakhs & Rs.1 lakh 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.Tech**	Degree awarded only	Degree awarded only	3 Points for each candidate
III D (ii)	**Ph.D**	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	**TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS**			
III E (i)	Refresher courses, Methodology work - shops, 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 points each
		(b) One week duration	(b) One week duration	10 points each

III E (ii)	Papers in Conference/ 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	15 Points each
		b) National	b) National	10 Points each
		c) Regional/State level	c)Regional/State level	5 Points each
		d) Local –University/College level	d) Local – University/ College level	3 Points each
III E (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a)International	10 Points each
		(b) National level	(b) National level	5 Points each

*   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)).

Notes: 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 total score, if the number of authors are more, then the first two author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

GENERAL INFORMATION FOR THE TEACHERS:

1.   Different levels of AGPs are classified as stages as cited below:

Stage 1: Assistant Professor in the pay band of Rs.15,600-39,100 with AGP of Rs.6,000/-.

Stage 2: Increase in AGP from Rs.6,000/- to Rs.7,000/- for the Assistant Professor with PhD/Masters Degree in the pay band of Rs.15,600-39,100/-.

Stage 3: Increase in AGP from Rs.7,000/- to Rs.8,000/- for the Assistant Professor with PhD/Masters Degree in the pay band of Rs.15,600-39,100/-.

Stage 4: Promotion from Assistant Professor to Associate Professor in the pay band Rs.37,400-67,000 with AGP Rs.9,000/-.

Stage 5: Promotion from Associate Professor to Professor in the pay band Rs.37,400-67,000 with AGP Rs.10,000/-.

2.Duly filled self assessment application form need to be submitted by the eligible faculty member separately for the grant of different levels of AGPs .

3. The Ph.D degree shall be a mandatory qualification for promotion as Associate Professor and Professor.

4. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS Proforma. Candidates who do not consider themselves eligible can also apply at a later date (after acquiring required eligibility).

5. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS Performa or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

6. The teachers eligible for promotion under the Career Advancement Scheme should submit the prescribed Self assessment Application Form with Academic Performance Indicator (API) based Performance Appraisal System (PBAS) duly filled in all respect and other relevant/verifiable documents (self attested) in support of their claim.

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Instructions and Verifiable documents required for Filling up the PBAS Form - Category- I

Category I: Teaching, Learning and Evaluation Related Activities
Maximum Scores Allocated 115
Minimum API Score Required :75/70/65

		Indicators / Activity	Max. Score	Documents required for verification
(i) (a)		Lectures, seminars, tutorials, practical, contact classesshould be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Institute may give allowance for periods of leave where alternative teachingarrangements have been made. **Maximum score of 50 if there is 100% performance**	**Below 80% No Score** 80%-40 81-84%-42 85-89%-44 90-94%-46 95-99%-48 100%-50	(I) Semester Time table (II)Attendance Record and / or the short of attendance recordsubmitted to the concerned authorities
(ii)		Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources tostudents **(100% compliance = 20 points)** 5 Marks for each of the following Activity/ Indicator: • Preparation of personal Course Material covering the entire syllabus of the concerned paper which is providedto the students. • Guest Lecture arranged from External Person preferably for syllabus enrichment. • Imparting instructions with prescribed monograph/Laboratory Manual etc. • Organizing debates/Seminars/Workshops for theClass related to the Syllabus. • Projects assigned and guided • Recommending Fresh Reading Material/ Technology based Resources like CDs. • Any Other Activity for Syllabus enrichment.	**20**	File containing Course Material (tobe kept ready) Letter of Invitation/ Thanks Letter signed by teacher Copy of Laboratory Manual /CD Notice issued to Class &AttendanceReport List of students & titles of projects assigned Any other Documentary Evidence

(iii)	Use of participatory and innovative teaching-learning methodologies;updating of subject content, course improvement etc.		
	Preparation of resource material, fresh reading material,laboratory manuals etc.	10	Documentary Evidence showing list of problems/Cases/ Write up / photograph of Charts and Models Used for Teaching the Course
	Use of Innovative T-L methodologies, use of ICT in updating subject content and course improvement a. ICT based teaching material/use of computer aidedmethods like power-point/Multimedia/ Simulation/Software etc : 10 points/each b. Participatory Learning modules/Interactive course :5 points/each c. Participatory learning modules/Case studies: 5 points/each	10	CD of ICT Material **(Please label the CD course wise)**
	Developing and imparting Remedial/Bridge Coursesand counseling modules (each activity: 5 points)	10	Brief Write up of Course Content & its Implementation indicating number of lectures and Attendance **(not** **applicable to all courses/ programmes)**
	Developing and imparting soft skills/communications skills/personality development courses/modules (each activity: 5 points)	10	Notices, Content Write Up and Attendance Sheet **(if conducted Individually)**

	Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10	Notices, Content Write Up & Attendance Sheet **(if conducted Individually)**
	Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students a) Workshop/Training course : 10 points each b) Popularization programmes: 5 points each	10	Notices, Content Write Up and Attendance Sheet **(if conducted Individually)**
	Maximum Aggregate Limit	**20**	
(iv)	Examination Related Work		
	College/University Semester End Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (**100% compliance = 20 points**)	20	Documentary Evidences duly signed by Competent Authorities (Exam In-Charge and / or the Director) For University Examination Duty- Attach photocopy of University Letter
	College/University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted (**100% compliance = 10 points**)	10	
	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (**100% compliance = 10 points**)	10	
	Maximum Aggregate Limit B (iv)	**25**	

Instructions for Category II:

Co-Curricular, Extension and Profession related activities and Participation in the Corporate Life of the Institution

Maximum Scores Allocated   50

Minimum API Score Required   15/10

S. No	Nature of Activity	Max. Score	Documents Required for Verification
(i)	**Extension and Co-curricular Related Activities**		
	Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each)	10	Documentary Evidence of participation

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	Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10	Letter of Appointment and brief write up of contribution in the activity
	Students and Staff Related Socio - Cultural and Sports Programmes, campus publications (department level 2 points, institutional level 5 points)	10	Letter of Appointment and brief write up of contribution in the activity
	Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points)	10	Brief write up of contribution in the activity/ any other evidence
	Maximum Aggregate Limit	**20**	
(ii)	**Contribution to Corporate Life and Management of the Institution**		
	Contribution to Corporate life in colleges through meetings, popular lectures, subject related events, articles in college magazine (2 pointseach)	10	Documentary Evidence
	Institutional Governance responsibilities like Principal, Vice-Principal, Dean,Director, Registrar, Centre Chairperson, IQAC Coordinator (10 points each)	10	Appointment Letter from Principal/ Director and brief write up of work done in the academic year.
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each)	10	Circular of Composition of Committee; highlights of work done by the committee.
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each)	10	Letter of Appointment Single page data for counseling work done/ brief write up of measures undertaken to maintain Discipline in the campus.

	Organization of Conference / Training as Chairman/ Organizational Secretary/Treasurer:
	    (a) International (10 points) ;
	        National/regional (5 points)
	    (b) As member of the organizing committee (1 point each)
		10	Brochure of Conference

	Maximum Aggregate Limit	**15**	
(iii)	**Professional Development Related Activities**		
	Membership in profession related committees at state and national level a) At national level : 3 points each b) At state activity : 2 points each	10	Letter from Such an Organization
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10	Photocopy of Letter/ Certificate of Participation
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity: 5 points)	10	Photocopy of Certificate of Participation & responsibility assigned
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each)	10	Photocopy of Letter of Invitation for meetings
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10	Photocopy of Publication /letter or e-mail from Broadcasting Authority
	Maximum Aggregate Limit	**15**	

Category- III
Instructions for Filling up of the PBAS Proforma
RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS

S.N.	APIs	Engineering / Science	Faculties of Languages /Humanities /Social Sciences /Management	Max. points for faculty position	Documents Required
III (A)	**Research Papers (Published in Journals)**	Refereed Journals*	Refereed Journals*	15 / Publication	Copy of Reprint/ proof of impact factor (including Cover page)
		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	Copy of Reprint/proof of impact factor (including Cover page)
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication	Copy of Reprint (including Cover page)
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	Copy of Cover page Copy of Chapter with Cover page
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books	Copy of Cover page Copy of Chapter with Cover page
		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	Copy of Cover page Copy of Chapter with Cover page
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter	Copy of Chapter with Cover page
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national &international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national & international directories	5 / Chapter	Copy of Chapter with Cover page

III C	**Research Projects**				
III C (i)	**Sponsored Projects carried out/ ongoing**	(a) Major Projects amount mobilized with grants above Rs.30 lakhs	Major Projects amount mobilized with grants above Rs.5 lakhs	20 /each Project	Copy of Sanction Letter
		(b) Major Projects amount mobilized with grants above Rs.5 lakhs up to Rs.30 lakhs	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs	15 /each Project	Copy of Sanction Letter
		(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	Copy of Sanction Letter
III C (ii)	**Consultancy Projects carried out / ongoing**	Amount mobilized with minimum of Rs.3 lakhs	Amount mobilized with minimum of Rs.1 lakh	10 per every Rs.3 lakhs and Rs.1 lakh respectively	Letter from the Organization where Consultancy has been offered mentioning the type of consultancy work
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	Sanction and Submission Letter/ Copy of Report for the purpose of verification (if required)
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	Copy of Document
III D	**Research Guidance**				
III D (i)	**M. Tech / M. Phil**	Degree awarded only	Degree awarded only	3 Points for each candidate	Letter of Registration & Award of degree from the University
III D (ii)	**Ph. D**	Degree awarded only	Degree awarded only	10 Points for each candidate	Letter of Registration & Award of degree from the University
		Thesis submitted	Thesis submitted	7 Points for each candidate	Letter of Submission of Thesis with Title page of Thesis

III E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS				
III E (i)	Attended Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs, Soft Skills development Programs, Faculty Development Programs **(Max: 30 points)**	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each	Copy of Certificate
		(b) One week duration	(b) One week duration	10 points each	Copy of Certificate
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	15 Points each	Certificate of Participation and Presentation
		b) National	b) National	10 Points each	Certificate of Participation and Presentation
		c) Regional/State level	c) Regional/State level	5 Points each	Certificate of Participation & Presentation
		d) Local –University/College level	d) Local – University/ College level	3 Points each	Certificate of Participation & Presentation
III E (iv)	Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10 Points each	Letter of Invitation
		(b) National level	(b) National level	5 Points each	Letter of Invitation

* 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)).

Illustration

(a) If a Journal / periodicals "A" is non-referred but having ISBN/ISSN Number, then a research paper in "A"is of 10 points.

(b) If a Journal "B" is referred but not indexed, then a research paper in "B" is of 15 points.

(c) If a Journal "C" is referred, indexed and have Impact factor less that 1, then a research paper in "C" is of 20 points.

(d) If a Journal "D" is referred and have Impact factor between 1 and 2, then a research paper in "D" is of 25 points.

(e) If a Journal "E" is referred and have Impact factor between 2 and 5, then a research paper in "E" is of 30 points.

(f) If a Journal "F" is referred and have Impact factor between 5 and 10, then a research paper in "D" is of 40 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)).

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.

 Illustration : Let the marks obtained from a publication is "x" and let the Applicant (Teacher) is "P"

The above rule is applicable for papers published in conference proceedings, chapters in books, presented in conferences, etc.

API SCORE "x"		10	15	20	25	30	40
No. Authors	Description & Formula						
ONE	AS IT IS	10	15	20	25	30	40
Two	Share equally "x/2"	5	7.5	10	12.5	15	20

API SCORE "x"		10	15	20	25	30	40
No. Authors	Description & Formula						
Three	First "P", Second "Q" and Third "R", and "R" is not the Supervisor / Corresponding Author/ Mentor, then "P" will get "6*x/16" points	3.75	5.625	7.5	9.375	11.25	15
	First "P", Second "Q" and Third "R", and "R" is the Supervisor / Corresponding Author/ Mentor, then "P" will get "6*x/18" points	3.33	5	6.67	8.33	10	13.33
	First "Q", Second "P" and Third "R", and "R" is not the Supervisor / Corresponding Author/ Mentor, then "P" will get "6*x/16" points	3.75	5.625	7.5	9.375	11.25	15
	First "Q", Second "P" and Third "R", and "R" is the Supervisor / Corresponding Author/ Mentor, then "P" will get "6*x/18" points	3.33	5	6.67	8.33	10	13.33
	First "Q", Second "R" and Third "P", and "P" is not the Supervisor / Corresponding Author/ Mentor, then "P" will get "4*x/16" points	2.5	3.75	5	6.25	7.5	10
	First "Q", Second "R" and Third "P", and "P" is the Supervisor / Corresponding Author/ Mentor, then "P" will get "6*x/18"points	3.33	5	6.67	8.33	10	13.33
Four	If "P" is among the first two authors then he/she will get "6*x/20" points.	3	4.5	6	7.5	9	12
	If "P" is among the last two authors then he/she will get "4*x/20" points.	2	3	4	5	6	8
	If "P" is among the last two authors and is the Supervisor / Corresponding Author/ Mentor then he/she will get "6*x/22" points	2.73	4.09	5.45	6.82	8.18	10.9

Five	If "P" is among the first two authors then he/she will get "0.6*x/2" points.	3	4.5	6	7.5	9	12
	If "P" is not among the first two authors then he/she will get "0.4*x/3" points.	1.33	2	2.67	3.33	4	5.33
	If "P" is not among the first two authors and is the Supervisor / Corresponding Author/ Mentor then he/she will get "6*x/26" points.	2.3	3.46	4.61	5.77	6.92	9.23
"n" More Than Five	If "P" is among the first two authors then he/she will get "0.6*x/2" points.	3	4.5	6	7.5	9	12
	If "P" is not among the first two authors then he/she will get "0.4*x /(n-2)" points.						
	If "P" is not among the first two authors and is the Supervisor / Corresponding Author/ Mentor then he/she will get "0.6*x/3" points.	2	3	4	5	6	8

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.

(Signature of Applicant)

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Post applied for and Subject	
Name of the Department	

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 Applicant	
Date of Birth	
Post applied for and Subject	
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 Assessment 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)