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

PART A: GENERAL INFORMATION

Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API) [as per UGC Regulations 2016 4th Amendment]

1. Name (in Block Letters):

2. Father's Name/Mother's Name:

3. Department/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:

Examination	Name of the Board/University	Year of passing	Percentage of Marks obtained	Division/ Class/Grade	Subject

16. 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					

17. Research Degree(s)

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

18. Appointments held prior to joining this Institution:

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

19. Posts held after appointment at this Institution:

Designation	Department	Date of actual Joining		
		From	To	Grade

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

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

22. Fields of Specialization under the Subject/Discipline

    (a)

    (b)

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

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual score	Max. Score	Actual score	Max. Score	Actual score
I	a) Direct Teaching	70	Actual hours spent per Academic Year ÷**7.5**	60	Actual hours spent per Academic Year ÷**7.75**	60	Actual hours spent per Academic Year ÷**7.75**
	b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per Academic Year ÷**10**	20	Actual hours spent per Academic Year ÷**10**	10	Actual hours spent per Academic Year ÷**10**
	c) Innovative Teaching – Learning Methodologies, updating of subject contents/course, mentoring etc.	10	Actual hours spent per Academic Year ÷**10**	15	Actual hours spent per Academic Year ÷**10**	20	Actual hours spent per Academic Year ÷**10**

Note:

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.

FOR ASSISTANT PROFESSOR

Category	Nature of Activity	Assistant Professor		Self Assessed Score	Score verified by the Screening Committee
		Max. Score	Actual score		
I	a) Direct Teaching	70	Actual hours spent per Academic Year ÷**7.5**		
	b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per Academic Year ÷**10**		
	c) Innovative Teaching – Learning Methodologies, updating of subject contents/course, mentoring etc.	10	Actual hours spent per Academic Year ÷**10**		

FOR ASSOCIATE PROFESSOR

Category	Nature of Activity	Associate Professor		Self Assessed Score	Score verified by the Screening Committee
		Max. Score	Actual score		
I	d) Direct Teaching	60	Actual hours spent per Academic Year ÷**7.75**		
	e) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per Academic Year ÷**10**		
	f) Innovative Teaching – Learning Methodologies, updating of subject contents/course, mentoring etc.	15	Actual hours spent per Academic Year ÷**10**		

FOR PROFESSOR

Category	Nature of Activity	Professor		Self Assessed Score	Score verified by the Screening Committee
		Max. Score	Actual score		
I	a) Direct Teaching	60	Actual hours spent per Academic Year ÷**7.75**		
	b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment	10	Actual hours spent per Academic Year ÷**10**		
	c) Innovative Teaching – Learning Methodologies, updating of subject contents/course, mentoring etc.	20	Actual hours spent per Academic Year ÷**10**		

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

The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category II	Nature of Activity	Maximum API Score	Actual Score	Self Assessed Score	Score verified by the Screening Committee
a.	Student related co-curricular, extension and field based activities. i. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) ii. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) iii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per Academic Year ÷ 10		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i. Administrative responsibility (including as Dean / Principal / Chairperson / HoD/ Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) ii. Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per Academic Year ÷ 10		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per Academic Year ÷ 10		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION
[Please note that candidates / faculty who do not fill up the Category III Form in the prescribed format, filling up each column as directed, their form shall be summarily rejected]

(A)RESEARCH PUBLISHED PAPERS IN REFEREED JOURNALS / OTHER REPUTED JOURNALS

[Only publications made in Journals in Web of Science as per Thomson reuters list i.e., Science Citation Index®, Science Citation index Expanded™, Social Sciences Citation Index® and Arts & Humanities Citation Index®, and SCOPUS, shall be accepted for the purpose of direct recruitment and promotion.]

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	Self Assessed API Score	Score verified by the Screening Committee
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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

(i) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.

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	Self Assessed API Score	Score verified by the Screening Committee

(ii) Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its website.

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	Self Assessed API Score	Score verified by the Screening Committee

(iii) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its Website.

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	Self Assessed API Score	Score verified by the Screening

									Committee

(iv) Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its Website.

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	Self Assessed API Score	Score verified by the Screening Committee

(C) RESEARCH PROJECTS

(i) Sponsored Projects

(a) Major Projects

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Self Assessed API Score	Score verified by the Screening Committee

(b) Consultancy Projects

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	Self Assessed API Score	Score verified by the Screening Committee

(c) Projects Outcome/Outputs

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	Self Assessed API Score	Score verified by the Screening Committee

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	Self Assessed API Score	Score verified by the Screening Committee
M. Phil.					
Ph.D .					

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

(E) (i) Fellowships/Awards

(a) International Award/Fellowship from Academic Bodies/ Associations

S.No.	Title of Award	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee

(b) National Award/Fellowship from Academic Bodies/ Associations

S.No.	Title of Award	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee

(c) State/University Level Award from Academic Bodies/ Associations

S.No.	Title of Award	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee

(E) (ii) Invited Lectures /Papers

S.No.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organized by	Whether International/ National/ State/University Level	Self Assessed API Score	Score verified by the Screening Committee
(a) International							
(b) National							
(c) State/University Level							

* The score under this category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

(F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL:

S.No.	Details	Authorized/Sponsored by	Self Assessed API Score	Score verified by the Screening Committee

Summary of the Scores Claimed:

CATEGORY	CRITERIA	API CLAIMED
1	DIRECT TEACHING	
1	EXAMINATION DUTIES	
1	INNOVATIVE TEACHING	
	TOTAL SCORE OF CATEGORY - I	
2	STUDENT RELATED CO-CURRICULAR ACTIVITIES	
2	CORPORATE LIFE AND MANAGEMENT	
2	PROFESSIONAL DEVELOPMENT ACTIVITIES	
	TOTAL SCORE OF CATEGORY - II	
3	RESEARCH PUBLICATION IN JOURNALS	
3	BOOK PUBLICATION OR CHAPTER IN BOOK	
3	RESEARCH PROJECTS	
3	RESEARCH GUIDANCE	
3	AWARDS, FELLOWSHIP, PAPER , LECTURES	
3	DEVELOPMENT OF E- LEARNING MATERIAL	
	TOTAL SCORE OF CATEGORY - III	

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 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 and/or documents enclosed along with the duly filled PBAS Format.

Signature of the Candidate

BRIEF EXPLANATIONS OF CATEGORY III

Category	Activity	Faculty of Sciences /Engineering / Agriculture /Medical / Veterinary Sciences	Faculties of Languages /Humanities / Arts / Social Sciences / Library / Physical education /Management	Maximum Score for University /college teacher*
III(A)	Research Papers Published in:	Only publications made in Journals in Web of Science as per Thomson reuters list i.e., Science Citation Index®, Science Citation index Expanded™, Social Sciences Citation Index® and Arts & Humanities Citation Index®, and SCOPUS, shall be accepted for the purpose of direct recruitment and promotion.		**25 per Publication**
III(B)	Publications other than journal articles(books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Book published by International Publishers, with ISBN/ISSN Number as approved by the University and posted on its website. The list will be intimated to UGC	**30 per Book for Single Author**
		Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its Website. The List will be intimated to UGC.	**20 per Book for Single Author**
		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.	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 per Book for Single Author**
		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.	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.	**International 10 per Chapter National- 5 per Chapter**
III(C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	(a) Major Projects with grants above Rs. 5 lakhs	**20 per Project**
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	**15 per Project**
		(c) Major Projects with grants above Rs. 1 lakhs up to Rs. 5 lakhs	(c) Major Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs	**10 per Project**
III(C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	**10 for every Rs. 10 lakhs and Rs. 2 lakhs, respectively**
III(C) (iii)	Projects Outcome/Outputs	Patent/Technology transfer/Product/Process	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 Governmnet-20, State Govt.-10 Local bodies-5**
III(D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	**5 per candidate**
III(D)(ii)	Ph.D.	Degree awarded/ Thesis submitted	Degree awarded/ Thesis submitted	**15/10 per candidate**

III (E)	Fellowships, Awards and Invited Lecturers delivered in Conferences/Seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from Academic Bodies	International Award/Fellowship from Academic Bodies/Associations	**15 per Award / 15 per fellowship**
		National Award/Fellowship from Academic Bodies	National Award/Fellowship from Academic Bodies/Associations	**10 per Award / 10 per fellowship**
		State/University Level Award from Academic Bodies	State/University Level Award from Academic Bodies/Associations	**5 per Award**
III (E)(ii)	Invited Lectures/ Papers	International	International	**7 per lecture/ 5 per paper presented**
		National Level	National Level	**5 per lecture/ 3 per paper presented**
		State/University Level	State/University Level	**3 per lecture/ 2 per paper presented**
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			**10 per module**

* 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.