

## Check List of Scores and Documents for Verification of API Scores

### Academic Performance Indicators (APIs) and Scores Developed for Adoption of Performance Based Appraisal (PBAS) for Promotions of Teachers under Career Advancement Scheme (CAS)

#### Instructions Regarding Filling up of API Forms

Applicable Year	API applicable from all promotions under CAS from 31 <sup>st</sup> December, 2008
Academic Year (for records and Documents)	15 <sup>th</sup> June 2011 to 14 <sup>th</sup> June 2012
Annexure	If space in any table of the API form is insufficient then attach Annexure and mention Annexure Nos. at appropriate places.
Documents	There is no need to attach documents showing educational qualifications (needed at a later stage)
	All the other documents from Category I to Category III should be attested by the Head of Department
	Documents of Head of the Department will be attested by the Vice Principal of the Faculty
	Place the documents serially; Category wise and mention the Category and Number on each document; which makes the process of verification easy
Category-I; Table 1 (Lectures, Seminars...)	Enter information as mentioned in Teachers Diary
Category-I; Table 1 (Workload in excess of UGC norms)	Two points per lecture if it is throughout the year.
Category-I; Table 4 (Examination Duties)	Format available in the office; Head of department will verify and sign and process it further

## Category- I: Teaching, Learning and Evaluation Related Activities

(Maximum Scores Allocated: 125; Minimum API Score Required: 75)

			Documents
1(a)	<p>Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated based on verifiable records.</p> <ul style="list-style-type: none"> <li>No Score should be assigned if a Teacher has taken less than 80% of the assigned classes. Proportionate Score may be given for 80% and above performance</li> </ul> <p>Maximum Score of 50 if there is 100% Performance</p>	<p>Below 80% No Score</p> <p>80%-40</p> <p>81-84%-42</p> <p>85-89%-44</p> <p>90-94%-46</p> <p>95-99%-48</p> <p>100%-50</p>	Teachers' Diary – Photocopy of Evaluation/Summary Sheet (Term I and II)
1(b)	<p>Teaching load in Excess of UGC norms</p> <ul style="list-style-type: none"> <li>Two points be assigned for each extra hour of class without Extra Remuneration throughout the year.</li> <li>Maximum 5 periods and 10 Points may be assigned.</li> </ul>	Maximum Score 10	Teachers' Diary – Photocopy of Teaching Time Table and Workload Sheet (Term I and II)
2	<p>Reading/ Instructional Material Consulted and Additional knowledge resources provided to students. (100% Compliance =20 Points)</p> <p>5 Marks for each of the following Activity/ Indicator:</p> <ul style="list-style-type: none"> <li>Preparation of personal Course Material covering the entire syllabus of the concerned paper is provided to the students.</li> <li>Guest Lecture arranged from External Person preferably for syllabus enrichment.</li> <li>Preparation of Laboratory Manual.</li> </ul>	Max. Score 20	<p>-File containing Course Material (to be kept ready)</p> <p>-Letter of Invitation/Thanks Letter signed by teacher</p> <p>-Copy of Laboratory Manual /CD</p>

	<ul style="list-style-type: none"> <li>• Recommending Fresh Reading Material/ Technology based Resources like CDs.</li> <li>• Organizing debates/Seminars/Workshops for the Class related to the Syllabus.</li> <li>• Projects assigned and guided</li> <li>• Any Other Activity for Syllabus enrichment.</li> </ul>		<p>-Notice issued to the Class and Attendance Report</p> <p>- List of students and titles of projects assigned</p> <p>- Any other Documentary Evidence</p>
3	<b>Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.</b>	<b>Max. Aggregate Score 20</b>	
a	Updating of Courses, Design of Curriculum for making it skill based, application oriented, project based- for enhancing the class teaching-learning experience (5 points per single course)	Max. Score 10	Documentary Evidence indicating modifications done in the curriculum and communicated to <b>Board of Studies, of any University/ Autonomous College</b>
b	Participatory and Innovative Teaching –Learning Methodologies (5 points per activity) <ul style="list-style-type: none"> <li>• Problem based Learning</li> <li>• Interactive Teaching</li> <li>• Case Studies/debate/student presentation</li> <li>• Any Other (Models/Charts etc.,)</li> </ul>	Max. Score 10	Documentary Evidence showing list of problems/ Cases/ Write up / photograph of Charts and Models Used for Teaching the Course
c	Use of ICT(5 points per single course) <ul style="list-style-type: none"> <li>• Computer Assisted Learning, Course Material preparations like Power Point/ Multimedia/Simulations/Use of Software etc.</li> <li>• Any Other</li> </ul>	Max. Score 10	CD of ICT Material ( <b>Please label the CD course wise</b> )
d	Developing and Imparting Remedial/ Bridge Course (5 points per single course)	Max. Score 10	Brief Write up of Course Content and its Implementation indicating number of lectures and Attendance ( <b>not applicable to all courses/programmes</b> )
e	Developing and Imparting soft skills/ Communication Skills/ Personality Development Modules (5 points per activity) ( <b>for our college</b> )	Max. Score 10	Notices, Content Write Up and Attendance Sheet ( <b>if conducted Individually</b> )

4	<p>Exam Duties Assigned and Performed(As Per Instruction Sheet attached with the API Form)</p> <p>Senior Supervision (In College): 5 points</p> <p>External Senior Supervision (University): 5 Points</p> <p>Junior Supervision: 5 Points</p> <p>Paper Assessment (Internal): 2 Points</p> <p>Paper Assessment (University-CAP): 5 Points</p> <p>Internal Examiner (in College): 5 Points</p> <p>External Examiner/ Moderator (University): 5 Points</p> <p>Coordinator/ Chairman- Examination panel: 5 Points</p> <p>Flying Squad (university): 5 Points</p>	Max. Score 25	<p>Documentary Evidences duly signed by Competent Authorities (Exam In-Charge and Principal)</p> <p><b>For University Examination Duty- Attach photocopy of University Letter</b></p>
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## Category II: Co-Curricular, Extension and Professional Development Related Activities

(Maximum Scores Allocated: 50 and Minimum API Score Required: 15)

	Nature of Activity	Max. Score	Document
(i)	<b>Extension and co-curricular, Extension and professional Development Related Activities</b>		
	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
	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 (departmental level 2 points, Institutional level 5 points) <ul style="list-style-type: none"> <li>Participation as Programme In-Charge/ Coordinator (5 points)</li> </ul>	10	Letter of Appointment and brief write up of

	<ul style="list-style-type: none"> <li>• Publication of College Magazine (5 points) / Wall papers (2 points)</li> <li>• Publication of Seminar/ Conference Proceedings (5 points)</li> </ul>		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
	<b>Maximum Aggregate Limit</b>	<b>20</b>	
<b>(ii)</b>	<b>Contribution to Corporate Life and Management of the Institution</b>		
	<p>Contribution to corporate Life in universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes (2 points each)</p> <ul style="list-style-type: none"> <li>• Publication of article in College magazine: 2 points</li> <li>• Popular Lectures: 5 points</li> <li>• Meetings in Universities: 5 points</li> <li>• Coordination of Departmental Fests/ Open forums: 2 points</li> <li>• Coordination of departmental Subject Associations/ extra/ co curricular activities: 2 points each</li> </ul>	10	Documentary Evidence
	<p>Institutional Governance responsibilities like, Vice-Principal and IQAC Coordinator (10 points each)</p> <ul style="list-style-type: none"> <li>• Vice Principal</li> <li>• IQAC Coordinator</li> <li>• Hostel Rector</li> <li>• API Scrutiny Committee (Convener: 6 points and Member: 4 Points)</li> </ul>	10	Appointment Letter from Principal and brief write up of work done in the academic year.
	<p>Participation in committees connected with any aspect of departmental or institutional management such as admission committee, campus development, library committee, examination Committee, academic coordination Committee, Planning and development Committee, Research coordination Committee, time table Committee, student grievance committee, IQAC, web site Committee, ERP Committee, Sports and Cultural Committee, International Student Cell, In-House Publication Committee, Industry-Institute Interaction Committee, Extension and Outreach Committee, Campus Upkeep Committee, Local management Committee (5 points each)</p> <p><b>Coordinator of Committee: 3 points</b> <b>Member of Committee: 2 points</b></p>	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 in the College (5 points each)	10	Letter of Appointment/

	<ul style="list-style-type: none"> <li>• Student Welfare Officer</li> <li>• Counseling Cell (Members and Coordinator)</li> <li>• Discipline Committee (Members and Coordinator )</li> <li>• Anti-Ragging Committee (Members and Coordinator )</li> <li>• Prevention of Sexual Harassment Committee (Members and Coordinator )</li> </ul> <p><b>Coordinator of Committee: 3 points</b> <b>Member of Committee: 2 points</b></p>		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 each) (b) As member of the organizing committee (1 point each)	<b>10</b>	Brochure of Conference
	<b>Maximum Aggregate Limit</b>	<b>15</b>	
<b>(iii)</b>	<b>Professional Development Related Activities</b>		
	Membership in profession related committees at state and national level a) At National Level : 3 point each b) At State Level : 2 point each	<b>10</b>	Letter from Such an Organization
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	<b>10</b>	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 : 2 points)	<b>10</b>	Photocopy of Attendance Certificate
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development ( 5 points each)	<b>10</b>	Photocopy of Letter of Invitation for meetings
	Publication of articles in newspapers, magazines, or publications (not covered in category 3); radio talks; television programmes ( 1 point each)	<b>10</b>	Photocopy of Publication/letter or e-mail from

			Broadcasting Authority
	<b>Maximum Aggregate Limit</b>	<b>15</b>	

API Scoring will be progressively rolled out for categories I & II, beginning with assessment of one year for selection committees in 2010-11, annual average of two years in 2011-12 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

### Category III: Research and Academic Contribution

**Brief Explanation:** Based on the Teachers self-assessment API score are proposed for research and academic contribution the minimum API score required by teacher from this category the different for different levels of promotion and between University and College. The self assessment will be based on verifiable criteria and will be finalized by the screening.

S.N.	APIs	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. point for University and college and college teacher position	Document
III[A]	Research Papers (Published in Journals)	Referred Journals*	15/Publication	Copy of Reprint (including Cover page)
		Non- referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/ Publication	Copy of Reprint (including Cover page)
		Conference Proceedings 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 referred journal articles )	Text or References Books Published by International Publishers with an established peer review system	50 / sole author; 10/ chapter in an edited book	Copy of Chapter with Cover page
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author, and 5/ chapter in an edited	Copy of Chapter with Cover page

			book	
		Subject Books by Other local publishers with ISBN/ISSN numbers	15 / sole author, and 3 / chapter in an edited book	Copy of Chapter with Cover page
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter	Copy of Chapter with Cover page
		Chapter in Knowledge based volumes by Indian/National level publisher with ISBN/ISSN numbers and with numbers of national and international directories.	5 / Chapter	Copy of Chapter with Cover page
III [C]	<b>Research Projects</b>			
III C [i]	Sponsored Projects carries out/ ongoing	Major Projects amount mobilized with grants above 5.0 lakhs.	20/ each Project	Copy of Sanction Letter
		Major Projects amount mobilized minimum of Rs.3.00 lakhs to Rs. 5.00 lakhs	15/ each Project	Copy of Sanction Letter
		Minor Projects (amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs)	10/ each Project	Copy of Sanction Letter
III C [ii]	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 10. Lakhs and 2.0 Lakhs, respectively	Letter from the Organization where Consultancy has been offered mentioning the type of consultancy work
III C [iii]	Completed Projects: Quantity Evaluation	Completed project report (accepted by funding agency)	20/each major and 10/each minor project	Sanction and Submission Letter/ Copy of Report for the purpose of verification (if required)
III C [iv]	Projects outcome/ output	Major policy document of Govt. Bodies at Central and State level	30/ each national level output patent/ 50/each for international level	Copy of Document
III [D]	<b>Research Guidance</b>			
III D	M.Phil.	Degree awarded only	3 Points for each	Letter of Registration



[i]			candidate	and Award of degree from the University
III D [ii]	Ph.D.	Degree awarded only	10 Points for each candidate	Letter of Registration and Award of degree from the University
		Thesis submitted	7 Points for each candidate	Letter of Submission of Thesis with Title page of Thesis
III [E]	<b>TRAINING COURSES AND CONFERENCE/ SEMINAR/ WORKSHOP PAPERS</b>			
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	20 Points each	Copy of Certificate
		(b) One week duration	10 Points each	Copy of Certificate
III E [ii]	Papers in Conference/ Seminars/ Workshop etc.	Participation and Presentation of research papers (oral/poster) in		
		a) International Conference	10 Points each	Certificate of Participation and Presentation
		b) National	7.5 Points each	Certificate of Participation and Presentation
		c) Regional/State level	5 Points each	Certificate of Participation and Presentation

		d) Local-University/College Level	3 Points each	Certificate of Participation and Presentation
III E [iv]	Invited lectures or presentation for conference / symposia	(a) International	10 Points each	Letter of Invitation
		(b) National level	5 Points each	Letter of Invitation

\*Wherever relevant to any specific discipline, the API score for paper in referred 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 factors between 2 and 5 -by 15 points; (iv) papers with impact factors between 5 and 10 by 25 points.

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

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