Revised API Pro forma as per (New UGC Regulation)4th Amendment dated 11 July 2016

For

CAS promotions for Assistant Professor/ Associate Professor/ Professor and Direct Recruitment of Associate Professor/ Professor in Universities and Colleges.

For

Faculties of Languages /Humanities / Arts / Social Sciences/ Library / Physical education /Management

Part A : General Information and Academic Background

1. Name (in Block Letters) :-

2. Name of College:-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. For which position and grade pay you are an applicant under CAS?

7. Date of eligibility for promotion :-

8. Address (With Pin Code) :-

   Telephone No :-

   E-mail :-

9. Academic Qualifications (S.S.C. till post graduation) :-

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
S.S.C.					
H.S.C.					
Bachelor Degree					
Master Degree					
Any other					

10. Research Degree(s)

Degrees	Title	Date of award	University
M. Phil.			
Ph.D.			
D.Sc/D. Litt.			

11. Appointments held prior to joining this institution

Designation	Name of Employer	Date of		Salary with Grade Pay	Reason of leaving
		Joining	leaving		

12. Posts held after appointment at this institution:-

Designation	Department	Date of actual		Grade
		From	To	

13. Period of teaching experience:

      P.G. Classes (in years) _____

      U.G. Classes (in years) _____

14. Research Experience excluding years spent in M. Phil / Ph. D (in years)_____

15. Fields of Specialization under the Subject / Discipline

      (a) _____

      (b) _____

16 Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

17.Tick the appropriate stage your promotion under CAS and mentioned whether you fulfill the minimum Academic Performance Requirements indicated therein:

Tick(√) the appropriate	Stages of promotion of teachersthrough CAS	Service requirement	Minimum academic performance requirements	Eligible Yes/No
	AssistantProfessor/ Equivalentcadres fromStage 1 to Stage2	Assistant Professor in Stage 1and completed four years ofservice with Ph.D. or fiveyears of service who are withM.Phil./PG Degree inProfessional Courses such asLLM, M.Tech, M.V.Sc.,M.D., or six years of servicewho are without Ph.D/M.Phil / PG Degree inProfessional courses.	(i) One Orientation course of 3 weeks duration. (ii) One Refresher / ResearchMethodology Course of 2/3 weeks duration.	
	AssistantProfessor/ Equivalentcadres fromStage 2 to Stage3	Assistant Professor withcompleted service of fiveyears in Stage 2.	(i) One course / programme from among the categories ofrefresher courses, methodology workshops, Training, Teaching - Learning Evaluation Technology Programmes,Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.	
	AssistantProfessor (Stage3) to AssociateProfessor (Stage4)	Assistant Professors withthree years of completedservice in Stage 3.	(i) At least three publications in the entire period asAssistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of twopublications may be given to Ph. D. holders. (ii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty DevelopmentProgrammes of minimum one week duration.	
	AssociateProfessor (Stage4) to Professor(Stage 5)	Associate Professor with three years of completed service in Stage 4	(i)A minimum of five publications since the period that the teacher is placed in stage 3	
	Professor (Stage5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Additional credentials are to be evidenced by (a) postdoctoralresearch outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc.	

Part B: API calculation of category I, II and III:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score			Verified API Score by Committee
I (a)	Direct Teaching	Actual Hours spent per academic year	Total Hours Spent	For Assistant Professor	For Associate Professor	For Professor	
	(1)	(2)	(3)	(4) =(3)/7.5 (Max 70)	(5) =(3)/7.75(Max 60)	(6) =(3)/7.75(Max 60)	
	Lectures						
	Practicals						
	Tutorials						
	Project Supervision						
	Field work						
	Any other						
I(b)	Examination Duties	Actual hours spent per Academic Year	Total hours spent	For Assistant Professor	For Associate Professor	For Professor	Verified API Score by Committee
	(1)	(2)	(3)	(4) =(3)/10 (Max 20)	(5) =(3)/10 (Max 20)	(6) =(3)/10 (Max 10)	
	Paper Setting						
	Invigilation						
	Evaluation of Answer Scripts						
	Coordinator /Custodian /member						
	Flying Squad						
	Cap Director / AO/PO						
	Lapses /unfair means Committee						
	Examiner/Expert for practical's /orals						
	Result Preparation						
	Any other						

I(c)	Contribution to Innovative Teaching	Actual Hours spent per academic year	Total Hours Spent	For Assistant Professor	For Associate Professor	For Professor	Verified API Score by Committee
	(1)	(2)	(3)	(4) =(3)/10 (Max 10)	(5) =(3)/10 (Max 15)	(6) =(3)/10 (Max 20)	
	Innovative teaching learning methodologies						
	Use of ICT						
	Interactive course						
	Preparation of resource/study materials/Laboratory manuals						
	Updating of subject content/ course/ design of curriculum						
	Mentoring						
	Participatory Learning modules						
	Any other						

Total of Category I	

1. Direct Teaching 16/14/14 hours per week include the Lectures / Tutorials / Practicals / Project Supervision / Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories .

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a students – centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the contex and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum APIs to be applied for the promotion of teachers under CAS in University Departments and Colleges, and weightages for expert assessment is as follows:

Category	Activity	Assistant Professor / equivalent cadres: (Stage1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalentcadres (Stage 4)	Associate Professor(Stage 4) to Professor /equivalent cadres (Stage5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-Learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year

According to the above table the teacher is eligible/not eligible in category I: --------------------

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

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee
II (a)	Students related co-curricular, extension and field basedactivities	Actual Hours spent per academic year	Total Hours Spent		
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Remedial classes/bridge course				
	Career counseling				
	Study visit/tour/Field work				
	Students seminar				
	Quiz/Debate/etc				
	Industry -implant training and placement activities				
	Aviskar, Ashwamedhetc participation				
	Subject related survey				
	NET/SET/GATE workshops/Lectures				
	NSS/NCC etc				
	Cultural/sports				
	Public/popular: Lectures/ Talks/Seminars etc				
	Community/Social work/ SwatchtaAbhiyanetc				
	Water/Tree conservation, Blood donation/Alumni meet				
	Testing and Analysis				
	Any other activities				

II(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (1)	Actual Hours spent per academic year (2)	Total Hours Spent (3)	Self appraisal API Score (4)=(3)/10 (Max15)	Verified API Score by Committee (Max15)
	Dean/Teacher-in-charge/Management Council memberetc				
	Director/Head/Principal/ Vice-Principal				
	NAAC/IQAC/API/SAP/FIST/RUSA/TEQIP etc Chairman/ Coordinator/ member				
	Coordinator/member of Avishkar/ Uvarang, Ashwamedhetc				
	Convener/Chairman/ Coordinator/member of conference/ workshop/seminar/Refresher/ Orientation course				
	Hostel Warden/sport Inchargeetc				
	Admission/Academic/Examination committees/Local management committee/ library committee/Standing Committee/Sexual Harassment & Prevention Committee member etc				
	BOS/ Faculty / Academic Council /Senate member				
	Examination Reforms/ Institutional Governance				
	Any other				

II(c)	Professional Development activities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Participation in Seminars / Conferences / Short Term Training Courses / Industrial Trainings				
	Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course/Colleges				
	Membership of associations International/ National/State				
	Publications of articles in Proceedings/ newspaper/magazine etc not covered in Category III. (1 - hour / publication)				
	Dissemination/Radio Talksetc				
	Chairman for subject related event like. M. Phil/Ph.D. viva/Referee for M. Phil./Ph. D. thesis/ Referee for subject Journals/Editors of subject Journals				
	Session chairman/sectional president for Conference/ Seminar/workshop etc				
	Any other				

Total of Category II	

Minimum APIs to be applied for the promotion of teachers under CAS in University Departments and Colleges, and weightages for expert assessment is as follows:

Cate gory	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage5)	Professor (Stage 5) to Professor (Stage 6)
II	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	50/Assess ment period	50/Assess ment period	50/Assess ment period	50/Assessm ent period	100/Ass essment period

According to the above table the teacher is eligible/not eligible in category II: -----------------

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

III A) RESEARCH PAPERS PUBLISHED:

(a) Refereed Journals as notified by UGC#(25 points per publication)

Sr. No	Title of the paper with page Nos.	Journal name#with ISBN/ISSN No	Whether Journal is notified by UGC?#	Impact Factor, if any	First/Principal/ corresponding authors/supervisor/mentors	Self apprais al API Score *	Verified API Score by Committee *
					Sub Total IIIA(a)		

(b) Other reputed Journals as notified by UGC # (10 points per publication)

Sr. No	Title of the paper with page Nos.	Journal name# with ISBN/ISSN No	Whether Journal is notified by UGC? #	First / Principal/ corresponding authors/ supervisor/mentors	Self apprais al API Score*	Verified API Score by Committee*
				Sub Total IIIA(b)		

III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

(a) Text/Reference, Subject Bookspublished by InternationalPublishers,with ISBN/ISSNnumber as approved by theUniversity and posted on itswebsite. The List will beintimated to UGC.(30 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
					Sub Total IIIB(a)	

(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
					Sub Total IIIB(b)	

(c) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? "	No of authors	Self appraisal API Score*	Verified API Score by Committee*
					Sub Total IIIB(c)	

(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (10 points for International/ 05 points for National books per chapter)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? "	No of authors	Self appraisal API Score*	Verified API Score by Committee*
					Sub Total III B(d)	

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

\# Clause 6.0.5 (i) : The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo moto, recommend journals for inclusion in the "List of Journals". This clause 6.0.5 (i) will be strictly followed by the University.

III C) RESEARCH PROJECTS:

(i) Sponsored projects: *Major Projects:* with grants above Rs. 05 lakhs (20 points per Project) and with grants above Rs. 3 lakhs to Rs. 05 lakhs (15 points per Project). *Minor Projects:* with grants above Rs. 01 lakhs to Rs. 03 lakhs (10 points per Project).

(ii) Consultancy Projects: Amount mobilized with a minimum of Rs.02 lakhs (10 for every Rs.02 lakhs)

(iii) Projects Outcome /Outputs:Major Policy document prepared for international bodies like WHO/ UNO/ UNESCO/ UNICEF etc. Central / State Govt./Local Bodies:(30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5.

(i) Sponsored projects: Major /Minor projects							
Sr. No.	Title of Project	Name of Sponsoring Agency	Period	Grant /Amount mobilized in Lakhs	Major/Minor/Patent/Technology Transfer/prod uct/process	Self appraisal API Score	Verified API Score by Commit tee

(ii) Sponsored projects: Major /minor projects

(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process

				Sub Total III C	

III (D) RESEARCH GUIDANCE: (Ph. D. awarded per candidate 15, Ph. D. submitted per candidate 10 and M. Phil. awarded 05 per candidate)

Sr.No.	Ph.D / M.Phil.	Degree awarded/ Thesis submitted	Guide/ co-guide	Self appraisal API Score	Verified API Score by Committee
			Sub Total III D		

III(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/ SEMINARS

(i) Fellowship/Award: (International award/fellowship 15 pointsper award, National award/fellowship 10 points per award, state/University level award/fellowship 05 points per award)

International/National/state/University levelAwards					
Sr. No.	Name of the award	Academic Body/Society/Association	LevelInternational /National/State/University	Self appraisal API Score	Verified API Score by Committee
International /National/state/University level Fellowships					
Sr. No.	Name of the fellowship	Academic body/Society/Association	LevelInternational /National/state / University	Self appraisal API Score	Verified API Score by Committee
				Sub Total III E(i)	

(ii) Invited Lectures/paper presented in Conferences/Seminars:

Points per lecture: International 07, National 05, State/University 03.

Points per paper presentation: International 05, National 03, State/University 02.

(The score under this sub-category API points shall be restricted to 20% of the minimum fixed for Category III for anyassessment period)

Invited lectures/paper presentations						
Sr. No.	Title of the Invited lecture/paper presentations	Title of Conference/seminar	Organized by	Level International/ National/State / University	Self apprais al API Score	Verified API Score by Committee
	Sub Total IIIE(ii)Sub Total IIIE(ii)					
	(API points shall be restricted to 20% of the minimum fixed for Category III for *any assessment period)***					

** For CAS: Assistant Professor / equivalent cadres: (Stage 1 to Stage 2): Max 4 API score,; Assistant Professor / equivalent cadres: (Stage 2 to Stage 3): Max 10 API score; Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4) : Max 15 API score; Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5): Max 20 API score and Professor (Stage 5) to Professor(Stage 6): Max 80 score.

** FOR Direct recruitment: 20% of the minimum fixed for Category III.

III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (10 points per module)

Sr .No.	e-learning delivery process/material	Title of the process/material	Details of the website	No of modules developed	Self appraisal API Score	Verified API Score by Committee
					Sub Total III F	

Total of Category III:	

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors. # The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

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III	Research and Academic Contributions-Minimum Score required - to be assessed cumulatively	20/Assess ment period	50/Assess ment period	75/Assess ment period	100/Assess ment period	400/Ass essment period
II+III	Minimum total API score underCategories II and III$	90/Assess ment period	120/Assess ment period	150/Asse ssment period	180/Assess ment period	600/Ass essment period

$ Teachers may score the balance of points from either Category II or Category III to achieve the minimumscore required under Category II + III.

According to the above table the teacher is eligible/not eligible in category II and II+III: ------------

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

Forwarded through:

Chairman, IQAC committee

College/university

Head/Director/Principal