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Detailed Guidelines to Calculate API Score for Promotion for University and its Colleges

The promotion of teachers who have become eligible for promotion on or after 11-07-2016 shall be governed by the Career Advancement Scheme, 2010 as amended.

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 amended CAS, 2010:

Table I.a. MINIMUM API TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES AND WEIGHTAGE FOR EXPERT ASSESSMENT

| Category | Activity | Assistant Professor / Equivalent cadres: (Stage 1 to Stage 2) | Assistant Professor /Equivalent cadres: (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Assoc. Professor/ equivalent cadres (Stage 4) | Associate Professor (Stage 4) to Professor /equivalent cadres (Stage5) |
|----------|---|---|--|--|--|
| I | Teaching-learning, Evaluation Related Activities | 80/Year | 80/Year | 75/Year | 70/Year |
| II | Professional Development and Extension activities- Minimum score required to be assessed Cumulatively | 50 / Assessment period | 50 / Assessment Period | 50 / Assessment Period | 50 / Assessment Period |
| III | Research and Academic Contribution s- | 20 / Assessment period | 50 / Assessment Period | 75 / Assessment Period | 100 / Assessment Period |



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| | Minimum core required - to be assessed Cumulatively | | | | |
| II+III | Minimum total API score under Categories II and III* | 90 /Assessment period | 120 / Assessment Period | 150 / Assessment Period | 180 / Assessment Period |
| IV | Expert Assessment System | Screening cum evaluation committee | Screening cum evaluation committee | Selection Committee | Selection Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview Performance | 50% -Research Contribution 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview Performance |

Note :

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers



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Scores for academic performance indicator for promotion under amended CAS, 2010:

TABLE II. SCORES FOR ACADEMIC PERFORMANCE INDICATOR (APIS) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/COLLEGE TEACHERS

| | Direct Teaching Hours per week |
|---------------------|--------------------------------|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Based on the teacher’s self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

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 |
| | a. Direct Teaching; Under this head, in appropriate cases and subject to the applicable regulations, considerations may be given to other duly recognized academic | 70 | Actual hours spent per Academic year $\div 7.5$ | 60 | Actual hours spent per academic year $\div 7.75$ | 60 | Actual hours spent per academic year $\div 7.75$ |



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| | work. | | | | | | |
| | b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts, internal assessment evaluation) as per allotment | 20 | Actual hours spent per academic year $\div 10$ | 20 | Actual hours spent per academic year $\div 10$ | 10 | Actual hours spent per academic year $\div 10$ |
| | c. Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc. | 10 | Actual hours spent per academic year $\div 10$ | 15 | Actual hours spent per academic year $\div 10$ | 20 | Actual hours spent per academic year $\div 10$ |

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/ Practicals/ Project and Research Supervision/ Field Work.
2. Category – I scores shall be calculated and adjusted taking into consideration any leave availed which qualifies for service benefits.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts,



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measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. 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.

The table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

| Category II | Nature of Activity | Maximum API Score | Actual score |
|-------------|---|-------------------|--|
| A | Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, 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/ workshops/ conference/ symposium etc.) | 15 | Actual hours spent per academic year \div 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 / Vice Principal/ Bursar/ Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours spent per academic year \div 10 |



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| C | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/ Refresher/ Faculty development courses, dissemination and general articles and any other contribution) | 15 | Actual hours spent per academic year ÷ 10 |
|---|---|----|---|

Note: Category - II scores shall be calculated and adjusted taking into consideration any leave availed which qualifies for service benefits.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on 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 | Activity | Faculty and departments of Sciences/ Engineering/ Agriculture/ Medical /Veterinary Sciences | Faculties and departments of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical education/ Management/ Education/ Law | Maximum score for University/ College teacher* |
|----------|---|--|--|--|
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC # | 10 per Publication |
| III (B) | Publications other than journal articles (books, chapters in books) <u>For faculty of Music and Fine Arts:</u> | Text/ Reference, Books published by International Publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN | Text/ Reference Books, published by International Publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered. | 30 per Book for Single Author; 15per Edited/ Translated book for Single Editor/Tra |



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| <p>In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research work.</p> | <p>no. will be considered.</p> | | <p>nslator</p> |
| | <p>Subject Books, published by National level publishers**, with ISBN/ ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.</p> | <p>Subject Books, published by National level publishers**, with ISBN/ ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.</p> | <p>20 per Book for Single Author; 10per Edited/ Translated book for Single Editor/Translator</p> |
| | <p>Subject Books, published by Other local publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.</p> | <p>Subject Books, published by Other local publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.</p> | <p>15 per Book for Single Author; 05per Edited/ Translated book for Single Editor/Translator</p> |
| | <p>Chapters in Books/ Full Paper in Conference Proceedings. published by National** and International** level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.</p> | <p>Chapters in Books, published by National and International level publishers**, with ISBN /ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.</p> | <p>International –10 per Chapter National – 5 per Chapter</p> |



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| III (C) | RESEARCH PROJECTS | | | |
|------------------|---|--|---|--|
| III (C) (i) | Sponsored Projects; For faculty of <u>Music and Fine Arts</u> : In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions. | (a) Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project for PI and 10 for Co-PI |
| | | (b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5lakhs | 15 per Project for PI and 08 for Co-PI |
| | | (c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 Lakhs | Minor Projects with grants above Rs. 1 lakh up to Rs. 3lakhs | 10 per Project for PI and 05 for Co-PI |
| 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 for the two categories |
| 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 – |



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| | | | | 30Central Government – 20,State Govt.- 10Local bodies – 5 |
| III(D) | RESEARCH GUIDANCE | | | |
| III(D)(i) | M.Phil./ LLM | 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 lectures delivered in conferences/seminars/refresher/orientation/FDP | | | |
| 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 |
| | | National Award/Fellowship from academic bodies | State/University level Award from academic bodies/associations | 5 Per Award |
| III(E)(ii) | Invited Lecture/papers presented; <u>For Faculty of Music and Fine Arts for:</u> In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized invited lectures/performance s/ music concerts at different levels. | 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 | 3per lecture /2 per paper Presented |



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| | <u>For Deptt. of Physical Education:</u> In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized assignments in sports. | | | |
| | 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 |

Note:

* 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 20points; (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.

The University shall identify the journals subject-wise through subject expert committees and forward their recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”.

*** The level of publisher shall be decided on the following principle, the applicant is required to ensure the adherence to the same while claiming API score for the respective publication:

A).(i) International Publication: A Book published by the applicant from a publisher in a country other than India.



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- (ii) **International Publication:** A Book published by the applicant from a publisher having 'Registered Office' in India and also at least in one other country.
- B). **National Publication:** A Book published by the applicant from a publisher having 'Registered Office' in at least two distinct cities of India.
- C). **Local Publication:** A book published by the applicant from a publisher having 'Registered Office' only in one city in India.

Only composition or musical production for following Companies/Institutions shall be considered for grant of API score for Faculty/department of Music:

1. Sangeet Natak Akademi, New Delhi
 2. Madras Music Academy, Chennai
 3. Prasar Bharti (A.I.R./Doordarshan)
 4. Sony Music, Mumbai
 5. H.M.V. Kolkata
 6. Sagarika, Kolkata
 7. Rhythm House, Mumbai
 8. Music Today, Mumbai/ Delhi
 9. Mystica House, Delhi
 10. T. Series, Delhi
 11. Bihaan Music, Kolkata, W.B.
 12. Navras Records
 13. Saregama India Ltd.
 14. Lahari, Bangalore
 15. Sargam Music, Bangalore
 16. Alurkar Music, Pune
 17. Sangita Music, Kolkata
 18. Pragna, Kolkata
 19. Geetanjali, Kolkata
 20. Sangeeta, Chennai
 21. Murugan, Chennai
 22. Satyam Audios, Cochin
 23. Manorama Music, Cochin
 24. MC Audios, Cochin
 25. East Coast, Cochin
 26. E.M.I. Records, Chennai/ Kolkata
 27. Echo Music, Chennai
 28. A.V.M., Chennai
 29. GIRI, Chennai
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30. Sruthi Laya, Chennai
31. Sri, Chennai
32. Surangam, Chennai
33. Parag CDs and Cassettes, Patna
34. Sawariya CDs and Cassettes, Patna
35. Chanda CDs and Cassettes, Delhi
36. B. Series, Patna
37. Swar Anant Music Pvt. Ltd., Delhi
38. M.L.B. Surtaal Pvt. Ltd., Delhi
39. R P Studio Mangal Dhvani –New Delhi

REGISTRAR

Minimum academic performance and service requirements for promotion of teachers:

Table III. MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITY DEPARTMENTS AND COLLEGES

| S.No. | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/ Selection Criteria |
|-------|---|--|--|
| 1 | Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2 | Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.P.Ed., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses | (i) Minimum cumulative API scores using PBAS scoring proforma developed by the University as per the norms provided in Annexure I and II. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion. |
| 2 | Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with completed service of five years in Stage 2 | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by University as per the norms provided in Annexure I and II. |



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| | | | <p>(ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p> |
| 3 | Assistant Professor (Stage 3) to Associate Professor (Stage 4) | Assistant Professors with three years of completed service in Stage 3. | <p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the University as per the norms provided in Annexure I and II.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in the regulation and in Tables I.a. of Annexure I.</p> |



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| 4 | Associate Professor (Stage 4) to Professor (Stage 5) | Associate Professor with three years of completed service in Stage 4. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the University as per the norms provided in Annexure I and II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II(A). |
|---|--|---|--|