**PART-II: Academic Performance Indicator (API) Score on Performance Based Appraisal System (PBAS) of (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Designation)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ch. Devi Lal State Institute of Engineering & Technology PanniwalaMota, Sirsa required for Promotion under Career Advancement Scheme (CAS)**

**Assessment Period under CAS: From** \_\_\_\_\_\_\_\_\_\_\_\_**To**\_\_\_\_\_\_\_\_\_\_ **(01 Year)**

**Table I**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES.**

(Based on the teacher's self-assessment, API scores are for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation;

(d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75).

***(Note: The Teacher shall attach a detailed summary for the score claimed for each activity in categories I, II & III with proofs ifany.)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | **Nature of Activity** | **Max. Score** | **Self assessment Score (to be filled by applicant)** | **Verified API Score#** |
| 1. | **Lectures, seminars, tutorials, practicals, Contact hours undertaken as percentage of lectures allocated.** | 50 |  |  |
| *Lectures, seminars, tutorials, practical, contact classes should be based onverifiable records. Proportionate score for above 80% classes assigned. No scoreshould be assigned if a teacher has taken less than 80% of the assigned classes.No score should be deducted for classes not held or missed due to i) students notturning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii)any other reason beyond the control of the teacher.* |
| 2. | **Lectures or other teaching duties in excess of the UGC norms.** | 10 |  |  |
| *If a teacher has taken unpaid classes exceeding UGC norms throughout theacademic session, then two points to be assigned for each extra hour of unpaidclass.* |
| 3. | **Preparation & Imparting of knowledge / instruction as per curriculum / syllabus enrichment by providing additional resources to students.** | 20 |  |  |
| *a) Participatory & imparting of knowledge/ instructions as per curriculum*  *with the prescribed material (Text Books/ Manuals etc.)****(15Points)***  *b) Syllabus enrichment by providing additional resources to students such aslecture notes etc.* ***( 5 points)*** |
| 4. | **Use of participatory and innovative teaching-learning methodologies;**  **updating of subject content, course improvement etc.** | 20 |  |  |
| ***a)*** *Participatory & Innovative Teaching-Learning Process with material forproblem based learning, case studies, Group discussions, project /seminarwork, product development, assignment, ICT based teaching material etc****.10 points max.***  *b) Developing and imparting Remedial/ Bridge Courses. Developing and imparting softskills/ communications skills/ personality development courses / modules, etc.*  *Developing and imparting specialized teaching-learningprogrammes in Physical education, library; innovative compositions andcreations in music, performing and visual arts and other.****10 points max.***  *c) Workshop/ Training course/ Conference/ symposium etc:* ***10 points max.*** |
| 5. | **Examination duties (Invigilation, question paper setting, evaluation/assessment of answer scripts) as per allotment.** | 25 |  |  |
| *a) College/ University semester/ Annual Examination work as per duties allotted.*  *b)(Chief Supt./ Supt./ Dy. Supt/ invigilation 10 points, Evaluation of answer*  *scripts 10 points; Question paper setting 10 points) (****100% compliance =***  ***25 points****)*  *c) College/ University examination/ Evaluation responsibilities for internal assessment/ sessional / seminars/ assignments/ continuous assessment work*  *as allotted****. (100% compliance = 15 points****)*  d) *Examination work (other than university i.e. entrance/ competitive*  *Exam. Etc./) such as observer / flying squad duties etc.* ***(10 points)*** |
|  | **Total Score** | **125** |  |  |
|  | **Minimum API Score Required** | **75** |  |  |

**Signature of the Candidate with date ( )**

**CATEGORY II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

***(****Based on the teacher's self-assessment, category II API scores are for co-curricular and extension activities; & Professional development relatedcontributions. The minimum API score required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | **Nature of Activity** | **Maximum Score** | **Self assessment Score (to be filled by applicant)** | **Verified API Score#** |
| 1. | **Student related co-curricular, extension & field basedactivities (such as extension work through NSS / NCC andother channels, cultural / technical activities, subject relatedevents, advisement and counseling).** | 20 |  |  |
| ***a)*** *Institutional Co-curricular activities for students such as fieldstudies / educational tours / industrial tour / field training / quizcontest/ declamation contest/ debate / industry-implant trainingetc****.(5 point each)***  *b) Positions held / Leadership role played in organization linkedwith Extension Work & National service like NSS, NCC, RedCross, Eco-Club, Woman cell, IPR Cell, SC/ST cell, RemedialCell, student counseling, Statistical Cell, Centre-Head, NGOs orany other similar organizational activity****(10 points each)***  ***c)*** *Donating blood, commitment to donate eyes or body or organs,contribution to Prime Minister relief fund or Chief Ministerrelief fund, contribution to University corpus/provident fund,instituting a scholarship for the education of the poor and needy* ***(5points each)***  ***d)*** *Students and staff Related Socio Cultural and Sports Programmes(Organizing such program(s) or contributing by participating in any of theprogram(s) at intra/ inter collegiate or inter university level):*  ***Intra departmental / college level:5 points each, Interdepartmental : 10 points each, Inter collegiate : 10 points each &Inter university : 15 points each***  e) *Community work such as values of National Integration, completeliteracy prog. Environment democracy, social work, HumanRights, peace, scientific temper, flood or drought relief, smallfamily norms, tree plantation, energy conservation etc., throughlectures/ awareness programmes or through TV/ Satellite/EDUSAT/ Radio etc.****(5 points each)*** |
| 2. | **Contribution to corporate life & management of the department**  **& institution through participation in academic & administrative committees & responsibilities.** | 15 |  |  |
| *a) Contribution to Corporate life in Universities/ colleges through meetings, popular lectures, expert/ extension lectures, EDUSAT lectures, INSPIRE programme, invited lectures on subject related/scientific/ legal etc. issues, or articles in college magazine &University volumes.****(5 points each)***  *b) Participation in committees concerned with any aspect of departmental or institutional activity such as admission (including online admission),departmental budget/ purchase, time-table campus development, inspection, library, students welfare, guidance &counseling, placement, help desk, anti-ragging duty,UMC Committee, Proctorial duty, or any such committee/ sub- committee appointed by Vice-Chancellor/ Director/Dean/Chairperson/Chief warden,warden, University court/ Executive Council/ Academic Council/ Staff*  *Council/ DRC/ BOS etc.* ***(5 points each)***  ***c)*** *Organization of Conference/ Seminars/ Symposia/ Workshop/Training as Director, Co- Director, Coordinator/ Co- coordinator,Chairman/ Co-Chairman/ Convener/ Co-convener/ organizing Secretary/ Joint- Secretary/ etc.: (a) International* ***(10 points each)*** *(b) National/ regional* ***( 8 points each)*** *As member of the Organizing Committee of (a & b) above* ***(5 points each)*** *As member of the Advisory Committee of (a & b) above* ***(3 points each)***  d) *Organization of Faculty Development Programmes/carrier orientedprogs. / Technology Based Entrepreneurship Development Programme as Director, Co-Director, Coordinator / Chairman/ Co-Chairman/ Convener/ Co-convener/ Secretary/ Joint-Secretary/etc.* ***(5 points)*** |
| 3. | **Professional development activities such as participation in general seminars, workshop, conferences, short term training/ courses, invited talks, extension lectures, membership of associations, dissemination & general articles, not covered in Category III below)** | 15 |  |  |
| ***a)*** *Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation* ***(2 points each),****Visits abroad (excluding for conference/ seminar/ symposia/workshop) for research collaborations or delivering lectures (at least one week duration)* ***(5 points each)***  ***b)*** *Invited Lectures in orientation courses/ refresher courses* ***(5 pointseach)***  ***c)*** *Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance, new and emerging fields/ subjects/ technologies* ***(***5 ***points each)***  *d) Membership/ participation in State/ Central Bodies/ Committees on*  *Education, Research and National Development such as UGC/AICTE/ DST/ ICMR/ ICAR/ ICHR, etc.* ***(5 points each)***  ***e)*** *Membership of professional/academic associations/ bodies at the national level; membership of committees like Board-of-Studies (UG and PG), Ph.D. Committee, Research Committee, any departmental society, etc. of any university/ institute; editorial committees/ boards of journals; refereeing of research papers of journals, etc.* ***(5 points each)***  *f) Office bearers/nominated member of academic and professional bodies including Teachers association, Teachers club, faculty Club, etc.* ***(5 points)***  g) *Publication of articles in newspapers, magazines or other publications(which are not covered in category III)* ***(2 points each)*** |
|  | **Total Score** | 50 |  |  |
|  | **Minimum API Score Required** | 15 |  |  |

**Signature of the Candidate with date ( )**

Note: Entries of table I & II to be verified by Chairperson/Dean/Member-Secretary (IQAC) / Screening Committee).

**CATEGRY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

*(Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers fromthis category is different for different levels of promotion and between university and colleges)*.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No | APIs | Engineering/Sciences | Humanities/Library/Physical Education/Management | **Max. Points for university & College teacher position.** | | |
| **API Score**  **allotted** | **Self App. Score+** | **Verified API**  **Score#** |
| III A | Research  /Review  Papers\* published in: | Refereed & Indexed Journals  with impact factor above 5 | Refereed & Indexed Journals  with impact factor above 5 | 40/publication |  |  |
| Refereed & Indexed Journals withimpact factor 2-5 | Refereed & Indexed Journals withimpact factor 2-5 | 30/publication |  |  |
| Refereed & Indexed Journals  with impact factor 1-2 | Refereed & Indexed Journals  with impact factor 1-2 | 25/publication |  |  |
| Refereed & Indexed journals | Refereed & Indexed journals | 20/publication |  |  |
| Refereed Journals | Refereed Journals | 15/publication |  |  |
| Non-refereed but recognized andreputable journals & periodicals,having ISBN/ISSN no. | Non-refereed but recognized andreputable journals & periodicals,having ISBN/ISSN no. | 10/publication |  |  |
| Conference proceedings as fullpapers, etc. (Abstracts not tobe included) | Conference proceedings as fullpapers, etc. (Abstracts not tobe included) | 10/publication |  |  |
| III B | Research  Publications\*  (Books, chapters in  books, other  than refereed  journal articles) | Text or Reference books Published by International Publishers | Text or Reference books Published by International Publishers | Books 50 / sole author (book) & Publishers 10 each chapter in an edited book |  |  |
| Subjects Books by National Level Publishers / State and Central Govt.Publications with ISBN/ISSN no. | Subjects Books by National Level Publishers / State and Central Govt.Publications with ISBN/ISSN no. | 25/sole author (book) and 5 each chapter in an edited book |  |  |
| Subject Books by Other local  publishers with ISBN/ISSN numbers | Subject Books by Other localpublishers with ISBN/ISSN numbers | 25/sole author (book) and 3 each chapter in an edited book |  |  |
| Chapters contributed to edited Knowledge based volumes published by International Publishers | Chapters contributed to edited Knowledge based volumes published by International Publishers | 10/chapter |  |  |
| Monographs /books published without ISBN / ISSN numbers / edited  conference proceedings/ refresher course proceedings / case studies, etc. | Monographs /books published without ISBN / ISSN numbers / edited  conference proceedings/ refresher course proceedings /business games/ case studies, etc | 10 points each |  |  |
| Chapters in Knowledge based volumes by Indian/National Level publisherswith ISBN / ISSN numbers &numbers and with numbers of national and international & directories. | Chapters in Knowledge based volumes by Indian/National Level publisherswith ISBN / ISSN numbers &numbers and with numbers of national and international & directories. | 5/chapter |  |  |
| IIIC | **RESEARCH PROJECTS** | | | | | |
| III C (i) | Sponsored Projects carried out/ ongoing | Major Projects amount mobilized with grants Rs. 50.0 Lakhs & above /Major Projects amount mobilized with grants above Rs. 30.0 Lakhs | Major Projects amount mobilized with grants Rs. 10.0 Lakhs & above /Major Projects amount mobilized with grants above Rs. 5.0 Lakhs | 30/20 per project per year of operation |  |  |
|  |  | Major Projects amount mobilized with grants aboveRs.5.0 LakhsuptoRs. 30.0 Lakhs | Major Projects amount mobilized with grantsabovrRs.3.0 LakhsuptoRs. 5.0 Lakhs | 15/ project per year of operation |  |  |
|  |  | Major/Minor Projects (amount mobilized with grantsRs. 50,000-5.0 Lakh) | Major/Minor Projects (amount mobilized with grantsRs. 25,000-3.0 Lakh) | 10/ project per year of operation |  |  |
| III C (ii) | Consultancy Projects carried out/ ongoing | Amount mobilized above Rs. 10.0 Lakhs | Amount mobilized above Rs. 2.0 Lakhs | 10 per project per year |  |  |
|  | Amount mobilized betweenRs. 10,000 and Rs. 10.0 Lakhs | Amount mobilized between Rs. 10,000 and Rs. 2.0 Lakhs | 5 per project per year |  |  |
| III C (iii) | Completed Projects | Completed Project Report | Completed Project Report | 20/each major project &  10/ each minor project. |  |  |
| III C (iv) | ProjectsOutcome/Outputs | Patent/Technology transfer/Product/ Process | Major Policy document of Govt. Bodies at Central and State Government/Semi Govt. Level. | 30/each national level incl. patent granted; 50/ each for international level including patentgranted; & 15/each for patent applied. |  |  |
| **III D** | **RESEARCH GUIDANCE** | | | | | |
| III D (i) | Master Degree (with disseratation or Project Work) | Degree awarded  Dissertation submitted | Degree awarded  Dissertation submitted | 3/each candidate.  2/each candidate. |  |  |
| Bachelor Degree  Project work | Degree awarded | Degree awarded | 1/each candidate. |  |  |
| III D (ii) | Ph.D. | Degree awarded | Degree awarded | 10/each candidate. |  |  |
| i) Thesis submitted  ii) Thesis evaluated of  other Universities.  iii) Viva-voce conducted of  other Universities. | i) Thesis submitted  ii) Thesis evaluated of  other Universities.  iii) Viva-voce conducted of  other Universities. | 7/each candidate.  5/each candidate.  3/each candidate. |  |  |
| III E | **TRAINING COURSES AND CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP PAPERS** | | | | | |
| III E (i) | Refresher\*\*, STP, QIP, Orientation courses,workshops+, Training,TeachingLearning-  Evaluation Tech.  Programme, Soft SkillsLevel. Programme,  FDP (Max:30 points) | (a) \*\*Not less than 2 weeks duration.  (b) +One week duration. | (a) Not less than 2 weeks duration.  (b) One week duration. | 20/each  10/each |  |  |
| III E (ii) | Papers in Conferences/ Seminars/Symposia/  workshops etc.\*\*\* | Participation | Participation and Presentation / of research papers (oral/poster) in |  |  |  |
| a)International | a)International | 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 (iii) | Invited lectures/ presentations or sessionsChaired at conferences/  seminar/workshops/symposia. | a)International/ Foreign | a)International/ Foreign | 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/Collegelevel | 3/each |  |  |
| III E (iv) | Academic Contribution throughorganization of Refresher Courses/OrientationProgrammes/ Conferences/  Seminars/Workshops, etc. | As a member of the organizingcommittee or the Advisory Committee | As a member of the organizing committee or the Advisory Committee |  |  |  |
| a)International | a)International | 10/each |  |  |
| b) National | b) National | 7.5/each |  |  |
| c) Regional/ State level | c) Regional/ State level | 5/each |  |  |
| III E (v) | Academic  Contribution through  participation in quality  enhancement/  sustenanceefforts. | Member of University Court/  Executive/Academic council  FC / Sports Council/ IQAC/  Purchase Committee, House  allotment committee, NAAC  committee, UG / PG Boards of Studies,Governing Bodies of Colleges/ Institutions,  Inspection Committee, member ofeditorial board etc. | Member of University Court/ Executive/Academic council FC / Sports Council/ IQAC/ Purchase Committee, House allotment committee, NAACcommittee, UG / PG Boards of Studies,GoverningBodies of Colleges/ Institutions,Inspection Committee, member ofeditorial board etc. | 7points each/year. |  |  |
| III F(i) | Academic Contribution,  through leadership at different level | A) Chairperson, Director of,  Sports, Programme Director (weekend / Distance  Education), Head (T&P),  PRO, coordinator CIL/ Test  house/excellence centre and  any other similar non teaching duties to teachers. | A) Chairperson, Director of,  Sports, Programme Director (weekend / Distance  Education), Head (T&P),  PRO, coordinator CIL/ Test  house/excellence centre and  any other similar non teaching duties to teachers. | 25 points for each subject to max. of 25 points per year |  |  |
| B) Incharges, Warden,  Programme Chairperson, NSS  Coordinator, Coordinator Alumni Association, Nodal Officer,  Coordinator / Incharge  International Affair Cell, Cocoordinator (TEQIP, SAP /FIST), Training & Placement Advisor, Course Coordinator/ Lab Incharge, Coordinator / Incharge of various cells etc. | B) Incharges, Warden,  Programme Chairperson, NSS  Coordinator, Coordinator Alumni Association, Nodal Officer, Coordinator / Incharge  International Affair Cell, Cocoordinator (TEQIP, SAP /FIST), Training & Placement Advisor, Course Coordinator/ Lab Incharge, Coordinator / Incharge of various cells etc. | 20 points for each subject to max. of 20 points per year |  |  |
| III F(ii) | Academic Contribution  through leadership  at senior level | A) VC, PVC, and Registrar | A) VC, PVC, and Registrar | 40 points for  each, subject to  maximumof 40  points per year |  |  |
| B) Dean Academic Affairs, Dean of Colleges, Dean Students Welfare, Deans of Faculties, Proctor, Faculty worked as COE/COF, Chief warden, Research co-ordinator, Librarian, Coordinator (TEQIP, SAP / FIST) etc. | B) Dean Academic Affairs, Dean of Colleges, Dean Students Welfare, Deans of Faculties, Proctor, Faculty worked as COE/COF, Chief warden, Research co-ordinator, Librarian, Coordinator (TEQIP, SAP / FIST) etc. | 30 points for  each, subject to  maximumof 30  points per year |  |  |
| III G | Fellow of Academies | a) International  b) National | a) International  b) National | 10 each  5 each |  |  |
| Research/Academic Fellowship | a) International  b) National | a) International  b) National | 10 each  5 each |  |  |
| Citation of Research Work | Above 10-20 citation per paper | Above 10-20 citation per paper | 1 each/citation |  |  |
|  |  | **Total Score** | | |  |  |
|  |  | **Minimum API Score Required under Category-III** | | |  |  |

**Signature of the Candidate with date ( )**

**+** To be filled by the candidate.

**#** To be Verified by Chairperson/Dean/Member IQAC

\* In case of joint publications:

a) If research supervisor/mentor/principal investigator/co-principal investigator and project fellow/research scholar(s) (Ph.D, M.Tech and M.Phil. etc)make publication, each will get full points, provided the contents of research paper should be a part of Thesis/ dissertation/ Project report.

b) In case of joint publication other than (a) above, marks (as specified against each category in the table above) shall be equally divided among all theauthors.

c) Self certificate by the candidate to this effect shall be admissible evidence in absence of documentary proofs for past record i.e. before the date ofnotification.

\*\* In case of the Teacher who has attended total 56 days (8 weeks) courses( AICTE, UGC, TEQIP, QIP, DST, DBT, MHRD, University or any other government funded /sponsored), she/he would get full 30 points in this case. However, if a teacher goes to foreign university/institute for teaching,training and academic developments for more than one week, the API-points shall be calculated accordingly.

\*\*\* API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference /Seminaris published in the form of Proceedings, the points would accrue for the publication (III (a) and not under presentation III (e) (ii)).