

**ACADEMIC PERFORMANCE INDICATORS (APIs)
IN DIRECT RECRUITMENTS OF
SHRI MATA VAISHNO DEVI UNIVERSITY TEACHERS**

Minimum API Score Required

Direct Recruitment of Associate Professor/ equivalent Cadres (Stage 4)	Minimum Essential Qualification and Consolidated API score of 300 Points from Category III of API
Direct Recruitment in Professor/equivalent Cadres (Stage 5)	Minimum Essential Qualification and Consolidated API score of 400 Points from Category III of API

PART A: GENERAL INFORMATION

**Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic
Performance Index (API)**

1. Name (in Block Letters):
2. Father's Name/Mother's Name Husband's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Address for correspondence(with Pin code)
7. Permanent Address (with Pin code)

Telephone No:

Email:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/	Place	Duration	Sponsoring Agency	Summer School
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PART B: ACADEMIC PERFORMANCE INDICATORS

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

Note: Please read the instructions given at the end of Proforma for calculating API Score in each category.

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of activity	Notes	Unit of assessment	Score
Category I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES			
1A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year	
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC	As per allocation	Hours per academic year	
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year	
1B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year	
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year	

	Sub-total 1	Score = hours/10 (max score 100)		
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week	Hours per academic year	
	Sub-total 2	Score = hours/10 (Max score = 30)		
3A	Question paper setting, moderation and related work	Actual hours	Hours per academic year	
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year	
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Max 20 minutes per full script	Hours per academic year	
	Sub-total 3	Score = hours/10 (Max score = 20)		

4A	Teaching innovation including	Evidence to	Outstanding = 10	
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	preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	be provided. Scores to be finalized by the screening committee	Very good = 7 Good = 5 Average = 3 Modest = 1	
4B	Preparation of new teaching-learning material including translation, bridge material, 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	
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performance and summary feedback to be attached	2 points per course (max 10 points)	

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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

Please mention your contribution to any of the following

Category	Nature of activity	Notes	Unit of assessment	Score
Category II	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
5A	Discipline related Co-Curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Out Standing = 10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
5B	Other Co-Curricular activities (Cultural, sports, NSS, NCC, etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Out Standing = 10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
5C	Extension & Dissemination Activities (Public lectures, Talks, Seminars, Popular Writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Out Standing = 10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
	Sub Total 5			
6A	Administrative Responsibility (including Dean, principal, Chairperson, convener, Teacher In-charge or similar duties that require regular office hours for its discharge)	Actual Hours spent	Hours per Academic Year	
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual Hours spent	Hours per Academic Year	
	Sub Total 6	Score = Hours / 10 (Max Score = 30)		

7	Overall contribution to the collective / corporate life of the institution (including 5, 6 & any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Out Standing = 10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
	Grand Total (1 to 7)	(out of 250)		

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTION

(A) Published Papers in Journals

S.N.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

B (i) Articles/ Chapters published in Books

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and date of publication	Whether you are the main author	API Score

B(ii) Full papers in Conference Proceedings

S.N.	Title with page no.	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and date of publication	Whether you are the main author	API Score

B (iii) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-authors and date of publication	Whether you are the main author	API Score

C (I & ii). Ongoing Research projects and consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score

C (iii & iv) Completed Project/Consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score

(D) Research Guidance

S.N.	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.N.	Programme	Duration	Organised by	API Score

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

S.N.	Title of the paper presented	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/National/State/Regional/University or College Level	API Score

E(iii) Invited Lectures and Chairmanships at National or international Conference/ Seminars

S.N.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/National	API Score

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.N.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled PBAS Format.

Signature of the Candidate

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.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
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

Note: a: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

**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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
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

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.N.	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
III (A)	Research Papers* (Published in Journals)	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.	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 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.2.00 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 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 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 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	10 Points each
		b) National	b) National	7.5 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)).

NOTE

1. 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.
2. The parameters listed in the table of Category III (Research and Academic Contributions) shall have following capping in relation to the total API Score claimed by the candidates:

• III (A)	:	Research Papers (Journals, etc.)	30%
• III (B)	:	Research Publication (Books, etc.)	25%
• III (C)	:	Research Projects	20%
• III (D)	:	Research Guidance	10%
• III (E)	:	Training Courses & Conference / Seminar, etc.	15%