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## ANNAMALAI UNIVERSITY

**API Score Sheet based on PBAS for CAS Promotion (Form 1)**

(Application for those qualify for promotion **on or before July 11, 2016**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage** |  | **to** | **Stage** |  |

|  |  |
| --- | --- |
| Staff ID |  |
| Name of the Faculty Member |  |
| Designation and Department |  |
| Date of Appointment / Promotion to Present Position |  |
| Period of service for current stage | From(Date): To(Date) |

1. **Eligibility Requirements:**
   1. Number of Courses Completed in the current stage(enclose proof):

## Orientation: Refresher:

* 1. Number of Research Papers Published in UGC listed Journals:

## Minimum Score Required under API Scoring System for Screening cum Evaluation/Selection Committee Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Promotion Stage** | **No. of**  **Years** | **Category I**  **per year** | **Category II**  **per year** | **Category**  **I+II \***  **per year** | **Category III**  **per assessment**  **period** |
| Stage 1 to 2  (Assistant Professor) | 4/5/6 | 75 | 15 | 100 | 40 |
| Stage 2 to 3  (Assistant Professor) | 5 | 75 | 15 | 100 | 100 |
| Stage 3to 4  (Asst.to Associate Professor) | 3 | 75 | 15 | 100 | 90 |
| Stage 4 to 5  (Associate to Professor) | 3 | 75 | 15 | 100 | 120 |

\* Teachers may score 10 points from either category I or II to achieve the minimum score required under category I+II

## Declaration:

I, hereby declare that all the statements/particulars/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my promotion is liable to be cancelled.

## Date: Signature of the Faculty Member

**Note:** Please sign at the bottom of every page.

# CATEGORY I: TEACHING – LEARNING, EVALUATION RELATED ACTIVITIES

# Category I.1- Class Room Teaching

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Academic Year | Semester | #ofClasses Per week allotted | # of weeks in the semester | Total #of classes allotted in the semester | # of Classes conducted in the semester/ Year | % ofClass conducted  If <80%  marks=0. | API Score Claimed = [(#of  classes conduced/# classes allotted)\*50] |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1 |  | Odd Sem |  |  |  |  |  |  |
| 2 | Even Sem |  |  |  |  |
| 3 |  | Odd Sem |  |  |  |  |  |  |
| 4 | Even Sem |  |  |  |  |
| 5 |  | Odd Sem |  |  |  |  |  |  |
| 6 | Even Sem |  |  |  |  |
| 7 |  | Odd Sem |  |  |  |  |  |  |
| 8 | Even Sem |  |  |  |  |
| 9 |  | Odd Sem |  |  |  |  |  |  |
| 10 | Even Sem |  |  |  |  |

Note: Proof for the API score claimed can be semester/Year - wise time table or Certificate from the HOD

# Category I.2: Lectures or other duties in excess of UGC Norms

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Academic Year | Semester | Marks for  Excess hours of UGC norms(Proof (2.5per  Hour) | Marks  for PG Dissertation (1.0 per thesis) | Marks for  M.Phil Dissertation (1.5 for  per thesis) | Marks for  Ph.D  Guidance (3.0 per candidate) | API  Score Claimed.  (Max Marks  =10 / year) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 |  | Odd Sem |  |  |  |  |  |
| 2 | Even Sem |  |  |  |  |
| 3 |  | Odd Sem |  |  |  |  |  |
| 4 | Even Sem |  |  |  |  |
| 5 |  | Odd Sem |  |  |  |  |  |
| 6 | Even Sem |  |  |  |  |
| 7 |  | Odd Sem |  |  |  |  |  |
| 8 | Even Sem |  |  |  |  |
| 9 |  | Odd Sem |  |  |  |  |  |
| 10 | Even Sem |  |  |  |  |
| Total Score | | | | | | |  |
| AVERAGE SCORE (Total Score/No of Years) | | | | | | |  |

Category I.3: Preparation and Imparting knowledge/instruction as per curriculum; providing additional resources to students

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Academic Year | Semester | Marks for instruction manual  /ICT [5 marks] | Marks for Lecture Notes  /Remedial classes/ bridge course  [5 marks] | Marks for Learning Materials/  imparting soft skills/ popularisation programme  [5 marks] | API Score Claimed.  [ MaxMarks  =20/year] |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 |  | Odd Sem |  |  |  |  |
| 2 | Even Sem |  |  |  |
| 3 |  | Odd Sem |  |  |  |  |
| 4 | Even Sem |  |  |  |
| 5 |  | Odd Sem |  |  |  |  |
| 6 | Even Sem |  |  |  |
| 7 |  | Odd Sem |  |  |  |  |
| 8 | Even Sem |  |  |  |
| 9 |  | Odd Sem |  |  |  |  |
| 10 | Even Sem |  |  |  |
| Total Score | | | | | |  |

Category I.4: Use of Participatory and Innovative Teaching-Learning Methodology

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Academic Year | Semester | Marks for Updating subject content  [5 marks] | Marks for Course Improvement [5 marks] | API Score Claimed.  [Max Marks  =20/year] |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1 |  | Odd Sem |  |  |  |
| 2 | Even Sem |  |  |
| 3 |  | Odd Sem |  |  |  |
| 4 | Even Sem |  |  |
| 5 |  | Odd Sem |  |  |  |
| 6 | Even Sem |  |  |
| 7 |  | Odd Sem |  |  |  |
| 8 | Even Sem |  |  |
| 9 |  | Odd Sem |  |  |  |
| 10 | Even Sem |  |  |
| Total Score | | | | |  |

Category I.5: Examination Related Work

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Academic  Year | Semester | End Semester  Examination work: Invigilation=10; Evaluation=5; Question Setting=5; 100%  compliance=20 [Max Marks 20/year] | Internal /  continuous assessment related work; 100%  compliance  = 10  [Max marks 10/year ] | Examination work, coordination, Flying squad etc.  100%  compliance  =10 marks [Max Marks 10/year] | Evaluation of  M.Phil./Ph.D thesis  [1mark per activity]  [Max10 marks/year] | API Score  Claimed  [ Max Marks  =20/year] |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 |  | Odd Sem |  |  |  |  |  |
| 2 | Even Sem |  |  |  |
| 3 |  | Odd Sem |  |  |  |  |  |
| 4 | Even Sem |  |  |  |
| 5 |  | Odd Sem |  |  |  |  |  |
| 6 | Even Sem |  |  |  |
| 7 |  | Odd Sem |  |  |  |  |  |
| 8 | Even Sem |  |  |  |
| 9 |  | Odd Sem |  |  |  |  |  |
| 10 | Even Sem |  |  |  |
| Total Score | | | | | | |  |

Category I: Summary of API Score Statement

|  |  |  |
| --- | --- | --- |
| Sl. No | Category | Average API  Score |
| 1 | I.1 |  |
| 2 | I.2 |  |
| 3 | I.3 |  |
| 4 | I.4 |  |
| 5 | I.5 |  |
| Total Score | |  |

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

## CategoryII.1. Student Related Co-Curricular Activities

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Academic  Year | Assessment Methodology | Number of Activity | | | | | | Number of Activity | Total Score Reported |
| NCC | NSS/ YRC/ RRC | Counseling | Sports | Cultural | Community  outreach |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| 1 |  | 2.5 points per  activity/  year [Max Score= 20 Marks per year] |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
|  | | Total Score | | | | | | | |  |
| Average Score per year | | | | | | | |  |

Category II.2. Participation In Academic And Academic Committees And Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Academic  Year | Assessment Methodology | Total  Number of  Activity | Score Report |
| (1) | (2) | (3) | (4) | (5) |
| 1 |  | 1 point per activity/year [Max Score=  15Marks per  year] |  |  |
| 2 |  |  |
| 3 |  |  |  |
| 4 |  |  |
| 5 |  |  |  |
| 6 |  |  |
| 7 |  |  |  |
| 8 |  |  |
| 9 |  |  |  |
| 10 |  |  |
| Total Score | | | |  |
| Average Score per year | | | |  |

# Category II.3. Professional Development Activities

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Parameters | Methodology of  Assessment  Points/Activity | Academic Year-wise Score | | | | |
| (1) | (2) | (3) | (4) | | | | |
| 1 | Seminar/Conf./  TrainingProgram |  |  |  |  |  |  |
|  | a. International | 2 |  |  |  |  |  |
|  | b. National | 1 |  |  |  |  |  |
| 2 | Talks / Lectures | 2 |  |  |  |  |  |
| 3 | Membership in Association | |  | | | | |
|  | a. International | 2 |  |  |  |  |  |
|  | b. National | 1 |  |  |  |  |  |
| 4 | General/Popular  Articles | 2 |  |  |  |  |  |
| 5 | Journal refereeing/peer  reviewing/ editorial board | 2 |  |  |  |  |  |
| 6 | Jury/ Chairman of  Tech Session | 1 |  |  |  |  |  |
| 7 | Membership in  National Committee/ selection committee/ Advisory  Committee etc. | 2 |  |  |  |  |  |
|  | Year Wise Total  [Max Score Per Year=15] | |  |  |  |  |  |
|  | Average Total Per Year Reported | |  | | | | |

# Category II: Summary of API Score Statement

|  |  |  |
| --- | --- | --- |
| Sl.No Category | | Average API Score |
| 1 | II.1 |  |
| 2 | II.2 |  |
| 3 | II.3 |  |
| Total Score | |  |

CATEGORY III – RESEARCH AND ACADEMIC CONTRIBUTION

III-A: Research Papers Published In Refereed Journals

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category III-A | Impact Factor from Scopus or Web of  Science | Single Author (100%) | | First or Corresponding Author/Supervisor/  Mentor (60%) | | Rest of Authors (40%) | | Total Points Col. (3  \*4) + (5\*6)+  (7\*8) |
| Points per paper | Numberof Papers | Points per paper | Number of Papers | Points per paper | Number of Papers |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1 | 5-10 | 25 |  | 15 |  | 10 |  |  |
| 2 | 2-5 | 15 |  | 9 |  | 6 |  |  |
| 3 | 1-2 | 10 |  | 6 |  | 4 |  |  |
| 4 | Indexed  Journals | 5 |  | 3 |  | 2 |  |  |
| 5 | Non-referred & Reputed Journals with ISSN & ISBN/  Conf. full paper | 10 |  | 6 |  | 4 |  |  |
|  | Total Score | | | | | | |  |

Note: Evidence for impact factor listed in Scopus or Web of Science and Journal in the UGC list (copy of the relevant page) must be enclosed.

# III-B Research Publications (Books / Monographs)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category III-B |  | Single Author (100%) | | First or Corresponding Author/Supervisor/  Mentor (60%) | | Rest of Authors (40%) | | Total Points Col. (3  \*4) + (5\*6)+  (7\*8) |
| Points per  paper | Number of  Papers | Points per  paper | Number of Papers | Points per  paper | Number of  Papers |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1 | Text/Reference Books by Int. Publisher with  peer reviewed | 50 |  | 30 |  | 20 |  |  |
| 2 | Subject books- National publisher / State  with ISBN/ISSN | 25 |  | 15 |  | 10 |  |  |
| 3 | Subject books-  Others with ISBN/ISSN | 15 |  | 9 |  | 6 |  |  |
| 4 | Chapters in edited books by International  Publisher with ISBN/ ISSN | 10 |  | 6 |  | 4 |  |  |
| Chapters in edited books by National  publisher with ISBN /ISSN | 5 |  | 3 |  | 2 |  |  |
| Chapters in edited books by Local publishers with ISBN  /ISSN | 3 |  | 1.8 |  | 1.2 |  |  |
|  | Total Score | | | | | | |  |

Note:

III-B-1: Text/Reference Books, published by International Publishers, with an established peer review

system

III-B-2: Subject Books, published by National level publishers / State and Central Govt. Publications with ISBN/ISSN number

III-B-3: Subject Books, published by other local publishers with ISBN/ISSN number

III-B-4: Chapters in Books contributed to edited knowledge based volumes published by National and

International level publishers

III-B-5: Chapters in Books contributed to edited knowledge based volumes published by Indian / National

level publishers and with numbers of national and international directories

III-B-6: Chapters in Books contributed to edited knowledge based volumes published by other local

publishers with ISBN/ISSN

# III (C): Research Projects (Projects sponsored by Government/ International Agencies/ Industries/ NGOs)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences | Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management | Maximum score | Number of Projects completed | Score |
| III (C)  1 | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project |  |  |
|  |  | (b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per Project |  |  |
|  |  | (c) Minor Projects with grants above Rs. 50,000 up to Rs. 5 lakhs | Minor Projects with grants above Rs.25,000 up to Rs. 3 lakhs | 10 per Project |  |  |
| III (C)  2 | 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)  3 | Completed Projects Quality  Evaluation | Completed project Report (Acceptance from funding agency) | Completed project Report (Acceptance from funding agency) | 20/each major project & 10/each minor project |  |  |
| III (C)  4 | Projects Outcome / Outputs | Patent / Technology transfer / Product / Process | Major Policy document of Govt Bodies at Central / State Level | 30 for each national level output or patent & 50 / each for International level  output or patent |  |  |
|  | Total Score | | | | |  |

III (D): Research Guidance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Level | Status | Points | No. of  Candidates | Score |
| III(D) 1 | M.Phil. | Degree awarded | 3 per candidate |  |  |
| III(D) 2 | Ph.D. | Degree awarded | 10 per candidate |  |  |
|  | Ph.D | Thesis submitted | 7 per candidate |  |  |
|  | Total Score | | | |  |

# III.E. Training Courses And Conference/Seminar / Workshop Papers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No: |  | Description | Points | Number | Score |
| III(E)  1 | Courses & Training (Max 30 points) | (a) Not less than two weeks  Duration | 20/each |  |  |
| (b) one week duration | 10/each |  |  |
| III(E)  2 | Papers in Conferences/  Seminars / workshops etc., | Participation and Presentation of  research papers (oral / poster) in |  |  |  |
| a. International conference | 10 /each |  |  |
| b. National | 7.5/ each |  |  |
| c. Regional /State level | 5/each |  |  |
| d. Local-University/College level | 3 each |  |  |
| III(E)  3 | Invited lectures or presentations in conference  /symposia/ Workshop | International | 10/each |  |  |
| National level | 5 /each |  |  |
|  | Total Score | | | |  |

Note: III (E) (1) Refresher courses, Methodology workshops, Training. Teaching-Learning Evaluation Technology Programs, Soft Skills Development Programs, Faculty Development Programs, etc.

# Category III : Summary of API Score Statement

|  |  |  |
| --- | --- | --- |
| Sl No | Category III | Score Reported by Applicant |
| 1 | III A |  |
| 2 | III B |  |
| 3 | III C |  |
| 4 | III D |  |
| 5 | III E |  |
| Total Score | |  |

**Eligibility:**

1. Assistant Professor possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (Stage 2) after completion of **four years** of service as Assistant Professor subject to the fulfilment of the conditions.
2. Assistant Professor M.Phil. Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of **five years** of service as Assistant Professor subject to the fulfilment of the conditions.

1. Assistant Professor who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of **six years** of service as Assistant Professor subject to the fulfilment of the conditions.

1. Assistant Professor who has completed **five years** of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these Regulations to move up to next higher grade of Rs.8000 (Stage 3).
2. Assistant Professor completing **three years** of teaching in the grade of Rs.8000 (Stage 3) shall be eligible to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Associate Professor subject to the fulfilment of the conditions.
3. Associate Professor possessing Ph.D. degree and completing **three years** of service in Stage 4 shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (Stage 5) subject to the fulfilment of the conditions.

**INSTRUCTIONS**

1. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores

as indicated in the appropriate API system tables by submitting application and the required PBAS

proforma.

2. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as

per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates

will be reassessed only after a minimum period of one year.

3. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is

successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and

applies on that date and is successful, his/her promotion will be effected from that date of

application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment,

his/her promotion will be deemed to be from the later date of successful assessment.

4. The applicant should have completed the minimum eligibility period of service and other mandatory

requirements regarding the minimum API scores as per the regulations of UGC.

5. For categories II and III API score has to be computed for the entire assessment period.

6. The required number of assessment year for each category will be considered before the date of

eligibility. So the applicant has to provide details accordingly.

7. Odd and even semesters would be 1 July to 30 November and 1 December to 30 April, respectively, of

an academic year. Teachers served/serving in DDE are asked to give academic year basis for category I.

8. **Document evidences must be submitted for all claims.**