ACADEMIC PERFORMANCE INDICATORS (APIs)
For
SHRI MATA VAISHNO DEVI UNIVERSITY TEACHERS
[as per UGC 2013 Regulations, 2nd Amendment]

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

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:

3. School:

4. Current Designation & Academic Grade Pay:

5. Date of last Promotion:

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

7. Date of eligibility for promotion:

8. Date and Place of Birth:

9. Sex:

10. Marital Status:

11. Nationality:

12. Indicate whether belongs to SC/ST/OBC category:

13. Address for correspondence(with Pin code)

14. Permanent Address (with Pin

    code) Telephone No:

    Email:

15. Whether acquired any degrees or fresh academic qualifications during the year:

16. Examination	Name of the Board/University	Year of passing	Percentage of Marks obtained	Division/ Class/Grade	Subject
High School/Matric					

17. Academic Qualifications(Matric till post-Graduation):

Examination	Name of the Board/University	Year of passing	Percentage of Marks obtained	Division/ Class/Grade	Subject
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com/ B.Mus					
M.A/M.Sc/M.Com /M.Mus					
Other Examination, if any					

18. Research Degree(s)

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

19. Appointments held prior to joining this Institution:

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		

20. Posts held after appointment at this Institution:

Designation	Department	Date of actual Joining		
		From	To	Grade

21. Period of teaching experience: P.G Classes (in year) [   ] UG. Classes(in years) [   ]

22. Research Experience excluding years spent in M.Phil/Ph.D.(In years) [   ]

23. Fields of Specialization under the Subject/Discipline

(a)

(b)

24. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

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

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Notes	Unit of Assessment	API Score
Category I	Teaching, Learning and Evaluation Related Activities			
1 A(i)	Classroom teaching (Including, lectures, seminar)	As per allocation	Hours per academic year	
1 A(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	
1 B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year	
1 C	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 preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	Evidence to be provided Scores to be finalized by the screening committee	Outstanding = 10 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	Performa and summary feedback to be attached	2 points per course (Max 10 points)	
	Total Score Category I			

Maximum Total API Score in Cat I = 180 and Minimum API Score in Cat I = 100

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	API 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 counselling etc.)	Evidence to be provided Scores to be finalized by the screening committee	Outstanding = 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	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest =1	
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest =1	
	Sub-Total 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	Hours per academic year	
6B	Participation in Board of studies, academic and Administrative Committees	Actual hours	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, and any other contribution)	Evidence to be provided Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest =1	
	Grand Total (1 to 7)	**(Out of 250)**		

Maximum Total API Score in Cat II = 70 and Minimum API Score in Cat II = 20

Minimum score required for promotion: 150 out of a total of 250 from Category I and II

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION

(A) (i) Published Papers in Journals [refereed Journals/Non-refereed Journals]

S.No.	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							

A (ii) Full papers in Conference Proceedings

S.No.	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 (i) Text / Reference Books by International Publishers

S.No.	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

(ii) Subject Books by National Level / State Level publishers/other local publisher with ISBN/ISSN numbers

S.No.	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 (iii) Chapters contributed to edited knowledge based volumes published by International /National publishers

S.No.	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

III C). Ongoing and Completed Research Projects and Consultancies

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

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score

C (iii) Completed Projects: Quality Evaluation

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score

C (iv) Project Outcome / Outputs

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M. Phil or Equivalent				
Ph.D or Equivalent				

E : TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS

E(i) **Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Program, Faculty Development Program, Soft Skills development programs, FDPs (not less than one week duration)**

S.No.	Programme	Duration	Organised by	API Score

E (ii) Papers presented in Conferences, Seminars, Workshops, etc.

S.No.	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 or presentations for Conferences / Symposia**

S.No.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-Curricular , Extension Professional Development etc.			
	Total I + II			
III	Research and Academic Contribution			

OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSUURES: (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 with the University and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty with
Designation, Place & Date

Signature of School Head

N.B: The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment /verification.

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
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	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 /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 level	d)Local – University / College level	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)).