



**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): <input type="text"/> To(Date) <input type="text"/>

**1. Eligibility Requirements:**

i. Number of Courses Completed in the current stage(enclose proof):

**Orientation:**

**Refresher:**

ii. Number of Research Papers Published in UGC listed Journals:

**2. 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 3 to 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 conducted/# 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./ Training Program						
	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	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	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:**

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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).
- (e) 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.
- (f) 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.**

