# Detailed Guidelines to Calculate API Score

The promotion of teachers who have become eligible for promotion on or after 31-12-2008 shall be governed by the Career Advancement Scheme, 2010

The self-assessment scores are subject to verification by the Screening-cum-Evaluation Committee or the Selection Committee as the case may be.

Minimum Point Norms of the APIS to be applied for the promotion of teachers in University Departments under CAS, 2010:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Category | Assistant Professor  (From AGP Rs. 6000 to  Rs. 7000) | Assistant Professor (From AGP Rs. 7000 to  Rs. 8000) | Assistant Professor  to Associate Professor  (From AGP Rs. 8000 to  Rs. 9000) | Associate Professor  to Professor (From AGP Rs. 9000 to  Rs. 10,000) |
| 1. | Category I (Teaching  Learning etc. | 75/year | 75/year | 75/year | 75/year |
| 2. | Category II (Co-curricular  activities etc. | 15/year | 15/year | 15/year | 15/year |
| 3. | Minimum score  requirement (I+II)\* | 100/year | 100/year | 100/year | 100/year |
| 4. | Category III (Research  activities etc.) | 10/year (40/assessment  period) | 20/year  100/assessment  period) | 30/year (90/assessment  period) | 40/year (120/assessment  period) |
| 5. | Minimum score required  (I+II+III) | 110/year | 120/year | 130/year | 140/year |
| 6. | Assessment Procedure | Screening committee  to verify API score | Screening committee to  verify  API score | Selection committee | Selection committee |
| Comprehensive assessment by selection committee | |

\*Required 10 points may be achieved either from Category I or Category II.

# API Capping/Year

|  |  |  |
| --- | --- | --- |
| S. No. | Category | Maximum API/Year |
| 1. | Category I (Teaching Learning etc. | 120 points/year  (Minimum requirement: 75/Year) |
| 2. | Category II (Co-curricular activities etc. | 50 points/year  (Minimum requirement: 15/year) |
| Consolidated score (I+II) required | | 100/Year |
| 3. | Category III (Research activities etc.) | No upper capping\* (However, following distribution pattern should be followed while calculating the aggregate) |

* Category III (Research activities etc.)

|  |  |
| --- | --- |
| Sub category | Cap as % of API (for 100%) |
| (A): Research papers/Publications (Journals & Books). | 55% |
| (B) Research Projects | 20% |
| (C) Research Guidance/Undergraduate Dissertations | 10% |
| (D) Training Courses and conference/seminars etc. | 15% |

**Scores for Academic Performance Indicator for promotion under CAS, 2010**

# CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

|  |  |  |
| --- | --- | --- |
| S.No. | Nature of Activity | Maximum Score |
| 1. | Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated | 60 |
| 2. | Preparation and Imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students | 20 |
| 3. | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | 20 |
| 4. | Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment. | 25 |
|  | Total score | 125 |
|  | Minimum API score required | 75 |

Note:

* 1. While calculating the number of hours allocated, only working days/weeks will be taken in account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in the University/College that teaches for 16 weeks per semester, the teacher would write 320 hours (similarly, there would be 320 hours if her teaching load is same in the second semester) in the row 1A (i). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A(ii). So, in all, she would get credit for 320+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be earned in each row.
  2. In most sub categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in this category.

# Table for API Calculation under Category I

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Nature of activity | Notes | Unit of assessment |
| Category I | Teaching, Learning and Evaluation Related Activities | | |
| I (i) | Classroom teaching  (including lectures, seminars) | As per allocation | Hours per academic year |
|  | Classroom teaching (including lectures, seminars) preparation time | Same as actual teaching hours as per attendance  register | Hours per academic year |
|  | Tutorials and Practicals | Actuals as per  attendance register | Hours per academic  year |
|  | Outside classroom  interaction with students | Max 0.5 of hours in  first row of I (i) | Hours per academic  year |
|  | Sub total | Score = hours/10  (max score 100) |  |
| I (ii) | Research Supervision for  enriching knowledge (including Master thesis) | Max 1 hour per  student per working week | Hours per academic year |
|  | Sub-total | Score = hours/10  (max score = 30) |  |
| I (iii) | Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual  teaching | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding = 10 Very good = 7 Good = 5  Average = 3  Modest = 1 |
|  | Preparation of new teaching-learning materials including translation, bridge materials, 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 |
|  | Use of anonymous students feedback on the quality of classroom teaching and student’s  interaction | Proforma and summary feedback to be attached | 2 points per course (max 10 points) |

|  |  |  |  |
| --- | --- | --- | --- |
| I (iv) | Question paper setting. Moderation and related  work | Actual hours | Hours per academic year |
|  | Invigilation/supervision and  related examination duties | Actual hours | Hours per academic  year |
|  | Evaluation/assessment of answer scripts and assignment related to internal assessment,  external and re-evaluation | Max 20 minutes per full script | Hours per academic year |
|  | Sub-total | Score = hours/10  (max score = 20) |  |

Note: Under the last row of I (iii), the teacher is only required to give a proof that he/she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. He/ She would be entitled to the points irrespective of the contents of feedback. The comments given by the students may not be used against the teacher in this exercise.

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

|  |  |
| --- | --- |
| Nature of Activity | Maximum Score |
| 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 counselling). | 20 |
| Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | 15 |
| 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) | 15 |
| Total score | 50 |
| Minimum API Score Required | 15 |

**Table for API Calculation under Category II**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Nature of activity | Notes | | Unit of assessment |
| Category II: Co-curricular, extension and professional development related activities | | | | |
| II (i) | Discipline related co- curricular activities (e.g. field work, study visit, student seminars, 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 | |
|  | Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) | Scores to be finalized by the screening committee | Good = 5  Average = 3  Modest = 1 | |
|  | 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 | | | |
| II (ii) | Administrative responsibilities (including Dean, Head, Warden, Resident Tutor, Principal, Chairperson, Convenor, Teacher in-charge or similar duties that require regular office hours for its discharge) | Actual hours spent | | Hours per academic year |
|  | Participation in Board of Studies, Academic and Administrative committees | Actual hours spent | | Hours per academic year |
|  | Sub-total | Score = hours/10 (Max score = 30) | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| II (iii) | 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 |

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**Table for API Calculation under Category III**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | APIs | Faculties of | Faculties of | Max. points |
|  |  | Engineering / | Languages Arts/ | for University |
|  |  | Agriculture/ | Humanities/ Social | and college |
|  |  | Veterinary/ Medical | Sciences/ Library/ | teacher |
|  |  | Sciences/ Science | Physical Education/ | position |
|  |  |  | Management |  |
| III A | Research/ Review Papers | Research papers (in  related area/subject) | Research papers (in  related area/subject) | 15/  publication |
|  |  | published in | published in |  |
|  |  | recognized and | recognized and |  |
|  |  | reputable journals | reputable journals |  |
|  |  | and periodicals, | and periodicals, |  |
|  |  | having ISBN/ ISSN | having ISBN/ ISSN |  |
|  |  | numbers | numbers |  |
|  |  | Conference | Conference | 10/ |
|  | proceedings (in  related area/subject) | proceedings (in  related area/subject) | publication |
|  | as full papers, etc. | as full papers, etc. |  |
|  | (Abstracts not to be | (Abstracts not to be |  |
|  | included) | included) |  |
| III B | Research Publications (Text/Subject or Reference Books) | Text/Subject or Reference Books (in related area/subject) published by International/Nation al publishers / State and Central Govt.  Publications with an | Text or Reference Books (in related area/subject) published by International/Nationa l publishers / State and Central Govt.  Publications with an | 40/sole author; 30 co- author. Text/ Subject or Reference book author. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | established peer review system and ISBN/ ISSN  numbers. | established peer review system and ISBN/ ISSN  numbers |  |
|  | Book chapters | Chapter in | Chapter in | 10/chapter |
| in book, other | Text/Subject or | Text/Subject or |  |
| than journal | Reference Books (in | Reference Books (in |  |
| articles | related area/subject) | related area/subject) |  |
|  | published by | published by |  |
|  | International/Nation | International/Nationa |  |
|  | al publishers / State | l publishers / State |  |
|  | and Central Govt. | and Central Govt. |  |
|  | Publications with an | Publications with an |  |
|  | established peer | established peer |  |
|  | review system and | review system and |  |
|  | ISBN/ ISSN | ISBN/ ISSN |  |
|  | numbers (Chapter in | numbers (Chapter in |  |
|  | self-Edited volume | self-Edited volume |  |
|  | should not be | should not be |  |
|  | considered) | considered) |  |
|  | Text/Subject or | Text/Subject or | Text/Subject or | 20/ Sole |
| Reference | Reference Books/ | Reference Books/ | editor; 10/co- |
| Books/ | Journals Edited (in | Journals (in related | editors |
| Journals Edited | related area/subject) | area/subject) Edited |  |
|  | and published by | and published by |  |
|  | International/Nation | International/Nationa |  |
|  | al publishers / State | l publishers / State |  |
|  | and Central Govt. | and Central Govt. |  |
|  | Publications with an | Publications with an |  |
|  | established peer | established peer |  |
|  | review system and | review system and |  |
|  | ISBN/ ISSN | ISBN/ ISSN |  |
|  | numbers | numbers |  |
|  |  | Books translated (in related area/subject) and published by International/ National publishers  / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers | Books translated (in related area/subject) and published by International/Nationa l publishers / State and Central Govt.  Publications with an established peer review system and  ISBN/ ISSN | 20/sole translator 10/co- translator |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | numbers | |  |
|  |  | Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/Nation al publishers / State and Central Govt.  Publications with ISBN/ ISSN  numbers (Chapter in self-Edited volume should not be considered) | Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/National publishers / State and Central Govt.  Publications with ISBN/ ISSN numbers (Chapter in self-Edited volume should not be  considered) | | 10/chapter |
|  |  | Popular article (in related area/subject) in proceedings/ newsletter of learned bodies/ societies or Newspaper article in area of interest. | Popular article (in related area/subject) in proceedings/ newsletter of learned bodies/ societies or Newspaper article in  area of interest. | | 10/chapter |
| III C | Research Project | | | | |
| III C(i) | Sponsored Projects carried out/ ongoing | Major Projects (as per the UGC project guidelines) | | (a) Major Projects (as per the UGC project guidelines) | 20/ each Project to PI 10/each to  co-PI/joint PI |
|  | Minor Projects (as per the UGC project guidelines) | | (a) Minor Projects (as per the UGC project guidelines) | 15/ each Project 8/each to co- PI/joint PI |
| III C(ii) | Consultancy Projects routed to concerned Institutions carried out/ ongoing | Amount mobilized with minimum of Rs.10.00 lakh | | Amount mobilized with minimum of Rs.2.00 lakh | 10/each |
| III C(iii) | Completed projects Quality Evaluation | Completed project Report (Acceptance from | | Completed project report (Accepted by funding agency) | 20/each major project |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | funding agency) | |  | and 10/each minor or innovative research  project |
| III C(iv) | Project Outcome/ Output | Patent/ Technology transfer/Product/Proc ess | | 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 D(iii) | Undergraduate Research  project guidance | Project completed | Project completed | | 2/year |
| III E | Training Courses and Conferences/Seminars/Workshop papers | | | | |
| IIIE(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 | (a) Not less than two weeks duration | | 20/each |
|  | (b) One week | (b) One week | | 10/each |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | duration | duration |  |
| IIIE(ii) | Papers in Conferences/ Seminars/  Workshop | Presentation of Research paper (Oral/ Poster) in: | Presentation of Research paper (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 |
| IIIE(iii) | Invited lectures/ special lecture or presentations for conferences/  symposia | (a) International conference | (a) International conference | 10/each |
|  | (b) National | (b) National | 5/each |
|  | (c) Regional/ State  level | (c) Regional/State  level | 3/each |
|  | (d) Local- University/ College level | (d) Local- University/ College level | 2/each |

\*\* 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)”

The parameters in table of Category-III (Research and Academic Contributions) shall have following capping in relation to the total API score claimed by the candidate.

|  |  |
| --- | --- |
| Sub category | Cap as % of API (for 100%) |
| (A): Research papers/ publication (Journals, Books etc.) | 55% |
| (B) research Projects | 20% |
| (C) Research Guidance | 10% |
| (D) Training Courses and conference/seminars etc. | 15% |